



## Risk Policy

<b>Responsible Officer</b>	All Managers
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**Purpose**

Underpinned by GIRFEC principles, this policy seeks to outline our approach to Risk Management. This policy will support risk management in relation to the care and development of children and will allow service staff to support children and families to understand risks, management of these risks and benefits. The Indigo Group is committed to ensuring the safety of all children, families, staff and stakeholders of The Indigo Group as well as protecting the organisation and our environment. As well as supporting risk management in relation to care and development of children, this policy will also support The Indigo Group's approach to risk management as an employer.

**Rationale**

In accordance with National Care Standards and the Management of the Health and Safety at Work Regulations 1999, The Indigo Group shall make a suitable and sufficient assessment of the risks to the health and safety of employees and any others who may be affected by the work of the organisation.

The Indigo Group is committed to providing opportunities for children and young people to learn about risk, managing risks which supports healthy development of children and young people. Risky play is a natural part of children's play, and children are encouraged to seek out opportunities for so called "risky play". Risky play can be defined as a thrilling and exciting activity that involves a risk of physical injury, and play that provides opportunities for challenge, testing limits, exploring boundaries and learning about injury risk. Activities such as climbing, sliding, balancing, jumping from heights and hanging upside down can be considered as risky. It is important that both staff and parents are aware of the importance of risky play and that safety policies and regulations do not get in the way of this vital form of play

Involvement in risky play gives children the opportunity to assess risks, manage situations and employ solutions that will minimize those risks. Even very young children are taking risks, which in turn lead to new learning experiences, such as walking, running, climbing and riding a bike. Each of these activities involves some risks but they are necessary for the development of children and risky play is not different. Risky play gives children the opportunity to extend their limits and learn life skills. Success and failure provide children with the motivation to try again and work out different ways of doing things. Movements that are often associated with risky play, such as, swinging, climbing, rolling, hanging, sliding, are not only fun for children but also essential for their motor skills, balance, coordination, and body awareness. Children who do not engage in such movements are more likely to be clumsy, feel uncomfortable in their own body, have poor balance, and a fear of movement. The role of our staff is to create a play environment where children can engage in movements that fulfill their sensory needs.

## Responsibilities

1. The Indigo Group appreciates that children and young people need some level of risk in their activities, trips and outings in order to ensure that they continue to develop and have new experiences but these risks will be assessed to ensure that any risks are appropriate to the age and stage of the children and young people involved.
2. Whilst The Indigo Group is committed to supporting children and young people to manage risks effectively, it is the overall responsibility of the service manager to ensure that potential risk of harm to staff, parents, children and young people is eliminated or minimised where possible.
3. It is the responsibility of the service manager and/ or Health and Safety Officer to ensure that all risk assessments are carried out and reviewed.
4. The Indigo Childcare Group is committed to ensuring that all hazards and/ or risks are removed or minimised to an acceptable level of risk. We understand the importance of assessing the risks to the health and safety of employees, service users and other persons involved with the organisation.

## Roles

1. The **role of the parent** is to:
  - a. Provide your child with suitable clothing and footwear for activities
  - b. Provide a sun hat and sun cream which should be minimum SPF 30 and can be left in each childcare setting.
  - c. Support The Indigo Group's commitment to providing new experiences for children and young people providing appropriate risk assessments are carried out, managed and reviewed.
2. The **role of the child/ young person** is to:
  - a. Develop risk awareness to allow them to make their own judgements when involved in risky play.
  - b. Listen to staff when discussing risk and agreed risk minimising measures prior to using the area/ taking part in the activity.
  - c. Carry out risk assessments of play areas and activities to develop their understanding of managing risk.
3. The **role of the practitioner** is to:
  - a. Provide planning, resources and carry out risk assessments to allow for a challenging area that supports and encourages children and young people to explore and extend their experiences.
  - b. Be an active role model interacting and supporting children and young people's when measuring and managing risk.
  - c. Set up, store and maintain equipment safely.
  - d. Ensure appropriate ratios are maintained.
  - e. Ensure all health and safety checks have been carried out prior to use and that risks have been minimised and recorded.
  - f. Ensure safety and supervision always.
  - g. Ensure all children and young people are dressed appropriately for the experiences provided.

- h. Carry out regular head counts to ensure all children and young people are accounted for.
- i. Report any risk concerns to line manager.
- j. On a daily basis a visual inspection of both the areas in use and the equipment will be carried out and documented on a Daily Risk Assessment Form. This will also take into account the outdoor areas used by the service.
- k. On a daily basis, a risk assessment form/ contingency plan should be completed for all activities/ outings that could be considered to have any risks and/ or hazards.
- l. Notify Lead Child Development Officer/ Assistant Manager of any hazards discovered that they do not feel can be minimised or removed without support.

