

The Health and Safety at Work Act 2015 specifies that everyone has a duty to eliminate risks to health and safety, so far as is reasonably practicable; and if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.

The table below identifies risks within the school. **Red indicates actions still to be taken.**

Schoolwide Hazards						
Date of Assessment	Location	Hazard	Risk level	Likelihood	Eliminate or minimise	Control
30.03.16	Whole school	Poor lifting technique leading to a back injury	Moderate	Unlikely	Minimise	Develop and review policy regularly Training needs analysis including lifting/manual handling Identify tasks that require lifting Seek assistance for heavy lifts Provide a trolley Refer to WorkSafe publication, Code of Practice for Manual Handling
30.03.16	Whole School	Being alone at school	Moderate	Unlikely	Minimise	Lock yourself in Keeping cellphone and keys close by When leaving, leave security lights on if needed (Bottom switch below alarm panel)
30.03.16	Throughout School	Frosty Decks	Moderate	High	Minimise	Rubber mats provided for walking areas. Signage put out on wet and frosty days.
30.03.16	Decks throughout school	Splinters/Nails sticking out of decks	Low	Unlikely	Minimise	Monthly check to ensure nails are all flush and no damage to decks.
30.03.16	Mats Outside Classrooms	Tripping Hazards	Moderate	Moderate	Minimise	Quality Mats are used so they sit flat. Check Monthly.
30.03.16	Puddles	Slipping hazard	Moderate	Moderate	Minimise	Place cones around slippery puddles.
30.03.16	Corners of buildings	Collision: Running around corners	Moderate	Moderate	Minimise	Students to be reminded about not running around corners.
30.03.16	Trellis outside buildings	Broken trellis causing grazes etc.	Moderate	Moderate	Minimise	Trellis to be kept maintained. Monthly Check.
09.05.16	Throughout School	Wasps	Significant	Rare	Minimise	Remove students from problem areas. Evacuate to indoors if necessary. Wasp numbers to be monitored and extermination services employed if necessary.
16.05.16	Throughout School	Loose Livestock/Dogs	Significant	Rare	Minimise	All gates are closed at the beginning of the day. Evacuate inside if livestock are

						in the school grounds. Siren to be installed.
16.05.16	Throughout School	Intruder/Violet Person	Significant	Rare	Minimise	Evacuate inside. Siren to be installed.

\*Reviewed at staff briefing 9/5/2016

Next review due Week 2 Term Three.

Carpark Hazards						
Date of Assessment	Location	Hazard	Risk level	Likelihood	Eliminate or minimise	Control
30.03.16	Car Park	Pedestrians being run over by cars driving in the carpark.	Significant	Unlikely	Minimise	Parking plan distributed annually Bus turning lane marked by cones Gates installed 2015 to slow traffic from road Warning sign at the end of the deck for peak times 3pm Installed 5/5/16
16.05.16	Car Park	Gravel being thrown up.	Low	Unlikely	Minimise	Control speed via use of entrance way. Cones for bus lanes.
16.05.16	Car Park	Rolling ankle etc due to stones	Low	Unlikely	Minimise	Notifying

\*Reviewed at staff briefing 16/5/2016. Next review due Week 3 Term Three

Classroom Hazards						
Date of Assessment	Location	Hazard	Risk level	Likelihood	Eliminate or minimise	Control
30.03.16	Inside classroom	Ladder use for displays	Significant	Unlikely	Minimise	Only step ladders to be used for displays in the classroom.
30.03.16	Inside classroom	Bending down to work at low desks	Moderate	Unlikely	Minimise	Internal training??
30.03.16	Inside classroom	Jamming fingers Doors	Moderate	Unlikely	Minimise	Stays/Safe returns of external doors.
30.03.16	Inside classroom	Too Hot/Too Cold	Low	Rare	Minimise	Teachers to monitor and activate air conditioning units
30.03.16	Inside classroom	Mats/loose carpet Tripping hazard	Moderate	High	Eliminate	Worn mats or carpet to be replaced
30.03.16	Inside classroom	No internal communication system	Significant	Unlikely	Minimise	Teachers to carry cellphones on them

30.03.16	Inside classroom	Loose cables - Tripping	Moderate	Unlikely	Minimise	Teachers to keep cables tidy to avoid creating tripping hazards.
30.03.16	Inside classroom	Loose cables - Electrocution	Extreme	Unlikely	Minimise	Annual Testing of cables Cables stored tidily and out of walkways.
30.03.16	Inside classroom	Swinging on chairs	Moderate	Unlikely	Minimise	Teachers reinforce expectations to not swing on chairs. Chair design make it hard to swing on them

