

RISK MANAGEMENT POLICY

Introduction

Tigers Childcare is committed to ensuring the health and safety of the children in our care and our colleagues working in our services. The purpose of this policy is to outline the procedures taken to assess any potential risks to the safety of both children and colleagues attending our services and the steps taken to either eliminate the risks or mitigate against them.

Policy Statement

This policy is underpinned by the Child Care (Pre-School Service) Regulations 2016 and the Safety, Health and Welfare at Work Act, 2005.

This policy is applicable to all service users, colleagues, and service activities.

Peninsula Business Services

We have retained Peninsula Business Services Limited to provide information and guidance on how health & safety within our services should be managed and recorded.

Peninsula Business Service Limited conducts periodic reviews of our sites to ensure we are meeting current statutory requirements relevant to our organisation.

What is a Risk Assessment?

Risk Assessment involves examining all physical areas of a service and all ECEC practices to find out what could cause harm to children, colleagues, or visitors. The purpose of a risk assessment is to identify risks and then eliminate or control the risks. The process involves the following steps:

- STEP 1:** Identify the risks
- STEP 2:** Decide who might be harmed
- STEP 3:** Evaluate the risks and implement precautions
- STEP 4:** Record findings
- STEP 5:** Review and update

Definition of Terms

- A **hazard** is anything that can cause harm for example
 - Sockets left uncovered
 - No first aider on premises
 - The inadequacy/absence of appropriate supervision
- A **risk** is the chance (high or low) that the hazard will cause harm.

Identify Hazards:

- Use a risk assessment form
- Ask colleagues in each room to identify hazards as they may have noticed something.
- Review accident and incident forms to identify hazards

What to do when you identify risk:

- Get rid of hazard (e.g., removing a mat that is a tripping hazard).
- Control the risk so that harm is unlikely (e.g., covering a socket, or including the item on a safety checklist for regular monitoring)

For every physical area of a service and for every ECEC practice, an initial risk assessment exercise is carried out using a risk assessment form. Once this exercise is completed actions are implemented to eliminate or control the risks identified. Risk assessment is an ongoing process. Additional risks are added to the risk assessment forms as the Tigers Childcare services grow and develop, and as accident/incident reviews take place.

Practices and Procedures

Risk Assessment

Initial risk assessment exercises are carried out to identify risks to any child attending the service, their parents while accessing the service, any colleague working in the service, or any visitors to the service in relation to:

- The governance of the service.
- The health, safety, and welfare of everyone.
- The premises being safe, suitable, and appropriate for the care & education of children.

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.
- Those responsible for implementing additional controls.

The following categories were identified to ensure that all physical areas of a service and all aspects of ECEC practice are risk assessed. Additional categories can be added as further risks are identified.

Governance

- Recruitment
- Colleague Management
- Record Management
- Internet, photographic and recording devices

Health, Welfare and Development

- Children's arrival and departure
- Food and drink
- Outings
- Extreme weather conditions
- Covid-19 pandemic

Premises

- Indoor rooms, play, equipment, toys and materials
- Outdoor areas, play, equipment, toys and materials
- Sanitary toileting and nappy changing areas and practices
- Sleep/cot rooms and sleep practices
- Kitchens and kitchenettes
- Entrance/lobby/communal areas
- Car park (if applicable)

The following table is a summary of the risk assessment exercises completed and the control measures implemented across each category.

Please note that the below list is not exhaustive. Risk assessments are not static and should be amended and/or created depending on the context of the service and incidents that occur.

Governance Risk Assessment Exercises

Area/Practice	Risk identified	Control Measures	Frequency
Recruitment	Harm to a child	1. Recruitment and selection policy 2. Vetting checklists	1. On recruitment 2. 3 yearly – GV renewal
Colleague Management	Harm to a child due to mismanagement of a service	1. Various HR and operational policies 2. Induction training 3. Supervision meetings 4. Team meetings 5. Management meetings 6. Management training 7. Return to work procedures 8. Mandatory training 9. Other training	1. Ongoing 2. Shadowing / coaching 3. Weekly/monthly 4. Monthly 5. Monthly 6. Bi-monthly 7. Ongoing 8. Ongoing 9. Ongoing
Record Management	Privacy breach for a child, family, or colleague	1. Data protection policy 2. Confidentiality Policy 3. Confidentiality agreements	1. Ongoing 2. Ongoing 3. On recruitment
Internet, Photographic & Recording Devices	Harm to a child due to misuse of photographic and video images	Policy 43 Internet, Camera and Mobile Phone Policy	Ongoing

Health, Welfare and Development Risk Assessment Exercises

Practice	Risks identified	Control Measures	Frequency
Children's Arrival and Departures	Arrival Departures Policy - 16(c) Risk Assessment Exercise	1. 42 Safety checklist 2. 42 Standard Safety Practice	1. Daily/monthly 2. Daily/monthly/Ongoing
Outings	Refer to Tigers Policy 21 – Outings		
Extreme Weather Conditions	Extreme Weather Conditions Policy - 49(a) Risk Assessment Exercise	1. Decision as to whether the service open/closes	1. Ongoing for each red weather warning
Covid-19	Spread of Covid-19 highly infectious disease throughout the service.	1. Illness and Exclusions policy 2. Management of Infectious Diseases and Infection control policy 3. Covid-19 Response Plan 4. Covid-19 Incident Plan	1. Ongoing 2. Ongoing 3. On hold 4. On hold

