

Risk Management Plan

Definition of Risk:

“Risk” is: “The chance of or exposure to injury, damage, or loss; dangerous chance; hazard.”

What A Risk Management Plan Is

A Risk Management Plan is an attempt on the part of a business owner to identify and “manage” the risks that face the business (i.e. the risks that have the potential for causing serious damage to the business, up to and including forcing the owner/operator out of business).

The staff at Anna Heights Early Learning Center are trained and will continue to be trained in the future to react to the following situations:

- tornado
- fire
- gas leaks
- food/liquid spills
- choking
- child abduction
- supplies/chemicals
- foods proper equipment use
- playground safety

Staff will follow the procedures below in the event of each occurrence listed above. Parents will be contacted and signs will be posted at any time that students are removed from the building in an emergency situation.

Tornado:

In the event of a tornado, staff will bring the children to the interior hall and sit in the hall floor along the wall in the head-tuck kneeling position. The Center Director will check that all children are in the hallway, carry phone to hallway, and assist students in getting in the head tuck position. Teachers will take their roll books with them to hallway.

Fire:

In the event of a fire staff will see that all students exit out classroom doors and meet in area located outside at end of gym. The Center Director will get student emergency cards. Teachers will take out roll books.

Gas Leaks:

In the event of a gas leak, staff and students will evacuate the building, meeting in the outdoor area at the end of the gym. If one building is not effected by the gas leak students may remain in that building.

Food/Liquid Spills:

All staff will clean any spill immediately and vacuum or mop the classrooms as often as needed to

avoid accident/injury and maintain a clean, healthy environment.

Choking:

Training will be offered on a regular basis to all staff. The center will have at least one person certified in CPR/First Aid present at all times.

Child Abduction:

Staff are trained in child drop-off and pick-up procedures as stated in the policies and parent handbook for the center. Parents will provide the center with a list of persons with permission to pick up their child. Anyone wanting to pick up a child from the center or even spend time with a child at the center must have written permission for the child's parent or guardian and have a state issued picture identification available if the staff does not already know them. Any restraining orders are to be conveyed to the appropriate teachers to ensure the child's safety.

Supplies/Chemicals:

All janitorial supplies are kept in a locked cabinet or closet. Any pesticides or harmful chemical other than cleaning supplies will not be present in the daycare area.

Foods:

Food supplies are stored in the kitchen and preschool supply closet. Frozen foods are kept in the freezer monitored with a thermometer for proper temperature control. To guarantee that the center is in compliance with health and safety regulations the center is monitored by the health department every three months. Any unused food is discarded and never re-served. Dry foods are stored on shelves or in cabinets. Only persons with a current Food Sanitation Certification will be preparing food.

Janitorial:

Center staff will clean their classrooms and restroom areas on a daily basis to ensure that the health and safety needs of children and staff are met. A janitor will be available to clean the center on a weekly basis as well.

Toys:

Classroom staff clean toys as needed on a daily basis and at least monthly provide an overall cleansing of toys and equipment to ensure sanitation. Anytime a child has put a toy or any object in their mouth the toy is to be cleaned prior to another child playing with it.

Playground Safety:

Staff are trained on and implement the proper use and placement of playground equipment and the center's rules for outdoor play. A playground safety checklist will be used prior to play each morning to ensure a safe and healthy environment for all children and staff.