Policy no 64 – Risk Management Policy

REV: 03 DATE: 16.08.2021

Policy Statement

At Scamps & Scholars we are committed to safeguarding children, staff, parents and all visitors to our service. We have policies, procedures and practices in place to ensure that we are providing a safe place for children, staff, parents and visitors to be. This policy has been updated in line with current guidance the HSPC Infection Prevention and Control guidance for services providing childcare during the COVID-19 Pandemic, the DCYA's Return to Work Safely Protocol and Tusla's Children Services Regulations Guidance Document for Early Years Services: COVID-19

Principle This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations 2016, the Child Care Act 1991 (Early Years Services) (Amendment) Regulations 2016 and the Tusla Early Years Inspectorate Quality Regulatory Framework.

This policy is available to all our service users. It will be communicated through our website and also through the parental information disk that contains all our policies & procedures. There is also a copy of this policy in the reception area of our service.

Introduction to risk management?

Risk is a part of everyday life in the early childhood setting and is something our members are well accustomed to responding to. For example, we must all ensure that we have considered all potential hazards that may occur on an outing or during children's play activities.

Undertaking a risk assessment leads to a safer environment for children, staff and parents. This document will us all to develop procedures for assessing any potential risks to the safety of the children attending our service and identifying the steps taken to either eliminate or mitigate those risks.

The intent of this risk management policy will also include the approach of reviewing past accidents or incidents and implementing changes to prevent or reduce future accidents or incidents.

We will always try to adopt a structured approach to managing the risks that the children in our care are exposed to. This does involve an investment of time and care to consider how it applies to our service as there is no standard one size fits all approach.

Having this risk management policy will act as a practical tool for reducing accidents and ill-health at work. Risk assessment is a requirement of the new regulations under the Child Care Act 1991 (Early Years Services) Regulations 2016. This law requires employers to identify the hazards, carry out a risk assessment and prepare a written policy.

Children's needs

Children need:

- Everything that is possible to be considered and done to protect their safety, health and welfare.
- To be educated and involved in everyday procedures and practices relating to their own and others' safety and welfare.

Parents'/Families' needs

Parents/guardians need to:

- The intent is that all possible consideration is given to the service's approach to protecting their children's and other children's safety, health and welfare.
- Be involved, as appropriate, in some of the everyday risk assessment processes.
- Cooperate with some of the procedures and practices that have been assessed as being necessary to protect everyone in the service from risks to their safety, health or welfare.
- Be clear on the service's overall approach as well as their own role.

Staff needs

Staff members need:

- To know very clearly what processes and procedures are necessary to ensure the safety, health and welfare of everyone in the service. This includes absolute clarity on the risk assessments that must be carried out, by whom and in what way, as well as how the actions identified in the risk assessments are to be carried out.

Management needs

All staff members have a role to play in dealing with risk. However responsibility for safety, welfare and health and risk management ultimately rests with the management team made up of the Manager, Deputy Manager, Supervisors & Team Leaders. All staff and volunteers are responsible for complying with the strategy.

 The management team commits to:

- To ensure that everything required under legislation, regulation *[you can also include here 'and quality practice standards' (e.g. Síolta Standard 9 Promoting the health and welfare of the child requires protection from harm, provision of nutritious food, appropriate opportunities for rest, and secure relationships characterised by trust and respect.)]* is done to protect the safety, health and welfare of everyone in the service as well as any visitors to the service.

- Everyone in the service (including all children who are old enough, their parents and all staff team members) will be clear on their roles and responsibilities in relation to helping to ensure the safety, health and welfare of everyone in the service and

everyone who visits the service. Management will communicate health & safety matters to all concerned in various formats.

- To clearly define, document and communicate to all staff their roles and responsibilities.

- To ensure that parents are given all of the information they need to be assured that everything possible will be done to help keep their child/children safe and well while attending the service.

National Quality Frameworks

- Tusla Quality and Regulatory Framework
- Síolta: The National Quality Framework for Early Childhood Education
- Keeping Communities Safe – A Framework for Fire Safety in Ireland

1.   Definitions/Glossary

A **hazard** is anything with the potential to cause injury or ill health, for example chemical substances, dangerous moving machinery, or threats of violence from others.

Risk is the chance that someone will be harmed by the hazard. It also takes account of how severe the harm or ill health effect could be and how many people could be affected.

A **Risk Assessment** is '… a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.' A Guide to Risk Assessments and Safety Statements Health and Safety Authority, 2016

It is a written document that records a three-step process (HSA, 2016):

1. Identifying the hazards in the workplace(s) under your control.
2. Assessing the risks presented by these hazards.
3. Putting control measures in place to reduce the risk of these hazards causing harm.

   A further two steps are also required:
4. Recording findings and implementing them.
5. Reviewing the assessment and updating it if necessary.

[Some risk assessments may be simple and arise directly from observation such as obstructions in the corridor creating a tripping hazard. Some hazards may be more complex, for example, the risks associated with a group outing.]

Severity is a measure of how serious an injury or health effect could be, as a consequence of unsafe working or of an accident. The severity can be influenced by the environment, the number of people at risk, and the steps already taken to control the hazard.

Control measures are the steps to be taken to remove the hazards, or at least reduce the risk of them causing harm to as low a level as possible.

A **Safety Statement** is the written commitment to managing safety and health in your business and how you are going to do this.

Individual risk assessment is an assessment of the potential risks that might occur in in relation to a child and their individual needs. It is completed if the individual needs of a child warrant it, for example, a child with allergies, medication requirements or difficulties relating to their behaviour. An individual risk assessment provides an input to a child's Individual Care Plan and is kept in the child's individual record (see [Tusla Quality and Regulatory Framework](#)).

3.   Policy Statement *- This Policy - The Policy Statement outlines the principles, values and the purpose of the policy.*

This policy applies to all service staff members and all service activities.

 Risk assessments are carried out to identify risks that are not currently contained in our risk assessment section of our safety statement.
New risk assessments will be carried out to identify risk to:
any child attending the service; their parents while accessing the service; any adult working in the service; or any visitors to the service in relation to:
- The governance of the service;
- The health, safety and welfare of each individual;
- The safety of the service; and
- The premises being safe, suitable and appropriate for care and education of children.

Risk assessments are carried out involving all relevant parties (including children and their parents/guardians if appropriate) and the risk assessment records show who is involved. A notice is displayed to make parents and guardians aware that records of risk assessments are available to view at any time on request.

Each risk assessment details the following:
- The potential risk being assessed;
- The current controls in place to address the risk;
- Any additional controls needed to reduce the risk; and
- Those responsible for implementing the additional controls.

Individual risk assessment

An individual risk assessment for a child will be developed where required and all relevant parties will be involved.

Roles and Responsibilities
Job descriptions include safety and health responsibilities, and safety and health performance is included in staff supervision.

All staff members work to maintain a safety and health culture in our team and in our service and implement a clear Health and Safety Policy and Procedures.

Accidents and Emergency Planning
Procedures are established to respond to accidents and emergency situations, and to prevent and minimise the safety and health impacts associated with them as required by Section 11 of the Safety, Health and Welfare at Work Act 2005

[Emergency planning will also be considered and will cover:
- *The development of emergency plans where required*
- *The testing and rehearsing of these plans and related equipment, including firefighting equipment and fire alarms*
- *Training staff members and the children on what to do in the event of an emergency, particularly those people who have to carry out duties (for example, fire-fighting teams, first-aiders. See* **Fire Safety Policy***.)*

The emergency plan when required, will include:
- *Details on the availability and testing of suitable warning and alarm systems (e.g., fire, security).*
- *Details of emergency scenarios that might occur, including the ways for dealing with these scenarios (e.g. Critical Incident Plan).*
- *The emergency procedures in the service, including the responsibilities of key people, procedures for fire-fighting and evacuation of everyone on the premises and first-aid requirements*
- *Details of emergency services (e.g. fire brigade, ambulance services, GP) and the contact information for these services.*
- *Plans for communicating the emergency plan to all who need to know in the service and outside of the service i.e. parents/guardians and carers.*
- *Training plans and testing for effectiveness (e.g. fire drill).*
- *Details on the availability of emergency rescue equipment and its maintenance (e.g. evacuation equipment, EpiPen etc.).*

Emergency preparedness and response procedures will be periodically tested, reviewed and revised, in particular after any occurrence of an accident, incident or emergency situation. The emergency plan should dovetail with the Safety Statement as required by Section 20 of the Safety, Health and Welfare at Work Act 2005.]

Records Management and Review

All risk assessments completed are documented, recorded and reviewed annually or more frequently if warranted.

Risk management records are kept for *the required legal amount of time in line with current legislation.*

4.   Procedures & Practices

Governance
Will include:
- *Recruitment*
- *Staff Support and Supervision*
- *Supervision of Children*
- *Confidentiality*
- *Staff absences*
- *Record Management*

Health Welfare and Development
Will include:
- *Children Arriving and Leaving*
- *Challenging Behaviour*
- *Play Indoors*
- *Play Outdoors*
   [There has been much debate and discussion of the value of providing for a degree of risk for young children within their play opportunities, in order for them to explore, to solve problems and test their own capabilities in order to learn effectively. It is important to consider any risk assessments undertaken in light of this. Remember "if we remove all challenges then children lose their ability to risk assess" Warden 2010[1].]
- *Use of the internet, photographic and recording devices.*
- *Infection Control*
- *Nappy Changing and Toileting*
- *Sleeping and Resting*
- *Medications*
- *Food (including allergies, choking hazards)*

Safety
Will include:
- *Outings*
- *Fire Safety*

- *Use of the Internet, Photographic and Recording Devices*
- *Outdoor Play Structures*
- *Waste Disposal*
- *Accidents and Incidents*

Premises
Will include:
- *Building (including access and egress, windows, doors etc.)*
- *Parking Area (if relevant)*
- *Kitchen*
- *Equipment*
- *Toys and Materials*

Risk assessments must be carried out at regular intervals as required for all risk-associated activities and areas in the setting.

