



Kaitiaki Kindergartens

Operational Policies

7.02 Hazard and Risk Management Policy (5.05 Merged)

Classification: Health and Safety

Date: October 2023

Applies to: All staff

Review Date: October 2026

Approved by: Board

Purpose:

- To ensure safe environments and practices in all services, and to ensure that the Association, staff, children and family/whanau are protected from exposure to avoidable or preventable risk during service provision.

References:

- Health and Safety at Work Act 2015
- Health and Safety at Work (General Risk and Workplace Management) Regulations 2016
- Licensing Criteria for Early Childhood Education and Care Services 2008

This policy is to be read in conjunction with other Kaitiaki Kindergarten policies:

- 7.01 Health and Safety Policy Statement and Policy
- 7.07 Injury, Incident and Near Miss Management Policy

Definition:

- **Kaitiaki Kindergartens** – is referred to as 'The Association'
 - **Senior Management** – The General Manager, the Financial Manager, the Professional Practice Leaders and the Operational Leader
 - **Head Teachers and Centre Service Leaders** – are referred to as Service Leaders
 - **Person Responsible** – In teacher-led, centre-based services, the Person Responsible is directly involved in and primarily responsible for, the day-to-day education and care, comfort and health and safety of the children. The Service Leader is the Person Responsible when present at the service and they must designate who the Person Responsible whenever they are not at the service and ensure that Senior Management is made aware of this. All services must have a Person Responsible present at the service at all times.
 - **Professional Practice Leaders** – are referred to as PPLs
 - **Operational Leader** – is referred to as OL
 - **Kindergartens and Early Learning Centres** – are referred to as services
 - **All teaching and non-teaching staff employed at the service** – are referred to as employees
 - **Hazard** – includes a person's behaviour where that behaviour has the potential to cause death, injury, or illness to a person (whether or not that behaviour results from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behaviour)
 - **Hazard/Risk Identification** – the process of identifying and recognising a hazard and defining its characteristics, and identifying the risks associated with the hazard.
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Kaitiaki Kindergartens

- **Hazard/Risk Assessment** – An overall process of estimating the magnitude of risk and deciding whether or not the risk is tolerable.
 - **Management of risks** – eliminate risks to health and safety, so far as is reasonably practicable; and if it can't be eliminated, then to minimise those risks so far as is reasonably practicable.
 - **Meaning of reasonably practicable** – what's reasonably able to be done at a particular time in relation to ensuring health and safety, taking into account:
 - the likelihood of the hazard or the risk concerned occurring
 - the degree of harm that might result from the hazard or risk
 - what is known about the hazard or risk
 - ways of eliminating or minimising the risk
 - the availability and suitability of ways to eliminate or minimise the risk
 - the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.
 - **Risk** – A combination of the consequence(s) and likelihood of a specified hazardous event occurring.
 - **Risk Definition and Classification Framework** – A tool to classify and prioritise all health and safety risks – See Appendix 1.
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Policy

The Association is committed to providing a safe and healthy environment for the children and employees at its services and it acknowledges that effective management of risks is fundamental to achieving this.

This Policy outlines the steps required to achieve a systematic and robust hazard and risk management system.

Responsibilities

The General Manager is responsible for:

- Evaluating, and recommending to the Board at regular meetings, the level of risk that the Association should bear in relation to its business.
- Recommending policy with regard to the methods of managing identified risk and ensuring that the Association complies with statutory obligations.
- In consultation with the PPL, OL and employees, identify training needs of Association staff in relation to acceptable risks.
- Critiquing and reviewing any incidents and complaints, reviewing reports and ensuring that a continuous quality improvement approach is adopted
- Prioritising, classifying and monitoring identified risks to ensure that appropriate actions are taken to minimise any adverse outcome and reporting on these to the Board

Service Leaders/Person Responsible are responsible for:

- Ensuring that the schedule of hazard checks is conducted for their service.
 - Reviewing the hazard register with their team at least six monthly.
 - Working with employees to identify and control hazards.
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- Ensuring that hazards are reported in the Association’s online Health and Safety System and investigations carried out as required.

Employees are responsible for:

- Adhering to hazard management procedures.
- Taking all practicable steps to ensure that identified hazards are managed in line with the defined “Hazard Identification and Reporting” procedures in this policy.
- Reporting new hazards in Association’s online health and safety system.
- Informing others of any hazards, which are known to be associated with the work they perform and the steps to be taken to control any such hazard.

Who Identifies Hazards?

Hazard identification is a shared responsibility. Service Leaders/Person Responsible and employees need to work together to identify hazards.

When identifying hazards, Service Leaders/Person Responsible and employees need to consider a number of factors. Some of these factors are noted below:

Working Environment General considerations	Human Factors What hazards do individuals bring?	Tasks / process What hazards does the process create?
<ul style="list-style-type: none"> • Area used and its condition • Workplace layout • Location of resources & distances moved • Types of equipment used • Energy hazards • Hazards that could cause injury • Characteristics of materials, equipment • Hazards which could cause ill health • Ventilation • Temperature • Lighting (natural or lights) • Noise • Temporary hazards • Weather for outside work • Sunlight / UV for outside work • Take into account the impact of an earthquake or other emergency 	<ul style="list-style-type: none"> • Safety culture / attitudes • Knowledge and training • Skills and experience • Health, disabilities, fitness • Age and body size • Motivation • Risk perception and value systems • Protective clothing, equipment, footwear • Drugs, alcohol, fatigue, medication 	<ul style="list-style-type: none"> • Task analysis • Workflow • Working postures and positions • Actions and movements • Duration and frequency of tasks • Loads and forces involved • Intensity • Speed/accuracy



Hazards that cause Accidents, Incidents or Near Misses

If a previously unidentified hazard results in an accident, incident or near miss, refer to the Injury, Incident or Near Miss Management Policy (7.07).

