



Risk Management Policy

Policy Statement

It is the priority of Grace Park Montessori to protect all pre-school children attending our service and all staff working in our pre-school. We are also committed to the safety of parents, visitors and other stakeholders on the premises. The health and well-being of all children and staff is paramount. Our aim is to prevent and, if it occurs to manage any risk which may arise in respect of children, staff, parents and other visitors.

Principle

This policy is underwritten by the *Child Care Act 1991 (Early Years Services) Regulations 2016*.

Rationale

Risk management is the process of planning, assessing, organizing, leading and controlling the activities of the pre-school in order to minimize the potential for accidents. In order that our aims can be fulfilled, the following are the responsibilities of 'key people' within the school:

Responsibilities

The person with ultimate responsibility for risk management is, Ms Jozefa Chrobak, the Directress of the service.

Each teacher is also responsible on a day-to-day basis for identifying and managing, appropriately, any risk that arises. Each teacher is trained to be alert to potential dangers at all time.

Standard Procedures

The supervision of risk management involves the following:

- Setting the tone and influencing the culture of risk management within the school.
- Ensuring that all decisions take into account health, safety and security matters.
- Having a contingency budget to cover health, safety and security matters as appropriate to the size of the service.
- Ensuring that staff are aware of this policy our approach to risk management.
- Identifying which kinds of risks are acceptable and which are not.
- Reviewing, periodically, the pre-school's approach to risk management and approving changes or improvements to key elements of its processes and

procedures.

- Ensuring that the service has ongoing monitoring systems.

Responsibilities of the Appointed 'Responsible Person' include:

- Ensuring that indoor and outdoor risk assessments are completed, daily.
- Checking the accuracy and suitability of risk assessments where these have been completed.
- Ensuring that a periodic review of risk assessment takes place.
- Arranging for risk assessment documents to be stored appropriately.
- Recording incidents and hazards and ensuring that action is taken to minimize recurrence.
- Underscoring the fact that risk management extends to all staff, parents, visitors and, where appropriate, children.
- Checking that policies are implemented effectively.
- Training staff to be familiar with the process of completing a risk assessment and knowing where and how to store and retrieve one.
- Establishing and maintaining safe and secure working procedures insofar as reasonably practicable.
- Providing staff with information, instruction, training and supervision to facilitate the avoidance of potential hazards and to contribute positively to their own security.

Responsibilities of Staff

- Co-operating with the Directress in implementing risk assessments.
- Reporting any hazard or malfunction in accordance with procedures.
- Following all instructions, written or verbal, designed to ensure personal safety and the safety of others.

- Ensuring that they are familiar with current risk assessments and follow their guidance.
- Reporting all incidents, assaults and 'near misses' in accordance with procedures, whether or not an injury has been sustained.
- Making parents/volunteers aware of risk assessments applicable to the area in which they are working and the activity in which they are engaged.
- Drawing any anomalies or concerns to the attention of the Directress.

Visitors and Volunteers

Regular visitors and other users of the premises will be required to observe the health and safety guidance for the pre-school service, including, risk assessments for the activities they engage in. Parents and other adults helping out in provision will be made aware of and must familiarize themselves with the health and safety arrangements applicable to them when they first volunteer.

Children and Parents

As far as it is reasonably practicable and with consideration to the age of the child, parents are required to:

- Encourage their children to observe and model the pre-school's values and follow its principles in terms of good conduct
- Ensure that their children observe the health and safety requirements, as requested, including, for example, by refraining from climbing on garden walls or exiting the pre-school in a hasty or hazardous fashion.
- Avoid creating any health and safety risk to other children on the premises by behaving, at all times, in a manner that is respectful of others, and, in particular, of staff, other parents and children of the pre-school service.
- Ensure that staff are informed of when they are leaving the premises (if they have stayed on with their child) so that the front door can be secured after their exit.
- Refer any safety concerns they may have to the Directress.

Completing Additional Risk Assessment

An additional risk assessment is completed whenever a new activity is being considered which is not already covered by the daily or monthly assessment or which involves children leaving the building or being engaged in activities outside of the normal scope of

the pre-school day. Examples include curricular activities, school trips or the arrival of new visitors to the pre-school

This Policy is to be read in conjunction with our

- Health & Safety Policy
- Staff absence Policy
- Risk management Policy
- Staff training Policy
- Supervision Policy

Jozefa Chrobak

Directress

Reviewed on:	14 January 2023
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