The safety, health and welfare of all children, all staff team members and all visitors to the setting will be considered on an ongoing basis.

5.   Communication Plan *[For staff & families]*

All parents are to be informed of the policy and procedures regarding Risk Management on registration and made aware that all have a role to play in protecting others from risks. Staff will be available for any clarification required.

This policy will be available in all parents starter pack and also on our website. This policy will also be reviewed with staff at induction and annual staff training.

A copy of all policies will be available during all hours of operation to staff members and parents in the Policy Folder located in the reception area.

Parents may receive a copy of the policy at any time upon request. Parents and all staff members will receive written notification of any updates.

6. Related Policies, Procedures and Forms
- **Policy on Accidents and Incidents**
- **Policy on Managing Behaviour**
- **Fire Safety Policy**
- **Policy on Outdoor Play**
- **Outings Policy**
- **Policy on Safe Sleep**
- **Complaints Policy**
- **Policy on Administration of Medication**

- **Policy on Infection Control Policy on Staff Absences**
- **Policy on Authorisation to Collect Children**
- **Policy on the Use of the Internet and Photographic and Recording Devices**
- **Staff Training Policy**
- **Supervision Policy**
- **Recruitment Policy**
- **Health and Safety Policy**
- Child Protection Policy
- Nappy Changing and Toileting Policy

7.   References/Supporting Documents/Related Legislation *[List of any relevant Legislation and Practice Guides referred to in drafting the policy.]*

- [Tusla: Quality and Regulatory Framework](#)
- [Child Care Act 1991 (Early Years Services) Regulations 2016](#)
- [A Short Guide to The Safety, Health and Welfare at Work Act, 2005](#) Health and Safety Authority
- [A Guide to Risk Assessments and Safety Statements](#) Health and Safety Authority, 2016
- [Outdoor Play Risk Assessment](#) Early Childhood Ireland

8.   Who Must Observe This Policy

This policy must be observed by all managers and all staff members.

9.   Actions to be Followed if the Policy is not Implemented

Any staff members that do not adhere to or obstruct the functioning of this policy will run the risk of disciplinary action being taken in line with such policy outlined in the staff contract.

10.   Contact Information *[Who to contact for more information]*

If you need more information about this policy, contact:

Name	Derek O Leary (Manager)
Phone number or email	0669762525 / 0871146677

11.   Policy Created

Date this policy was created	16.08.2021

12.   Signatures

	Name and position	Signature
Approved by		
Approved by		

13.   Review Date

Date this policy will be reviewed	August 2022

- **Low Risk** - Injury or material loss is unlikely though conceivable. Slight injury may occur. Controls can be deferred until all serious hazards have been dealt with.

- **Medium Risk**- Possibility of serious injury which may be reversible. Controls may be achieved during normal working hours.

- **High Risk**- Possibility of fatality, serious injury or significant loss. It requires immediate attention and control implementation.

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Probability X	Severity	= Risk Factor
Unlikely 1	Minor 1	Low Risk 1-3
Possible 2	Serious 2	Medium Risk 4
Probable 3	Critical 3	High risk 6 -9

Area of concern : Pandemic controls - COVID 19			1	Section for consideration: Adult interactions amongst their peers				
Hazards	Is the hazard present y/n	What is the risk?	Controls (when all controls are in place risk will be reduced)		Is/are the control(s) in place?	Action/to do list/ outstanding controls "Risk rating applies to outstanding controls outlined in this column"	Person responsible	Signature & date completed
Transmission of COVID 19 from parent to parent or from parent to staff member. Also transmission from staff member to parent	Yes	Spread of COVID 19 amongst the adults involved and utilising our service	No parents will enter the building. Children will be brought to a "drop & go" zone just outside the front door of the centre. Children will either wash their hands or use alcohol gel to ensure their hands are disinfected before entering the building. The child will be met by a staff member who will then ensure the child is taken to the correct room. A similar process will be undertaken when the child is going home.		Yes	N/a	Manager will see that dedicated staff will be appointed to carry out this function on an ongoing basis	26th June 2020.

INITIAL RISK RATING			RISK STATUS		
Probability	Impact	Initial risk rating	Open	Monitor	Closed
2	2	4		Monitor	