

RISK ASSESSMENT: Occupational Health and Safety

Service Name: St Dunstan's Kindergarten

Date Completed: January 2026

Assessment Review Date: January 2029

Completed by: Nikki Samuel – Nominated Supervisor

1. Purpose

This risk assessment identifies common hazards in a kindergarten environment for children aged 3–5 years, staff, and visitors, and outlines control measures to reduce the likelihood of injury or illness.

2. Risk Rating Scale (Example)

Likelihood: Rare / Unlikely / Possible / Likely / Almost Certain

Consequence: Minor / Moderate / Serious / Severe

Risk Level: Low / Medium / High / Extreme

3. Hazard Identification and Risk Assessment

3.1 Physical Environment

Hazard: Slips, trips, and falls (wet floors, toys on floor, uneven surfaces)

- *Who may be harmed:* Children, staff, visitors
- *Risk Level:* Medium
- *Control Measures:*
 - Keep floors clean and dry
 - Promptly clean spills
 - Ensure toys are stored properly after use
 - Use non-slip mats where appropriate
 - Regular inspection of flooring

Hazard: Furniture and equipment (sharp edges, unstable furniture)

- *Who may be harmed:* Children
- *Risk Level:* Medium
- *Control Measures:*
 - Use age-appropriate, rounded-edge furniture
 - Secure shelves and large furniture to walls

- Regular safety checks and maintenance
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3.2 Play Equipment (Indoor and Outdoor)

Hazard: Falls from climbing equipment, swings, or slides

- *Who may be harmed:* Children
- *Risk Level:* High
- *Control Measures:*
 - Install soft-fall surfaces under play equipment
 - Ensure equipment meets safety standards
 - Provide active supervision during play
 - Regular inspection and maintenance of equipment

Hazard: Pinch points or broken equipment

- *Who may be harmed:* Children, staff
 - *Risk Level:* Medium
 - *Control Measures:*
 - Remove damaged equipment immediately
 - Schedule routine safety checks
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3.3 Health and Hygiene

Hazard: Spread of infectious diseases (colds, flu, gastro)

- *Who may be harmed:* Children, staff
- *Risk Level:* High
- *Control Measures:*
 - Enforce regular handwashing
 - Clean and disinfect toys and surfaces daily
 - Exclude unwell children and staff as per policy
 - Promote respiratory hygiene (cover coughs/sneezes)

Hazard: Poor toileting and hygiene practices

- *Who may be harmed:* Children, staff
- *Risk Level:* Medium
- *Control Measures:*
 - Supervise toileting where required
 - Use gloves for nappy changes
 - Proper disposal of waste

- Staff training in hygiene procedures
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3.4 Food Safety

Hazard: Choking (food items, small objects)

- *Who may be harmed:* Children
- *Risk Level:* High
- *Control Measures:*
 - Provide age-appropriate food sizes
 - Supervise children during meals
 - Prohibit small hard foods unless appropriately prepared

Hazard: Food allergies

- *Who may be harmed:* Children
 - *Risk Level:* High
 - *Control Measures:*
 - Maintain up-to-date allergy and medical records
 - Implement allergy-aware food policies
 - Train staff in allergy management and emergency response
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3.5 Hazardous Substances

Hazard: Cleaning chemicals and medications

- *Who may be harmed:* Children, staff
 - *Risk Level:* High
 - *Control Measures:*
 - Store chemicals and medications in locked cupboards
 - Clearly label all substances
 - Use child-safe products where possible
 - Staff training on safe handling
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3.6 Manual Handling (Staff)

Hazard: Lifting and carrying children or equipment

- *Who may be harmed:* Staff
- *Risk Level:* Medium
- *Control Measures:*
 - Provide manual handling training

- Use correct lifting techniques
 - Encourage children to climb independently where safe
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3.7 Emergency Situations

Hazard: Fire, evacuation, or lockdown situations

- *Who may be harmed:* Children, staff, visitors
 - *Risk Level:* High
 - *Control Measures:*
 - Maintain clear evacuation routes
 - Conduct regular emergency drills
 - Keep emergency contact details accessible
 - Ensure fire equipment is maintained
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4. Responsibilities

- Management: Ensure policies, training, and maintenance are in place
- Staff: Follow safety procedures, supervise children, report hazards
- Visitors: Comply with kindergarten safety rules

5. Review

This risk assessment should be reviewed:

- After an incident or near miss
- When changes occur to the environment or activities