

# Polasaithe Naíonra Céimeanna Beaga

## Polasaí 22: Bainistíocht Riosca / Risk Assessment Policy



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Validity and document management	<p>This document is valid from Nov 1 2018.</p> <p>The owner of this document is the Owner / Manager, who must check and, if necessary, update the document at least once a year.</p> <p>This policy was adopted by Naíonra Céimeanna Beaga on 1 Nov 2018.</p> <p>Signed by: <i>Katie Uí Chaoimh</i>; Príomh Stiúthóir on behalf of Naíonra Céimeanna Beaga</p>

## 1. Risk Management

Our service will assess any potential risks to the safety of the Naíonrachildren, employees or visitors attending the service, and will take the necessary steps to either eliminate those risks or mitigate them.

To ensure the health safety and welfare of all children and adults on NAME premises or while engaged in offsite activities such as outings. Risk assessments will cover the evaluation of hazards in the building indoors and outdoors, outings, staff [references, Garda vetting, international police check, official identification on file, CV with no gaps], security and 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 organizations 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 so as 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 person in charge**.
- Report to **the person in charge** immediately all accidents, damage, defects or issues of safety. This includes accidents or near misses, whether persons are injured or not.
- Ensure that specific statutory training i.e. manual handling and first aid, is completed and updated as required.

#### **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.

#### **What is a Risk Assessment?**

Risk Assessment is where you examine your early years 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 (adapted from HSE Leaflet on Risk Assessment).

**Identify Hazards:**

- Walk around your early years service (outside and inside).
- Use a risk assessment checklist.
- 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, contractors and others:** We have in place comprehensive recruitment, selection and Garda vetting procedures plus staff absence, training and staff ratio policies.