**Tool 6: Risk and Hazard Management Checklists and Templates**

**Contents:**

[**Risk management checklist**](#_Risk_Management_Checklist)

[**Risk Register Template**](#_Risk_register_template)

[**Hazards checklist**](#_Hazard_Checklist)

# Risk Management Checklist

This tool can be used to review your risk management processes.

|  |  |  |
| --- | --- | --- |
| **Do we have:** | **Yes** | **No** |
| 1. A hazard identification process? |  |  |
| 2. A risk assessment process for significant hazards? |  |  |
| 3. A process to develop and implement the appropriate controls for each risk? |  |  |
| 4. A process to regularly monitor and review risk control plans? |  |  |
| 5. Risk registers that record how risks are managed? |  |  |
| 6. Evidence of worker consultation or participation in risk management? |  |  |
| 7. A process for issuing, renewing and maintaining all safety equipment including personal protective equipment? |  |  |
| 8. A process for managing risks associated with new equipment or new work processes? |  |  |
| 9. A system for undertaking baseline monitoring of health and safety in identified areas (for example a music room) and notifying the results to workers and others? |  |  |
| 10. A process to report significant risks to our board of trustees/ PCBU? |  |  |
| 11. A process for inducting visitors and students (as significant Others) to our school which covers risks and emergency procedures? |  |  |
| 12. Provision of appropriate personal protection equipment for visitors to our school, if required? |  |  |
| 13. A budget put aside to put controls in place, such as for personal protective equipment? |  |  |

Approved by: Date:

Next review date:

Actions arising from Checklist:

1.

2.

3.

# Risk register template

The content below will not necessarily reflect your own risk setting. **It is an example only.**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| RISK REGISTER: [name of organisation] | | COMPLETED BY: [name] | | | DATE: […] | |  |  |  |
| Risk/Hazard identification | | **Risk Assessment** | | | **Risk Control** | | | **Review** | |
| Risk description | **Potential Harm** | **Consequence** | **Likelihood** | **Risk rating** | **Eliminate, isolate or minimise** | **Risk controls** | **Who is responsible + timeframe** | **Training or information required** | **Date reviewed** |
| Interaction with hostile whānau | Could lead to  stress and/or  physical harm | Icon  Description automatically generatedModerate | Rare | Low | Minimise | Administrative controls could include:   * Response procedure * Staff training | All staff, ongoing | Training | xx/xx/22 |
| Use of poorly ventilated spaces | Exposure to airborne illnesses | Minor to moderate – for majority  Major to critical – for those at very high risk of severe illness | Likely  Rare | Medium  Medium - High | Minimise  Minimise | Your ventilation risk controls could include:   * regularly review the site ventilation plan * ventilation is included as a specific item in health and safety briefings * staff know the signs that indicate a space may not be well-ventilated * each room identified as harder to ventilate has a specific plan to manage risk including: * open doors and windows as much and for as long as practicable * for rooms where windows don’t open - refresh the air in the room during hourly breaks * where practicable minimise use of room for higher-risk activities (eg, physical activities, singing, kapa haka) * use portable air cleaner (if assessment indicates it is appropriate to do so) * where practicable, limit the number of people using the space (no over-crowding) |  |  |  |
| Use of  cleaning  products | Skin burns  Poisoning | Major | Rare | Medium | Minimise | Control by isolation and/or PPE  Procedure for use and storage eg. lock away when not in use; wear gloves, eye protection, masks; don’t use when children in vicinity; label products clearly | All staff, ongoing | Daily hazard check |  |

# Hazard Checklist

This checklist template for hazard checking can be modified to suit your site. The person completing the checks should initial the boxes.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **DAILY HAZARD CHECKLIST** | | Week Beginning: | | | | | |
| **Items to Check** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Hazard noted – add to risk register**  **Action needed** | **Notes** |
| **Gates/Fences** | eg,  JD |  |  |  |  |  |  |
| **Rubbish/bins** | JD |  |  |  |  |  |  |
| **Play areas (swings, bark, etc)** | JD |  |  |  |  |  |  |
| **Mobile equipment (toys, sports gear)** |  |  |  |  |  |  |  |
| **Poisonous plants, weeds** |  |  |  |  |  |  |  |
| **Sheds/Storage areas** |  |  |  |  |  |  |  |
| **Water hazards** |  |  |  |  |  |  |  |
| **Hazardous substances** |  |  |  |  |  |  |  |
| **Kitchen/Toilets** |  |  |  |  |  |  |  |
| **Inside play areas** |  |  |  |  |  |  |  |
| **Electrical hazards** |  |  |  |  |  |  |  |
| **Access to exits and fire**  **equipment** |  |  |  |  |  |  |  |
| **Broken equipment** |  |  |  |  |  |  |  |
| **Hazards from any**  **building or repair work** |  |  |  |  |  |  |  |
| **Windows/areas of**  **glass** |  |  |  |  |  |  |  |
| **Others... [insert rows]** |  |  |  |  |  |  |  |
| **Checked and signed by:** | | | | | | |  |
| **Date:** | | | | | | |  |