 JACK … *where children can explore, create and discover the colour of dreams*

*Risk Management Statement, Policy and Procedure*

Risk:

*‘The chance or probability that a person will be harmed or experience an adverse health effect if exposed to a hazard. It may also apply to situations with property or equipment loss.’*

As an organisation we are involved in providing care to young children and risk is primarily connected with the safety of children in the setting, in the surrounding area and on outings. However risk is relevant to a wide range of the group’s activities, such as finance, reputation and management. These wider risks cannot be overlooked as they are key to business planning and sustainability.

Risk*:*

*‘To undertake an activity where the outcome is uncertain, to venture or to take chance.’*

As a setting we are involved in a number of activities where the outcome or consequences are uncertain. Events can happen that are unexpected and circumstances can change in such a way that an outcome is unavoidable. We therefore face risks constantly and it is the management of that risk that becomes important.

Risk is often seen as a negative element of a setting which should be avoided at all costs, however risk can be used positively if managed.

Risks have to be managed for a number of reasons. The safety of children, staff, parents and other visitors is clearly paramount but other reasons include:

* To comply with regulations
* To protect the reputation of the group
* To enable the group to continue to operate sustainably
* To be able to respond to competition and to changes in the local environment

Our process of risk assessment will involve:

* Identifying risks
* Measuring risks
* Addressing the risks

This will be an ongoing process that will include the setting taking action to improve management, minimise unsafe decisions and reduce financial loss.

The Early Years Foundation Stage sets out the requirements to ensure essential standards are in place. We are also required to undertake regular risk assessments. Health and safety law does not expect all risk to be eliminated, but that reasonable precautions must be taken.

Measuring risk:

Risks identified in our assessment will be scored as high, medium or low according to how likely they are to happen and their potential impact.

Dealing with hazards:

Hazard analysis is an important aspect of risk assessment. It relates to the potential dangers in the early years environment and the possibility that they could cause harm to individuals. Identified hazards will be dealt with in three way:

* Remove the hazard
* Minimise the hazard
* Ignore the hazard

Inspection, review and audit process.

Hazard analysis forms an important part of the risk assessment process. However, because of the nature of the group’s business, frequent review is essential. To this end a programme of checks will be completed:

* Daily (e.g. premises are safe and hygienic)
* Weekly (e.g. fire alarm is tested)
* Monthly (e.g. first aid box stock is adequate)
* Termly (e.g. hazard analysis check)
* Annual (e.g. electrical safety check)

All employees at Jack and Jill have a responsibility to themselves and others with respect to health and safety in the setting and during activities, whether ‘on-site’ or ‘off-site’

The childcare executive (Diane Shanley) will review the risk assessment annually, or whenever there is a significant change.

The management committee remain responsible for health and safety and will review this policy, procedures and working practices regularly.

This policy was adopted by Jack & Jill Pre-school at a meeting held on:

It is signed on behalf of the setting by:

In their capacity as: **Chairperson**

Measurement of key risks:

|  |  |  |
| --- | --- | --- |
| Key risk | Likelihood | Impact |
| External Factors |
| Charity Law | Low | High |
| Disability Law | Low | High |
| Employment Law | Low  | High |
| Falling birth rate | Medium | High |
| Government policy on early years | Medium | High |
| Health and safety law | Low | High |
| Inflation and interest rates | Low | Low |
| Local authority funding  | High | High |
| Human flu pandemic or other infection outbreaks | Medium | Medium |
| Press reporting | Low | High |
| Ofsted regulations | Medium | High |
| Tax and National Insurance | Low  | Medium |
|  |  |  |
| Internal factors |
| Accessibility | Low | Medium |
| Accidents in the setting | Medium | High |
| Accidents on outings | Medium | High |
| Bad debts | Medium | High |
| Burglary | Medium | High |
| Cash flow difficulties | Low | Medium |
| Child protection incident | Low | High |
| Equipment recall by suppliers | Low | Medium |
| Failure of heating or lighting systems | Low | High |
| Fire or flooding | Low | High |
| IT failure and data loss | Medium | High |
| Legal action | Low | High |
| Maintaining staff skills levels | Medium | High |
| Loss of Ofsted registration | Low | High |
| Skills gap on management committee | Low | Medium |
| Staff vacancies and recruitment problems | High | High |
| Vandalism | Medium | High |
| Harmful items lft on site by intruders | High | High |

Daily Hazard Checklist:

|  |  |  |  |
| --- | --- | --- | --- |
| Potential Hazard | Yes | No | Comment |
| External Building |
| Building in good state of repair |  |  |  |
| External lights working |  |  |  |
| Locks and alarms in good working order |  |  |  |
| External playing equipment in good state of repair |  |  |  |
| Garden is clear of rubbish and items such as cigarette ends and drug related ‘waste’ |  |  |  |
| Safety matting worn or damaged |  |  |  |
| Any other trip / slip hazards |  |  |  |
| Damage to drain covers |  |  |  |
| Pathways and access point clear |  |  |  |
| Fencing damaged |  |  |  |
| Free from animal droppings |  |  |  |
| Pond safe |  |  |  |
| Sheds locked |  |  |  |
| Sand pit covered overnight |  |  |  |
| Rubbish dealt with appropriately |  |  |  |
|  |
| Internal building |
| Windows secure  |  |  |  |
| Finger protectors in place on doors and cupboards |  |  |  |
| Smoke alarms working |  |  |  |
| Any trip / slip hazards |  |  |  |
| Internal lights working |  |  |  |
| Temperature of hot water tap appropriate |  |  |  |
| Any evidence of vermin |  |  |  |
| Any equipment showing signs of wear and tear |  |  |  |
| Staff possessions out of children’s reach |  |  |  |
| Craft and play materials free from dangerous toxins |  |  |  |
|  |
| Kitchen / Meal times |
| All foods in stores and fridge within ‘use by’ date |  |  |  |
| All knives and sharp objects out of children’s reach |  |  |  |
| All cleaning products stored out of children’s reach |  |  |  |
| Fire blanket available |  |  |  |
|  |
| Medication / First aid |
| All equipment stored securely and out of children’s reach |  |  |  |
| Are medication instructions clear |  |  |  |
| Are medications clearly marked to identify children |  |  |  |
| Is all medication within ‘use by’ date |  |  |  |
| First aid kit easily accessible and well stocked  |  |  |  |
|  |
| Fire safety |
| All fire aids checked in the last year |  |  |  |
| Electrical items checked for safety |  |  |  |
| All combustible rubbish put securely away from building |  |  |  |
| All fire doors shut and clear of obstructions |  |  |  |
| Any fire notices or evacuation procedures obscured |  |  |  |
| Fire alarms working |  |  |  |
| Visual warnings working and clear of obstructions |  |  |  |
|  |
| Outings / Workshops |
| Any unsupervised water |  |  |  |
| Access to roaming animals |  |  |  |
| Walk through a car park |  |  |  |
| Walk by a road |  |  |  |
| Parental consent given |  |  |  |
| Hand washing and toilet facilities available |  |  |  |

Hazards identified in this checklist will be included in the hazard analysis report and action plan