



Risk Management in Early Years Policy

This early years service aims to provide a safe, secure and healthy environment for all staff, children, parents, carers and visitors to the provision. We recognise that this policy alone cannot ensure safe, secure and healthy working conditions. Only good practice will ensure safety and security. It is everybody's responsibility to ensure that individuals conduct ensures that our provision is as safe as it can reasonably be and that risk is managed to the benefit of all who participate here.

Risk cannot be eliminated but everyone has the right to be protected as far as is "reasonably practicable".

The Aims of the Policy

The aims of our risk management policy are:

- To maintain a safe and secure working and care and development environment
- To make sure a balance is reached between safety and security and the need to take measured risks
- To foster an open and receptive approach to solving risk problems
- To ensure clarity regarding roles and responsibilities.

Procedure

Risk management is the process of planning, organising, leading and controlling activities in order to minimise the potential for accidents.

In order that our aims can be fulfilled, the following are the responsibilities for key people.

Responsibilities of the Employer

This organisation recognises its duty as an employer to:

- Set the tone and influence the culture of risk management within the provision
- Ensure that all decisions take into account health, safety and security matters
- Through the company's insurance and ongoing cash flow we are committed to ensuring there is suitable finance available to cover all health, safety and security matters as required
- Ensure that all new staff are aware of this policy and the provider's approach to risk management
- Determine which kinds of risks are acceptable and which are not

- Annually review the provision's approach to risk management and approve changes or improvements to key elements of its processes and procedures
- Ensure that the provision has appropriate monitoring systems
- Annually sample a small number of risk assessments.

Responsibilities of the Appointed Manager

The manager of the provision will:

- Ensure that relevant risk assessments are completed on a regular basis
- Check the accuracy and suitability of risk assessments where these have been completed by other people
- Ensure that an annual review of risk assessments in frequent use takes place
- Ensure that risk assessments are stored appropriately and are accessible
- Ensure that incidents and hazards are recorded and reported and that action is taken to prevent them happening again
- Ensure that the advice of appropriate specialist staff is sought to assist with or clarify any aspect of risk assessment
- Ensure that risk management extends to all staff, visitors, parents and children
- Ensure that policies are implemented effectively
- Maintain contact with, and seek advice from, appropriate agencies
- Ensure that all key staff are familiar with the process of completing a risk assessment and know where and how to store and retrieve one
- Keep the organisation informed about the implementation of this risk management policy.

Responsibilities of Staff

Staff will do the following.

- Co-operate with other employees in implementing risk assessments.
- Report any hazard or malfunction in accordance with procedures.
- Follow all instructions, written or verbal, designed to ensure personal safety and the safety of others.
- Ensure that they are familiar with current risk assessments and follow their guidance.
- Report all incidents, assaults and "near misses" in accordance with procedures, whether injury is sustained or not.
- Make parents/volunteers aware of risk assessments applicable to the area in which they are working and the activity in which they are engaged.
- Draw any anomalies or concerns to the attention of a member of the senior leadership team.

Visitors, Visiting Staff and Volunteers

Regular visitors and other users of the premises will be required to observe the health and safety guidance for the provision including risk assessments for the activities they engage in.

Parents and other adults helping out in provision will be made aware of the health and safety arrangements applicable to them when they first volunteer.

Children and Parents

Parents and carers are requested to encourage their children as far as it is reasonably practicable with consideration to the age of the child to:

- Follow the provider's code of conduct
- Observe all the health and safety arrangements as requested
- Refer any concerns they may have to staff.

Parents on the provider's premises are subject to the same risk assessments as members of staff and children. Additional consideration will need to be given to any specific physical needs of additional adults.

How to Complete a Risk Assessment

The person completing the risk assessment should follow these steps.

1. Identify the hazard.
2. Decide who might be harmed and how.
3. Evaluate the risks and decide on precautions.
4. Record the findings and implement them.

A hazard is anything that may cause harm and the risk is the chance, high, medium or low (H/M/L), that someone could be harmed by this or other hazard(s).

Templates for risk assessments can be obtained from the office. The headings they include are:

- Activity/process/operation
- What are the hazards to health and safety?
- What risks do they pose and to whom?
- Risk level (H/M/L)
- What precautions have been taken to reduce the risk?
- Risk level achieved (H/M/L)
- What further action is needed to reduce the risk?

Storing Risk Assessments

Model risk assessments are kept in the administration office within the risk assessment folder. Copies of risk assessments in current use are also kept in the office. At Lower Covey, each room keeps copies of relevant risk assessments. Any new member of staff should have “live” assessments drawn to their attention.

All completed risk assessments should be discussed, checked and agreed by the deputy manager.

Monitoring

- Risk assessment forms completed by staff are sampled annually for quality assurance purposes.
- The results of an audit of risk assessments are discussed with the nursery owner
- This policy will be reviewed annually or more frequently if circumstances change. The policy will be subject to full consultation with the nursery owner and deputy manager.

Linked Policies

Other policies which should be referred to include:

- health and safety
- security.