



Risk Assessment Policy:

Policy Statement:

To ensure the health, safety and welfare of all children and adults on the premises or while engaged in off site activities. Risk will be managed through a range of assessments. The Risk Management Strategy is included in our Service's Safety Statement.

Principle:

This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations 2016 (Síolta Standard 9: Health and Welfare, Síolta Standard 15: Legislation & Regulation) (National Standard 17: Premises, National Standard 18: Facilities, National Standard 20: Safety)

Definitions:

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 our service's 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, Risk Assessments give details of the following:



- The potential hazard or risk being assessed

The current controls:

- Assessing and identifying all areas of risk
- Erika Deery, the person responsible for implementing controls, carries out a range of Risk Assessments to identify any potential hazards which pose a risk to:
- Our service prioritises:
 - Governance
 - The health, welfare and development of each child in our service
 - The safety of children
 - The premises being safe

The following risk assessments will be carried out and will be documented. The risk assessments will show who was involved in the risk assessment process.

1. Annual/Quarterly/Monthly Risk Assessment, as appropriate, of the entire building and operations.
2. Daily Risk assessment of classrooms, sanitary areas, sleep areas and outdoors.
3. The risk assessment following any accident or incident.
4. The risk assessment of outings and/or travel.
5. Risk assessment of individual children
6. The risk assessment of children with specific illnesses, conditions and allergies through the development of medical care plans.
7. The risk assessment of pregnant employees.
8. The risk assessment of any Garda vetting disclosures. The people involved in developing risk assessments include health and safety personnel, management, staff and children's parents, where necessary.
9. Risk Assessment of Individual Children Individual risk assessment is an assessment of the potential risks that might occur 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.

The Risk Assessment Procedure:



Risk Assessments examine our service to find out what could cause harm to children, workers or visitors.

The purpose is to identify the risks and then eliminate or control the risk:

STEP 1: Identify the risks

STEP 2: Decide who might be harmed

STEP 3: Evaluate the risks and decide on precautions

STEP 4: Record findings

STEP 5: Review and update

When assessing risk, our service considers:

1. A hazard is anything that can cause harm for example;
2. Sockets left uncovered
3. No first aider on premises
4. A worker lifting sleep mattresses against manual handling advice
5. Food being served without gloves
6. A Risk is the chance (high or low) that the hazard will cause harm. Identify

Hazards:

7. Visual checks are carried out around the service (outside and inside).
8. Risk assessment checklists are used.
9. Our service manager, Erika Deery, consults with employees in each room if they can identify hazards as they may have noticed something.
10. The manufacturer's instructions are referenced to ensure staff are using equipment or materials properly.
11. Hazards are identified by checking accident and incident forms.

Steps Taken by the Manager when a risk has been identified:

- Hazards are removed immediately (e.g. removing a mat that is a tripping hazard).
- Control the risk so that harm is unlikely (e.g. covering a socket).
- Risk Assessment of Employees, volunteers and others.
- We have a comprehensive recruitment, selection and Garda vetting procedures plus staff absence, training and staff ratio policies.
- The manager, Erika Deery, will ensure that risk assessment documents are kept for one year or longer, if advised by the Insurance Company



Safety:

Employees Shall:

1. Take reasonable care of their own Safety, Health and Welfare and that of any other person or children in their care that may be affected by their acts or omissions while at work.
2. Familiarise themselves with and always conform to, the Service's Safety, Health and Welfare policies.
3. Observe all safety rules and co-operate with their employers to comply with any of the relevant statutory regulations and directives.
4. Use any suitable appliance, protective clothing, convenience or equipment in such a manner as to provide the protection intended for securing their Safety, Health and Welfare while at work.
5. Conform to all instructions given by the management and others who have a responsibility for Safety, Health and Welfare.
6. Use only as intended the correct equipment for the jobs, with all appropriate safety devices and keep tools in good condition.
7. Direct any suggestions or concerns on matters of Safety, Health and Welfare to the Health and Safety Officer.
8. Report to the Health and Safety Officer, without delay, all accidents, damage, defects or issues of safety. This includes accidents or near misses, whether persons are injured or not.
9. Carry out hazard checks in their own area of work daily.
10. Participate in statutory training as required (Paediatric First Aid, Manual Handling, Food Hygiene and Fire Safety).

Employees shall not:

1. Intentionally or recklessly interfere with, or misuse any appliance, protective clothing, convenience, equipment or other means or things provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the Safety, Health and Welfare of persons arising out of work activities.
2. Carry out any tasks, which they feel they are not competent to carry out, or which involves unreasonably high risks.
3. Be under the influence of any intoxicants likely to affect their ability to work safely or to supervise children. Staff members must report any medical issue likely to affect their safety or that of the children or their colleagues as soon as possible to management.



Procedures & Practices

Little Acorns Nursery, Montessori Playschool and Acorns After School has developed a risk management structure which identifies each area of risk and who is involved in risk management.

Each of the following risk categories have a corresponding Policy and Procedure developed to control for hazards.

Governance:

- *Recruitment Policy*
- *Staff Support and Supervision Policy*
- *Supervision of Children Policy*
- *Confidentiality Policy*
- *Staff Absences Policy*
- *Record Management Policy*

Health Welfare and Development

- *Children Drop Off and Pick Up Policy*
- *Challenging Behaviour Policy*
- *Indoor Play Policy*
- *Outdoor Play Policy*
- *Use of the Internet, Photographic and Recording Devices Policy*
- *Infection Control Policy*
- *Nappy Changing and Toileting Policy*
- *Sleeping and Resting Policy*
- *Administration of Medication Policy*
- *Healthy Eating Policy*

Safety

- *Outings Policy*
- *Fire Safety Policy*
- *Accidents and Incidents Policy*

Premises Risk Assessments:

- *Building (including access and egress, windows, doors etc.)*
- *Parking Area*



- Kitchen
- Equipment
- Toys and Materials

Risk assessments are carried out at regular intervals 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 are considered at all times.

Specific responsibilities and timeframes are included for each area of risk.

Communication Plan [For staff & families]

All parents are 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 members will check with parents that they have read and understood the policy and provide any assistance needed.

A summary of this policy will be included in the parent handbook. This policy will also be reviewed with staff at induction and annual staff training. A summary is also electronically displayed via Little Vista Childcare App and Bright HR Staff Portal. A copy of this summary is also available on our service website: www.mylittleacorns.com

A copy of all policies will be available during all hours of operation to staff members and parents in the Policy Folder located in Reception Room 14a.

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.

References/Supporting Documents/Related Legislation

- [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

Who Must Observe This Policy


This policy must be observed by all managers and all staff members. If you need more information about this policy, contact:

Name	Erika Deeryl, Manager
Phone number or email	0749329430 erika@mylittleacorns.com

Policy Created:

Date this policy was created	14/10/2022
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Signature:

	Name and position	Signature
Approved by	Erika Deery Manager	

Review Date:

Date this policy will be reviewed	20/07/2024
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