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# Risk Management in Early Years Policy

Dainty Little Hands Ltd Out of School Clubs 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 individual 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:

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

## Procedure

Risk management is the process of planning, organising and supporting all child and adult led activities in order to control and minimise the potential for accidents.

In order that our aims can be fulfilled, the following are the responsibilities for all Staff.

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### Responsibilities of the Employer

Dainty Little Hands Ltd. Out of School Clubs recognises its duty as an employer to:

1. set the tone and influence the culture of risk management within the provision
2. ensure that all decisions take into account health, safety and security matters
3. have a contingency budget to cover health, safety and security matters as appropriate to the provision’s size
4. ensure that all new staff are aware of this policy and the provider’s approach to risk management
5. determine which kinds of risks are acceptable and which are not
6. annually review the provision’s approach to risk management and approve changes or improvements to key elements of its processes and procedures
7. ensure that the provision has appropriate monitoring systems
8. recognise that risk management is an on-going process, it can be dynamic, electronic, and paper based
9. annually sample a small number of risk assessments

### Responsibilities of the Club Manager

The Club Manager of the provision will:

1. ensure that relevant risk assessments are completed on a regular basis
2. check the accuracy and suitability of risk assessments where these have been completed by other members of staff
3. ensure that an annual review of risk assessments in frequent use takes place
4. ensure that risk assessments are stored appropriately and are accessible
5. ensure that incidents and hazards are recorded and reported, and that action is taken to prevent them happening again
6. ensure that the advice of appropriate specialist staff is sought to assist with or clarify any aspect of risk assessment
7. ensure that risk management extends to all staff, visitors, parents, and children
8. ensure that policies are implemented effectively
9. maintain contact with, and seek advice from, appropriate agencies
10. ensure that all staff are familiar with the process of completing a risk assessment and know where and how to store and retrieve one
11. keep the organisation informed about the implementation of this risk management policy.

### Responsibilities of Staff

Staff will do the following.

1. Co-operate with other employees in implementing risk assessments.
2. Report any hazard or malfunction in accordance with procedures.
3. Follow all instructions, written or verbal, designed to ensure personal safety and the safety of others.
4. Ensure that they are familiar with and, have input to, current risk assessments and follow their guidance.
5. Report all incidents, assaults and **“near misses”** in accordance with procedures, whether injury is sustained or not.
6. Make all children aware of risk assessments applicable to the area in which they are working and the activity in which they are engaged.
7. Draw any anomalies or concerns to the attention of the Club Manager and Support Manager(s).

### 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:

1. follow the provider’s code of conduct
2. observe all the health and safety arrangements as requested
3. 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 Head office. Risk assessments are a dynamic document, and therefore, we use different templates for different situations/scenarios. The headings may include, but are not limited to:

* 1. activity/process/operation
  2. what are the hazards to health and safety?
  3. what risks do they pose and to whom?
  4. Risk level (H/M/L)
  5. What precautions have been taken to reduce the risk?
  6. Risk level achieved (H/M/L)
  7. What further action is needed to reduce the risk?

### Storing Risk Assessments

Model risk assessments are kept at Head Office “risk assessment” filing cabinet. Copies of risk assessments in current use are also kept in the office. Each club keeps copies of relevant risk assessments. Any new member of staff working in a club should have risk assessments drawn to their attention.

All completed risk assessments should be discussed, checked and agreed by the Club Manager, Support Managers, and JAYNE DAINTY (Managing Director).

### Monitoring

* + - * 1. Risk assessment forms completed by staff are sampled annually for quality assurance purposes.
        2. This policy will be reviewed annually or more frequently if circumstances change. The policy will be subject to full consultation with JAYNE DAINTY (Managing Director).

**Linked Policies**

1. Fire Safety
2. Health and Safety
3. Child Protection and Safeguarding
4. Food Safety
5. Staff Induction
6. Staff Training

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| Signed: | \_\_\_\_\_\_\_\_\_\_\_\_\_Jayne Dainty\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_25/08/2023\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Policy review date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_01/08/2024\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |