

RISK MANAGEMENT POLICY

At Narnia, we are committed to safeguarding children, staff, parents and all visitors to our centre. We have policies, procedures and practices in place to ensure that we are providing a safe place for children, staff, parents and visitors to be.

Rationale:

Risk is a part of everyday life in the early childhood setting and is something our staff are accustomed to responding to. Staff ensure they have considered all potential hazards that may occur on an outing, during children's daily activities, with visitors to the Centre and in the general environment. Undertaking a risk assessment leads to a safer environment for children, staff and parents.

Who is responsible?

All staff members have a role to play in dealing with risk. However, risk is ultimately the responsibility of the governing body. The Director and Head of Early Childhood Education are responsible for ensuring a proper risk management policy is in place and complied with. The risk management policy is monitored on an ongoing basis. All staff and volunteers are responsible for complying with the strategy. Communication of the strategy is the responsibility of the Director and Head of Early Childhood Education.

Process for assessing and managing risk:

1. Risk Management Policy Statement

This is our commitment to complying with legal obligations as well as the measures taken to protect against risk and guides everyday practice. Checks are then made to determine how well the aims set down are being achieved. If the aims are not being achieved corrective action can be taken. If an incident occurs, the Director will examine the relevant risk assessments, safety statement, procedures and work practices to assess whether good practice was adhered to. In order to be effective, the policy must be embedded in day to day processes and be communicated to, and supported by, staff and volunteers.

2. Identifying potential risks

Considering potential risks, helps staff think about all the possible day to day risks within the service environment, both indoors and outdoors, that may affect the service. Daily checklists, carrying out monthly/quarterly risk assessments as and when a risk arises and WHS discussions in staff meetings will assist in identifying potential risks. It is important for all staff to be involved in this thinking process and be included in discussions to increase their awareness and responsibility.

3. Analysing and assessing risk

After identifying potential risks, staff examine the potential consequence if identified risks were realised. It is important to consider what existing control measures are in place and whether they are sufficient to address the risk and to rate the risk to determine the likelihood and the impact of the risk occurring. The likelihood of a particular risk occurring depends on the probability of future occurrence, how frequently this has occurred and the quality of the existing controls.

4. Controlling risk

There are a number of options for responding to and controlling risk. These include Avoidance, Prevention, Minimisation, Acceptance and Transferral.

Avoid the risk –the activity for which the risk has been identified will not go ahead because the risks associated with it are too great to warrant continuing it.

Prevent the risk – take action to reduce the likelihood of the risk. Having effective internal policies and procedures will prevent many potential risks. For example, a policy on administration of medication will prevent a child receiving the wrong dose of medication which could lead to illness or death.

Minimise the risk – this involves taking steps to reduce the consequences of a risk should it occur.

Accept the risk –If the cost of prevention is greater than the likelihood of the risk, you may decide to accept the risk.

5. Monitoring Risk

In order to be effective, the risk management policy must be a living document. It must be communicated effectively throughout the service to all staff and volunteers. Monitoring the risk management policy helps to determine if the controls that are in place are effective. Risk Assessments will be reviewed after each event and annually, reviews will be recorded and any additions will be added to ensure children's and adult's continued safety, health and welfare.

Environments

Outdoors

Narnia will provide safe, creative play environments that are aligned with Australian Standards for playgrounds. (www.kidsafe.nsw.org)

- The playground will be inspected and maintained on a regular basis.
- A register of checks and maintenance will be kept. This includes the daily playground safety check.
- Staff are to ensure water troughs be well supervised at all times and emptied after use.

- The Australian and New Zealand Standards specify requirements for the design, construction, installation and maintenance of playground equipment and soft fall materials. Although Standards are not mandatory, compliance represents best practice and may be referred to in a court action. (AS/NZ4422:1996 Playground Surfacing).
- The Kidsafe Playground Safety resource kit will be used as a guide to standards.
- **Supervision:** High quality supervision is essential to ensure safe play behaviour
- **Fall Height:** The fall height of fixed equipment is the distance between the highest accessible play surface on a piece of equipment and the ground surface beneath it. The maximum fall height for moveable play equipment is 1500mm (AS 4685:2014 4.2.16)
- **Preventing Injury from falls:** The surfacing under and around playground equipment is one of the most important factors in reducing the likelihood of a head injury. A fall onto a certified surface is less likely to cause a serious head injury than a fall onto a hard surface.
- **Falling space/impact area:** The falling space/impact area (or safety zone) as determined by the various fall heights (AS 4685) is required around the perimeter of equipment with fall heights of more than 600mm from ground level and between individual items of equipment.
- **Solid materials:** These include products such as synthetic grass, rubber tiles and wet pour rubber.
- **Loose materials** Loose fill material should be installed to whichever is the greater depth: 250mm or the depth that your soft fall supplier specifies for the height of your equipment. An extra 20% is required for heavy traffic areas or compaction. The kinds of materials available are pine bark, composted bark/chip products sand, and wood chip. These surfaces need to be raked and replenished regularly to maintain an even depth. (Kidsafe Website)
- **Portable Mats:** Portable mats may be used as surfacing beneath and surrounding moveable play equipment that measures more than 600mm above ground level provided the mat is certified to AS/NZS 4422 and covers the minimum falling space/impact area.
- **Moveable Play equipment:** This must be carefully planned to ensure safety and challenge.
- Fencing is kept in good maintenance around the centre and at the height required for regulations
- Fumigation of spiders occurs yearly or when deemed necessary by staff and management
- Plants are not poisonous. (Kidsafe Australia)

Indoors

- Buildings are maintained regularly and a maintenance book or on-line logging system is up to date with current needs for safety
- All electrical cords are either in high places (out of reach of children or appropriately concealed). Appliances will be tested on an annual basis.
- Hazardous substances will be kept in locked and marked cupboards. Safety Data Sheets (SDS) will be maintained for chemicals stored on the premises.

SDS must include information on the:

- Hazards of the chemical and how to handle it safely, including storage and disposal.
- Physical and chemical properties of the chemical, as well as potential health and emergency response measures.
- Environmental effects of the chemical

Sample Risk Assessment: (See next page)

Identify the activity: Great Woods Program – Indoors Waratah		Location: Great Woods Room		Who may be at risk? Staff, parents and Children Enrolled at Narnia		
Identify hazards, risks and rate the risks						
- Infection - Injury - Slip, Trip, Fall						
Tasks	Hazards	Risks	Risk rating			Existing Control measures
			Likelihood	Impact	Risk Rating	
Changing Soiled Clothing	Contact with bodily fluids	Infection	Unlikely	Minor	Low	Use gloves (PPE) Place in personal plastic bag and out of reach of children Wash hands when finished
Administering Medication	Needle stick injury (epi pen)	Injury	Unlikely	Moderate	Medium	Ensure staff are adequately trained
Managing Sick Children	Contracting illness	Sickness of staff and others	Possible	Moderate	High	Handwashing Follow policy
Cleaning Tables and Equipment and Bathrooms	Muscle sprain or strain Slips trips and falls	Injury	Possible	Moderate	High	Using correct manual handling practise Clean up spills Place “wet floor” sign
Use of Electrical Equipment	Electric shock Heat Broken Screen	Injury	Unlikely	Moderate	Medium	Supervision while using iPads
Children’s activities and resources	Tripping, choking, cuts, stabbing etc.	Injury and harm	Unlikely	Minor	Low	Staff supervision Teaching correct use of activity and resource Cleaning up area of walkways
Kitchen and storage cupboards accessible to chdn	Access to harmful substances	Sickness, injury and infection	Unlikely	Moderate	Medium	Keep cupboards locked and out of reach of children
Power points and leads	Power points Cords and leads	Injury Injury	Unlikely	Moderate	Medium	Power point covers Maintained by tags and testing Taped to walls
Doors and Gates	Fingers caught in doors and gates	Injury and harm	Possible	Minor	Medium	Supervision and discussion with children about consequences
Vermin and Pests	Disease	Illness	Unlikely	Minor	Low	Regular pest inspections
Children’s Behaviour	Unsafe and inappropriate children’s actions	Injury and harm	Possible	Minor	Medium	Follow Centre Policies and Procedures Discussion with parents
Furniture	Damage to tables/chair/furniture Height risk	Injury Injury	Unlikely	Minor	Low	Ensure all furniture and furnishings are safe for use for each day Supervision of big chair
Meal Times	Allergies Cross Contamination Incorrect temperature of food	Sickness and harm Illness Illness/sickness	Unlikely	Moderate	Medium	Allergy charts displayed Staff supervision Heat food safely to eating temperature. Check Temperature of fridge Make sure ice brick is in each lunch box

This policy links with our -

- Complaints Policy - Confidentiality Policy - Administration of medication - Policy on Infection control - Policy on managing behaviour - Policy on safe sleep - Fire safety policy - Excursions policy - Policy on accidents and incidents - Policy on Authorisation to collect children - Policy on Healthy Eating - Recruitment policy - Supervision policy.