



John Scottus Pre-School

Risk Management Policy

This policy will be available to view and examine by all members of the school community: Parents, Staff, Board of Management and Trustees. They will be available for inspection in the Pre-school classroom in Old Conna, Ferndale Rd, Rathmichael, Co Dublin and on our School website.

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](#))

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Statement of Intent:

To ensure the health, safety and welfare of all children and adults on the premises or while engaged in offsite activities. Risk will be managed through a range of assessments:

- Annual/Quarterly/Monthly Risk Assessment, as appropriate, of the entire building and operations.
- Daily Risk assessment of classrooms, sanitary areas and outdoors.

- The risk assessment following any accident or incident.
- The risk assessment of children's health & safety (in particular those with specific illnesses, conditions and allergies through the development of medical care plans)
- The risk assessment of employee health & safety
- The risk assessment of any Garda vetting disclosures.
- The risk assessment of data breach.
- Ongoing Risk Assessment with regard to infection control (in particular the Covid-19 virus)

1. Safety - Employees Shall:

- 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.
- Familiarise themselves with and always conform to, the organisation's Safety, Health and Welfare policies.
- Observe all safety rules and co-operate with their employers to comply with any of the relevant statutory regulations and directives.
- 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.
- Conform to all instructions given by the management, and others who have a responsibility for Safety, Health and Welfare.
- Use only as intended the correct equipment for the jobs, with all appropriate safety devices and keep tools in good condition.
- Direct any suggestions or concerns on matters of Safety, Health and Welfare to the Health and Safety Officer.
- 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.
- Carry out hazard checks in their own area of work daily.
- Participate in statutory training as required (Paediatric First Aid, Manual Handling, Food Hygiene and Fire Safety).

Employees shall not:

- 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.
- Carry out any tasks, which they feel they are not competent to carry out, or which involves unreasonably high risks.
- Be under the influence of any intoxicants likely to affect their ability to work safely or to supervise children.

Please report any medical issue likely to affect your safety or that of the children or your colleagues as soon as possible to management.

2. Risk Assessment

Risk Assessment is where you examine the 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 your findings
- Step 5: Review and update

When thinking about risk assessment, remember:

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

Identify Hazards:

- Walk around the service (outside and inside).
- Use a risk assessment checklist.

- Ask employees in each room if they can identify hazards as they may have noticed something.
- Check manufacturer's instructions to ensure workers are using equipment or materials properly.
- Check accident and incident forms – you may identify hazards this way.

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).

Risk Assessment of Employees, volunteers and others.

We have in place comprehensive recruitment, selection and Garda vetting procedures plus staff absence, training and staff ratio policies.

For Risk Assessment Sheets see *Safety Statement*

3. Risk Management

Risk is managed through the following policies:

- Accidents and Incidents Policy
- Administration of Medication Policy
- Authorisation to Collect Children Policy
- Child & Adult Protection Policy
- Code of Ethics Policy
- Confidentiality Policy
- Critical Incident & Evacuation Plan
- Environmental Care & Recycling Policy
- Fire Safety Policy
- Healthy Eating Policy
- Inclusion Policy
- Infection Control Policy
- Managing Behaviour Policy
- Missing Child Policy
- Outdoor Play Policy
- Outings Policy
- Record Keeping Policy
- Recruitment Policy
- Safe Sleep Policy

- Safety Statement
- Staff Absences Policy
- Staff Supervision Policy
- Staff Training Policy
- Students & Volunteer Policy
- Supervision of Children Policy
- Toileting Policy
- Use of Internet, Photographic & Recording Devices Policy