4. **The role of the Lead Development Officer/ Assistant Manager** is to:

- a. Be responsible for ensuring that all daily visual inspections are carried out and recorded by the appropriate practitioner.
- b. Be responsible for ensuring that all risk assessment forms/ contingency plans are completed for any activities/ outings considered to have any risks and/ or hazards
- c. Be responsible for ensuring that all risks and control measures are discussed with entire daily team and children/ young people taking part in outing and/ or activity.
- d. On discovering a hazard that the practitioner does not feel can be minimised or removed, the Lead Child Development Officer/ Assistant Manager must be notified and an immediate decision made of the action to be taken. Action may include:
  - i. Making the area/equipment safe to use
  - ii. Preventing the area/equipment being used
  - iii. Preventing access to the area/equipment
  - iv. Contact manager of service
- e. The Lead Child Development Officer/ Assistant Manager must ensure that it is clear to all employees, students, volunteers and service users what action has been taken and that it is recorded, reported and rectified as soon as possible.

5. **The role of the manager** is to:

- a. Ensure that national guidance in relation to Risk Assessment and Health & Safety is shared, implemented and followed.
- b. Review, monitor and carry regular assessment of safety checks and completed paperwork in relation to risk assessment.
- c. Should an incident which compromises safety take place, all children and young people should be gathered together and taken to a safe area if possible. The manager should take the appropriate action and complete an Incident Form.
- d. Work in partnership with designated Health & Safety Officer to ensure that policies are implemented and regular audits are being carried out by HSO.
- e. All risk assessments should be reviewed informally on a continuous basis. In the course of daily supervision from the Lead Child Development Officer/ Assistant Manager they will be ensuring that no employee or service user is put at unnecessary risk. All risk assessments should be reviewed as follows:
  - i. If the document is no longer valid

- ii. If there is a significant change to the activity it covers
- iii. If there is an accident or near miss associated with the activity
- iv. If any developments make it possible to improve control measures
- v. At periodic intervals of 1 year if none of the above are required

6. The **role of the Health & Safety Officer** is to:

- a. Prevent accidents, injuries and/ or work related illnesses in the workplace.
- b. Create and implement health & safety policies in accordance with latest legislation.
- c. Ensure that policies implemented by management and employees.
- d. Ensure each employee is aware of and adheres to Health & Safety policy
- e. Carry out monthly audits to assess risk in relation to buildings, storage, working conditions, environments,
- f. Report to managers any areas of improvement for risk management and/ or immediate concerns relating to Health & Safety.
- g. Source training for employees

7. The **role of the Chief Executive Officer/ Director of Corporate Services** is to:

- a. Monitor feedback from managers in relation to organisational risks
- b. Carry out and update Risk Register for The Indigo Group and ensure strategies are implemented to minimise risk.
- c. Share information with managers relating to organisational risks and ensure that all managers are aware of implemented strategies and their role in relation to this.

8. The **role of the Board of Directors**:

The Directors have a full risk management process involving the creation of a detailed risk register which is reviewed at Senior management team level and then at Board level on a monthly and 6-8 weekly cycle respectively. The process involves continual review and assessment of major risks, financial and non-financial, to which the charity is exposed and it is driven by the legal standards with which the organisation must comply (The National Care Standards). Through this process the leadership team and Directors endeavour to mitigate those risks which have been identified broadly under the following headings:

- a. Securing maximum occupancy levels always across each individual service
- b. Ensuring the highest standards of safety and quality across each individual service
- c. The difficulty of attracting additional funding from existing sources to develop current or additional services.
- d. Late or non-payment of fees by parents.

### **Risk Assessment Procedure**

Each risk assessment requires the responsible person to record and review:

- The Significant Hazards
- The People at Risk
- The Controls
- Further Action Required
- Action Taken
- Overall risk score

## **Environmental Risk Assessments**

A risk assessment will be in place and kept up to date for each area used by each service. The assessment will identify all possible risks broken down into areas and the action taken and required will be listed.

Further to this during the session employees, students and volunteers will be vigilant and continuously aware of any potential risks to health and safety arising from the service's environment, both indoors and outdoors.

## **Visits/Outings Risk Assessments**

Before making any visit/outing a competent person must risk assess the method of transport and venue identifying all potential hazards and ensuring they are adequately controlled prior to the day of the trip.

In circumstances where the risks cannot be controlled to a suitable level an alternative visit/outing will be found.

## **Additional Reading/Associated Documents**

National Care Standards - <http://hub.careinspectorate.com/media/108849/ncs-early-education-child-care-up-to-16-sep-2009.pdf>

Health & Safety at Work Act - <http://www.legislation.gov.uk/ukpga/1974/37/contents>

GIRFEC - <http://www.gov.scot/Topics/People/Young-People/gettingitright>

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1	01/08/17	Steph Grant	N/A	
2	28/03/18	J Lamb	v.1	