

## RISK ASSESMENT POLICY FOR NOELLE'S MONTESSORI

REVISION NUMBER: 2.0

APPROVAL DATE: OCTOBER 2019

NEXT REVISION DATE: OCTOBER 2021

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RESPONSIBILITY FOR REVIEW AND AUDIT: MANAGERIAL STAFF

### 1.0 INTRODUCTION

Our organization is affected by a wide range of internal and external factors that makes our operating environment uncertain to an extent.

Our aim is to manage risk by putting into place a coordinated set of activities through our policy's and term & conditions combined with staff training and knowledge.

### 2.0 POLICY STATEMENT

Staff and managers at all levels in Noelle's Montessori have an individual and collective responsibility for identifying and managing risk management to become everyday practices each person recognizes and accepts this responsibility.

Management will encourage and work with all staff encourage positive working environments.

Training is given to staff and continual training for all is offered.

Staff explain and encourage children on an on going basis our policy's and procedures that are relevant to their parents , for example waiting for everyone to be ready to go home and then proceeding together to the gate where parents will come to collect the children from this point at the allocated time, being careful not running inside, how to wash their hands and many more.

Policy's & Procedures are followed and action plans are written for Pest Control, Emergencies, Accidents and incidents, Fire Drills. How to deal with children in different situations, Child Welfare, Term's & Conditions, Settling In Children Policy's, Washing Hands, Staff Disciplinary Procedure, Staff Grievance or complaint, No Smoking, Liaison and Partnership with families, Training Procedures, Child Welfare, Noelle's Montessori Keeping Safe Policy Training Manual, Assistant Handbook, Opening Sequence, Bathrooms, Code of Behavior between Workers and Children, Outing Policy, Health & Safety, Enrollment Policy, Photo Permission, Food Policy, Pest Control, Medical Assistance Policy, Medicine and Accident Policy, Fire Drills, Infection Policy, Policy For Staff Who are Ill or Infectious, Exclusion Policy, Staff Absence

Policy, Management of Cuts & Nose Bleeds, Management of spillages of blood and other bodily fluids, Dealing with Human Bites, Emergency Policy for Outings including 'A Missing Child, An Injury, A drowning,' Outdoor / Garden Policy & Procedure, Policy on Choking & Strangulation, Cleaning Policy, Child Protection Policy & Procedure, Confidentiality Procedure, Recording Procedure, Dealing with allegations of abuse against staff Policy, Making A Complaint against the service Policy, Code of Behaviour Between Workers and Children, Parental Involvement Procedure, Informed Consent Policy For Noelle's Montessori Polciy, Recruitment Procedures, Managing Challenging Behaviour Policy, Positive Behaviour Management, Anti-Bullying Policy, Corporal Punishment Policy, Staff Absence Policy.

## **BATHROOM:**

Possible Risk

Hot Water: Burns

Solution: Hot water is thermostatically controlled

Water temperature is taken weekly.

Spilled Water: Slipping

Clothes available to wipe dry.  
Bathrooms checked / cleaned regularly.  
Floor is non slip.

Detergents: Poisoning / allergy

Detergents are locked in a cupboard  
Rubber gloves are provided for use with detergent.  
Clothes are colour coded, signs depicting the colours and use are placed in bathroom  
Staff are trained.

Spread of disease:

Bathrooms are cleaned regularly using sufficient cleaning products.  
Staff and children have separate facilities  
How to wash hands properly are placed for all to see  
There is correct ventilation  
Bin for hand towels has a foot pedal for opening and closing  
Anti-bacterial soap is used by all  
Good hygiene practices which staff and children are taught.

Bathroom door:

Prevention of door being closed on fingers

Sign telling people to check all fingers are clear of door before closing it. Bathroom door is always open unless the children are eating.

Safety from abuse in the bathroom:

Staff and children can be seen and heard in the bathroom. Staff have clear garda vetting and references checked.

RADIATOR: Burn

Radiator has a cover and is thermostatically controlled not to get dangerously hot.

Fire Extinguisher

Placed securely out of children's reach

## MAINROOM

RISK	SOLUTION
SOCKETS: ELECTRICUTION	Socket covers are placed in sockets. Switches turned to off when sockets not in use. Sockets are not obvious to the children In the daily open up routine staff are required to check sockets are covered.
EQUIPEMNT : Cuts from breakages	Equipment is at children's level. Equipment is checked daily, fixed and replaced.
Spread of disease	Equipment is disinfected and cleaned weekly. If children have toys in their mouths equipment is cleaned immediately.
Radiators: Burn	Radiators are covered and thermostatically controlled.
Windows and doors:	Visibility circles are placed on windows and doors. Signs on doors asking people to ensure fingers are clear of doors before closing them. Doors leading outside are locked
Window sills: Possible injury	Edges are rounded
Tables and shelves. Possible injuries	Edges are rounded
Sinks:	Sinks are clearly marked for Kitchen sink and Arts & Crafts sink. Water is thermostatically controlled. Colour coded cloths are used to ensure prevention of cross contamination.
Fridge Entering Fridge	The fridge is locked in a cupboard, key is placed high up Temperature of fridge is taken daily Monthly the thermostat is calibrated.

The fridge is cleaned weekly.

Microwave injury to staff

The microwave is cleaned daily  
Placed at a good height for staff to take food in and out.  
Food taken from the microwave is tested with a thermometer.

Thermometer: Cross contamination

Cleaned after each use with anti-bacterial washing up liquid and thoroughly rinsed and dried.

Food hygiene: Prevention of poisoning children: Staff has HASCAP Level 2 training

Children supply their own food in their own containers.

Rug: Possible trip

Rug to be taped down.

## GARDEN

Gate : Opening /closing Child leaving premises unaccompanied : Bolted and when we are outside a sign is hung asking people not to enter.

Equipment:

Equipment is maintained and is suitable for the age of children attending the service.  
Vehicles are kept on the path and the fake grass is used for other toys and sitting down.

Mud:

Nettles are dug out of the mud before the children play in it

Small Garden wall: Child could fall on

Used for walking on and sitting on.  
Equipment is kept away from the wall.  
Children and staff can see it.