

Quality Improvement Framework

Section 8 – Policies and Procedures



Subsection: Risk Assessment

| Guidance Notes | Reflective Questions | Resources | Your Evidence |
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| <p>“Providers must ensure that they take all reasonable steps to ensure staff and children in their care are not exposed to risks and must be able to demonstrate how they are managing risks. Providers must determine where it is helpful to make some written risk assessments in relation to specific issues, to inform staff practice, and to demonstrate how they are managing risks if asked by parents/carers or inspectors. Risk assessments should identify aspects of the environment that needs to be checked on a regular basis, when and by whom those aspects will be checked, and how the risk will be removed or minimised.”</p> <p>(DfE Statutory framework for the early years foundation stage-2017)</p> <p>It is your legal responsibility to protect children from harm, but also to have a common sense approach to managing risks. You need to enable children to take age appropriate and reasonable risks as part of their growth and development.</p> <p>Outings</p> <p>Children must be kept safe while on outings. Providers must assess the risks or hazards which may arise for the children and must identify the steps to be taken to remove, minimise and manage those risks and hazards. The assessment must include consideration of adult and child ratios. The risk assessment does not necessarily need to be in writing; this is for providers to judge.</p> <p>DfE Statutory framework for the early years (2017)</p> | <ul style="list-style-type: none"> • What is the difference between a hazard and a risk? • Do you know what the five steps to risk assessment are? • (If not see document, HSE Five steps to risk assessment) • Does your setting have a daily check list which identifies any risks associated with the building or equipment, which needs to be checked on a regular basis? • How do you ensure that such check lists are carried out effectively? • How do you secure areas where children are not allowed access? Eg. the kitchen • How often do you update your risk assessments? • How do you ensure you strike the right balance between protecting children from serious risk, and allowing them to take challenges and learn by trial and error? • Does your setting have a trips and outings risk assessment? • What things do you need to consider when taking children off-site | <p>Q Cards:</p> <p>Risk Assessments</p> <p>Trips and Outings</p> <p>How safe is your building?</p> <p>Toys and Equipment</p> <p>Water</p> <p>The importance of risks</p> <p>Training:</p> <p>Useful Links:</p> <p>HSE Risk Assessment: a brief guide to controlling risks in the workplace</p> <p>Resources</p> | <p>Guidance note: Remember to date your evidence to allow you to revisit and review relevance.</p> |

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| <p>Fire Safety Risk Assessment</p> <p>The Regulatory Reform Fire Safety Order 2005 applies to all non- domestic premises. Buildings must have a fire risk assessment which identifies and reduces the fire risk by managing fire safety procedures. These include: - fire drills, evacuation, training, means of escape, signs and notices, lighting. Fire protection equipment and fire door maintenance.</p> <p>Reporting of diseases and dangerous occurrences regulations (Riddor)</p> <p>There is a legal requirement to report and keep records of certain incidents. This applies to the following: -</p> <ul style="list-style-type: none"> • Work related accidents which cause certain serious incidents. • Deaths, if they arise from a work-related accident. • Occupational diseases. • Reportable dangerous occurrences. • Reportable gas incidents. | <ul style="list-style-type: none"> • When walking? • When using public transport? • When using your own vehicle? • Is your fire risk assessment part of the induction process with new staff? • Are parents aware of your fire safety procedures? • Do you have a well-rehearsed emergency plan? • Do you conduct fire drills at different times and on different days, so that everyone takes part at some point? • Do you have a contingency plan in place, should you be unable to return to the building following an evacuation? • Do you review your accident book regularly to identify any potential or actual hazards? • Does your setting have an accident book for recording staff accidents and incidents? | | |