Playground/Courts/Field Hazards						
Date of Assessment	Location	Hazard	Risk level	Likelihood	Eliminate or minimise	Control
30.03.16	Field	Tyres	Low	Unlikely	Minimise	Duty teachers to ensure safe play around tires.
30.03.16	Bridge on Field	Loose wires/planks	Moderate	Unlikely	Minimise	Bridge to be inspected for damage a repaired regularly.
30.03.16	Field	Barbed wire fences	Moderate	Unlikely	Minimise	Teachers to talk to classes about the barbed wire and duty teachers to remind students who are close by.
30.03.16	Field	Concrete Sump cover	Low	Unlikely	Minimise	?
30.03.16	Throughout School	Open Gates	Extreme	Unlikely	Minimise	Ensure gates are closed each day after 9am
30.03.16	Boundary lines	Hit by car while retrieving balls over the fence	Extreme	Unlikely	Minimise	Only Senior Students to retrieve equipment under the supervision of a teacher.
30.03.16	Concrete Area	Tree outside Library	Low	Unlikely	Minimise	Tree to be pruned every second year.
30.03.16	Possibly throughout school	Noxious Weeds	Extreme	Unlikely	Minimise	Ensure gardner/caretaker weed and spray gardens.
18.05.16	Courts	Uneven Concrete	High	Moderate	Eliminate Minimise	Edges to be ground off. No scooters or skateboards to be used at school.

Pool Hazards						
Date of Assessment	Location	Hazard	Risk level	Likelihood	Eliminate or minimise	Control
30.03.16	Pool Shed	Chemicals	Extreme	Rare	Minimise	Chemicals kept in locked shed. <b>Pool operator has appropriate training to handle chemicals.</b>
30.03.16	Pool	Water	Extreme	Moderate	Minimise	Gate is locked. No one is to swim alone. Children are supervised by their teacher at all times.
13.05.16	Pool Filter Shed	Electrical Board	Extreme	Unlikely	Minimise	Shed locked and only adults access it. <b>Repair to be carried out before pool is being prepared for summer.</b>

Caretaker Shed/Area Hazards						
Date of Assessment	Location	Hazard	Risk level	Likelihood	Eliminate or minimise	Control
30.03.16	Caretakers Shed	Tools	Moderate	Unlikely	Minimise	Students not to be in the shed unsupervised
30.03.16	Caretakers Shed	Water Treatment Plant	Low	Unlikely	Minimise	Students not to be in the shed unsupervised
30.03.16	Caretakers Shed	Petrol	Significant	Rare	Minimise	Petrol stored away from students in locked shed. <b>Petrol stored in container with clear labelling</b>
30.03.16	Caretakers Shed	Timber Racks	Significant	Rare	Minimise	No access to students. Timber racks designed to avoid falling timber

Office/Staffroom/Administration Area Hazards						
Date of Assessment	Location	Hazard	Risk level	Likelihood	Eliminate or minimise	Control
30.03.16	Staffroom	Boiling Water over the sink	Significant	Unlikely	Minimise	<b>Sign to warn about boiling water</b>

30.03.16	Staffroom	Heating food for lunches	Significant	Unlikely	Minimise	Students food to be removed from pie warmers at least 5 minutes before delivery
30.03.16	Staffroom	Stove/Oven	Significant	Unlikely	Minimise	Students not to use the oven without teacher supervision

Buildings Hazards						
Date of Assessment	Location	Hazard	Risk level	Likelihood	Eliminate or minimise	Control
09.05.16	Buildings	Falling while working on the Roof	Extreme	Unlikely	Eliminate	No Employees, or contractors are to gain access to the roof until such time that appropriate anchors can be located on each roof.
09.05.16	Buildings	Falling while using exterior ladders	Extreme	Unlikely	Minimise	The use of a ladder will need to be done with two adults. One to hold the ladder while the other ascends. No access to roof.
09.05.16	Buildings	Asbestos	Extreme	Unlikely	Minimise	Asbestos surfaces are to be well maintained. Any damaged panels will be replaced by professionals using the appropriate procedures. Opportunities to remove asbestos will be taken when building work is being undertaken.

# **Maraekakaho School Hazard Register**

*Updated 18th May 2016*