Association Hazard Register

An Association Hazard Register is located in the Association's Shared Communications folder and is reviewed on a six monthly basis; or as follows:

- Following a critical event
- If a new hazard has been identified
- If there is any change to work processes
- If new services are introduced.

Service's Hazard Register

All services must have a service specific Hazard Register that is available to visitors, whānau. This should be displayed prominently in the service.

Hazard Checks

Hazard checks are to be conducted at each service daily in line with the Licensing Criteria for Early Childhood Education and Care Services 2008 (Daily Hazard Checklist).

Risk Identification, Action and Management

Workplace hazards can be identified and reported at any time by employees. Factors to be considered when identifying hazards are detailed in Appendix 2.

Actual and potential risks are identified, documented and communicated, where necessary, to staff, children, family/whānau and other stakeholders.

- 1. When a new hazard is identified**, the person identifying the hazard must immediately take steps to control the hazard (eliminate or minimise).
 - If the hazard is likely to cause an injury or is a significant risk, advise the Service Leader/Person Responsible immediately or in their absence, report directly Senior Management.
 - Complete a hazard identification form in the Association's online health and safety system as soon as possible.
- 2. The hazard will be assessed** by the Service Leader/Person Responsible or a member of the Senior Management Team.

All hazards are assessed to determine their significance and potential harm by using the Risk Definition and Classification Framework. **A copy of the Framework** is available in Appendix 1.

The Risk Definition and Classification Framework sets out a probability evaluation to assess hazards, based on the:

- Severity of impact; and
- Likelihood of occurrence.



This assessment should take into account existing controls to eliminate, isolate or minimise individual hazards.

Significant hazards/risks will be controlled by:

- Management implementing further controls to reduce the risk of harm; and
- Monitoring and review of the hazards (including employee health) as appropriate.

Risk Assessment Chart

Using the Risk Definition and Classification Framework the following steps are to be used to assess the category of risk from a hazard.

Step 1 Determine the **impact** of exposure to hazard from the “Impact Scale”.

Step 2 Determine the **likelihood** of exposure to hazard from the “Likelihood Scale”.

Step 3 Determine the **Risk Category** (Low, Medium, High or Critical) from the “Risk Assessment Chart” by matching up impact and likelihood scores.

- 3. Control measures will be put in place** the Association must do what is reasonable and practical to eliminate the risk. Where the risk can't be eliminated it must be minimised by choosing the best control for the situation (see Table 4 in Appendix 1).
- 4. The risk will be re-assessed** and if the level of risk is still too high, put different controls in place
- 5. The risk will be reviewed and monitored** regularly to ensure that:
 - Controls are being used
 - Controls are effective
 - The risk level estimate is still correct
 - Controls are convenient and effective (check with other employees)
 - Exposure to health is monitored
 - Different work activities and risks are identified
 - Stronger controls have been considered

Signed:

Date:

5/4/24

Tara Solomon
General Manager

Endorsed by the Kaitiaki Kindergartens Board at the Board Meeting of 6 March 2024



Appendix 1 - Risk Definition and Classification Framework:

Examples of types of Risks to be considered

- Governance
- Management
- Staffing
- Financial
- Compliance
- Assets
- Political
- Disasters
- Technology
- Health and safety (including physical safety)
- Reputation and Brand
- One-off events

Table 1: Qualitative measures of likelihood

Level	Descriptor	Example Detailed Description
1	Probable	Expected to occur in most circumstances, once a year or more often.
2	Likely	Will probably occur in most circumstances, once every 2 years.
3	Possible	Should occur at some time, every 1 to 4 years
4	Unlikely	Could occur at some time, between 5 and 20 years.

Table 2: Impact Scale

Select one Score	Scale	Severity of Impact
1	Minor	Nil injury or illness
2	Notable	Minor injury or illness requiring minor first aid and/or up to one week recovery.
3	Major	Injury or illness requiring first aid and visit to medical practitioner or hospital and/or 2-4 weeks recovery.
4	Severe	Injury or illness requiring emergency medical assistance and hospitalisation and/or 4+ weeks' recovery. May result in permanent or long-term disabling effects or a fatality.

Table 3: Likelihood Scale

Select one Score	Scale	Likelihood of accident or illness occurring
1	Unlikely	May only occur in exceptional circumstances
2	Possible	Could occur at any time
3	Likely	Likely to occur in most circumstances
4	Probable	Will occur in most circumstances




Table 4: Risk Assessment Chart

Match the impact score with the likelihood score to determine the risk category of the hazard.

Likelihood Score	Impact Score			
	1	2	3	4
1	Low	Low	Medium	High
2	Low	Medium	High	Critical
3	Medium	High	High	Critical
4	High	High	Critical	Critical

Table 4 – Risk Controls

Most Effective  Least Effective	ELIMINATE	
	1. Eliminate the Hazard Remove it completely from your workplace.	If this isn't reasonably practicable, then.....
	MINIMISE	
	Substitute the Hazard (wholly or partly) with a safer alternative 2. Isolate the Hazard Using physical barriers, time or distance Use engineering controls Adapt tools or equipment to reduce the risk	Minimise the risk, so far as is reasonably practicable, by taking 1 or more of these actions that is most appropriate
	3. Use administrative controls Develop methods of work, processes and procedures	If a risk then remains, you must minimise the remaining risk, so far as is reasonably practicable
	4. Use personal protective equipment (PPE) this is the last option after you have considered all of the other options for your workplace (not usually a control for ECE)	If a risk then remains, you must minimise the remaining risk by using PPE