Premises Risk Assessment Exercises

Area	Risks identified	Control Measures	Frequency
Indoor Rooms, Play, Equipment, Toys and Materials	42(a) Room Risk Assessment	<ol style="list-style-type: none"> 1. Policy 42 - Safety checklist 2. Policy - 42 Standard safety practices 3. Policy 53 - Supervision of Children 4. Logs - cleaning, temperature, 	<ol style="list-style-type: none"> 1. Daily/monthly 2. Ongoing 3. Ongoing 4. Daily
Outdoors, Play, Equipment, Toys and Materials	42(b) Outdoor Risk Assessment	<ol style="list-style-type: none"> 1. Policy 42 - Safety checklist 2. Policy 42 - Standard safety practices 3. Policy 53 - Supervision of Children 4. Logs - cleaning 	<ol style="list-style-type: none"> 1. Daily/monthly 2. Ongoing 3. Ongoing 4. Daily
Toilet and Nappy Changing Areas	42 (c) Sanitary Risk Assessment	<ol style="list-style-type: none"> 1. Policy 42 - Safety checklist 2. Policy 42 - Standard safety practices 3. Logs - cleaning, temperature (water) 	<ol style="list-style-type: none"> 1. Daily/monthly 2. Ongoing 3. Daily/Monthly
Sleep Rooms	42(d) Sleep Area Risk Assessment	<ol style="list-style-type: none"> 1. Policy 42 - Safety checklist 2. Policy 42 - Standard Safety Practices 3. Policy 19 - Rest and sleep policy 4. Sleep checks on Child Paths 5. Record of linen changes 	<ol style="list-style-type: none"> 1. Daily/monthly 2. ongoing 3. Ongoing 4. Daily 5. Daily
Kitchen, Kitchenette, Food and Drink	42(e) Kitchen, Kitchenette, Food & Drink Risk Assessment	<ol style="list-style-type: none"> 1. Policy 42 - Safety checklist 2. Policy 42 - Standard safety practices 3. Policy 9 - Food, Nutrition and Health Promotion policy 4. HACCP and safe catering forms 5. Fridge, freezer temperature logs 	<ol style="list-style-type: none"> 1. Daily/monthly 2. Ongoing 3. Ongoing 4. Daily/monthly 5. Daily
Entrance/lobby/communal areas	42 (f) Entrance/Lobby/Communal/Car Park Risk Assessment	<ol style="list-style-type: none"> 1. Policy 42 - Safety checklist 2. Logs - cleaning 	<ol style="list-style-type: none"> 1. Daily/monthly 2. Daily

Control measures

1. Safety checklists

Colleagues are responsible for carrying out the below risk safety checklists.

No	Risk Assessment Name	Frequency
42	Safety checklists	Daily and Monthly

2. Monitoring Logs

In addition to the above risk-safety checklists, other control measures are incorporated in Tigers Childcare policies and procedures. Colleagues are responsible for completing these monitoring tools to include:

Log Name	Frequency
Cleaning sheets	Daily
Room temperature logs	Daily
Water temperature logs	Daily
Sleep checks	Daily
Linen change logs	Daily
HACCP controls	Daily

3. Standard Safety Practices

Standard Safety practices are safety measures that are reflected in a colleague's job description. As part of the risk assessment exercise completed by Tigers Childcare a reminder sheet of these practices is displayed in each room. The purpose of the reminder sheet is to highlight a colleague's ongoing responsibilities in respect of risk and safety. The document is not designed to be a comprehensive list of duties but serves to highlight control measures arising from risk assessment exercises that double up with similar duties in a colleague's job description.

Responsibility

The service manager is responsible for ensuring risk assessments are completed and that findings are addressed, via control measures, in a timely manner.

Record Management

All risk assessments that are completed in the service are documented and retained for a period of 3 years except for:

- Risk assessments that are completed following an accident involving a child. Such documents are retained until the child turns 21.
- Risk assessments that are completed following an accident involving a staff member. Such documents are retained for 10 years.

Roles & Responsibilities

All colleagues work to maintain a safety and health culture in our team and in our service. Colleagues must report to their manager, without reasonable delay, any defect in the building, equipment, toys, materials, place of work or system of work which might endanger the safety, health and welfare of children and other colleagues.

Service managers are responsible for risk assessments and emergency plans and procedures.

A full list of persons to whom health & safety responsibilities have been allocated to can be found in our Safety Statement.

Individual Risk Assessments

Where required, an individual risk assessment for a child will be developed and all relevant parties will be involved

Communication Plan

A copy of all policies will be available during hours of operation to colleagues and parents/guardians in the Policy Folder located in Tigers Childcare.

Parents/guardians may receive a copy of the policy at any time upon request.

Parents/guardians and colleagues will receive written notification of any updates via emails and/or Child Paths.

Related Policies, Procedures and Forms

- Child Care (Pre-School Service) Regulations 2016 and
- Safety, Health and Welfare at Work Act, 2005.
- Coronavirus (Covid-19) Policy
- Covid-19 Response Plan
- Safety Statement
- Covid-19 Incident Plan
- Management of Infectious Diseases
- Supervision Policy
- Accident & Incident Policy
- Accident / Incident Review Checklist

Review Date

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