



**Morton Michel**  
The Childcare Insurance Specialist

# Risk Management Calendar

**2022**





**RISK MANAGEMENT CALENDAR 2022**

**JANUARY**



**TAX AND FINANCE**

**FEBRUARY**



**WINTER-PROOFING**

**MARCH**



**MAINTENANCE**

**APRIL**



**FLOODING**

**MAY**



**SAFEGUARDING**

**JUNE**



**FOOD AND DRINK**

**JULY**



**DATA AND CYBER**

**AUGUST**



**SUSTAINABILITY**

**SEPTEMBER**



**EMPLOYMENT**

**OCTOBER**



**ACCIDENT AND INJURY**

**NOVEMBER**



**FIRE**

**DECEMBER**



**UNOCCUPIED PREMISES**



# TAX AND FINANCE

## Money Matters

Even if your financial year does not start in January, there is never a bad time to make sure you are looking after your business's money.

### Tax advice

Make sure you understand your taxes, with ARAG's free advice line: 0117 917 1680

### Cashflow

Ensuring you have been paid what you are owed is critical to any business. Your Legal Services portal from ARAG has a range of tools and advice for you to use. Log in at <https://araglegal.secureclient.co.uk/arag>

### Cost-savings

Don't forget, with your membership of Morton Michel's childcare club, you have access to our exclusive range of discounts and other benefits. Go to [mortonmichel.com/childcareclub](https://mortonmichel.com/childcareclub) to find out more



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## TAX AND FINANCE

# JANUARY 2022

WK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1	27	28	29	30	31	1 <i>New Year's Day</i>	2
2	3 <i>Bank Holiday</i>	4 <i>Bank Holiday (S)</i>	5	6	7	8	9
3	10	11	12	13	14	15	16
4	17	18	19	20	21	22	23
5	24	25 <i>Burns Night (S)</i>	26	27	28	29	30
6	31						



# WINTER-PROOFING

## Keeping out the chill

Wintery temperatures can cause problems if you don't take care. Make sure you don't find yourself left out in the cold this winter!

### Frozen Pipes

Making sure your risk management processes include precautions to avoid frozen pipes when the temperature drops can help avoid flooding and water damage. Follow us on social media to find out more.

### Slips and trips

Be aware of icy conditions outside, consider revisiting your risk assessments to avoid accidents. Your free access to flick learning includes accredited Slip, Trips and Falls training. Go to <https://www.flicklearning.com/> to find out more.



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WINTER-PROOFING

FEBRUARY 2022

WK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6	31	1	2	3	4	5	6
7	7	8	9	10	11	12	13
8	14  <i>Valentines Day</i>	15	16	17	18	19	20
9	21	22	23	24	25	26	27
10	28	1	2	3	4	5	6



# MAINTENANCE

## Keeping in working order

From furniture to toys, climbing frames to sand pits, it's important to make sure everything your business uses is stays fit for purpose.

### Inventories

It's a good idea to put together an inventory of your equipment, and regularly keep it up to date, so you know what you have, how old it is, and how much it's worth

### Inspections

Consider creating a regular timetable for you or your staff to inspect your equipment, identifying any repairs or maintenance needed, or when it is time for a replacement.

### Discounts

If you do need to replace equipment, don't forget to check out the Childcare Club to see if there are any discounts! [mortonmichel.com/childcareclub](https://mortonmichel.com/childcareclub)



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## MAINTENANCE

MARCH 2022

WK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
10	28	1 St Davids Day (W) Shrove Tuesday	2	3	4 Childcare and Education Expo London	5	6
11	7	8	9	10	11	12	13
12	14	15	16	17 St Patricks Day (NI)	18	19	20
13	21 Children's Activities Week 2022 21 <sup>st</sup> - 27 <sup>th</sup> March 2022	22	23	24	25	26	27 Mothering Sunday
14	28	29	30	31	1	2	3



# FLOODING

## Staying on dry land

April showers are nothing to worry about, but more extreme weather can be a real risk. It's always wise to take precautions against what mother nature can throw at us!

### Risk awareness

Check weather reports, and sign up for flood warnings from the government here: <https://www.gov.uk/sign-up-for-flood-warnings>

### Sensible Storage

Consider where you are keeping perishable goods, and whether they would survive an unexpected deluge! Basements often have the greatest flood risk.

### Forward thinking

Even a minor flood can shut your business down. Putting together a business continuity plan and making sure it's ready to go can save you a lot of headache in the long run.



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## FLOODING

APRIL 2022

WK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
14	28	29	30	31	1	2	3
15	4	5	6	7	8	9	10
16	11	12	13	14	15 <i>Good Friday</i>	16	17  <i>Easter Sunday</i>
17	18 <i>Easter Monday</i>	19	20	21	22	23  <i>St Georges Day</i>	24
18	25	26	27	28	29	30	1



# SAFEGUARDING

## Children's Rights

Nothing is more important in a childcare setting that children's safety.

Everyone who works with children has to ensure they understand their role when it comes to safeguarding.

This includes not everything from obtaining appropriate background checks, to understanding how to handle a disclosure, to minimising risks in your settings.

### Training

You and your staff have free access to accredited safeguarding training from flick learning. This includes general knowledge, as well as special courses on specific threats.

Go to <https://www.flicklearning.com/> to find out more.



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## SAFEGUARDING

MAY 2022

WK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
18	25	26	27	28	29	30	1
19	2 <i>Early May Bank Holiday</i>	3	4	5	6	7	8
20	9	10	11	12	13	14 <b>CLUB HUB</b> <i>Club Hub Awards</i>	15
21	16	17	18	19	20	21	22
22	23	24	25	26	27	28	29
23	30	31	1	2	3	4	5



# FOOD AND DRINK

## Healthy eating

Whether it's snacks or meals, nutritious food is a key part of many childcare settings' offering. Keeping on top of the risks involved ensures children are always able to eat well.

### Food information

Make sure you understand what goes into the food you serve, particularly if it contains allergens. Ensure your staff can explain, if asked.

### Hygiene and good practice

Staff who are handling food will benefit from training to avoid contamination. Your free access to flick learning includes an accredited food hygiene course.

Go to <https://www.flicklearning.com/> to find out more.



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## FOOD AND DRINK

JUNE 2022

WK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
23	30	31	1	2 Bank Holiday	3 Queen's Platinum Jubilee Bank Holiday	4	5
24	6 Bank Holiday (NI)	7	8	9	10	11	12
25	13	14	15	16	17 childcare & education EXPO Childcare and Education Expo North	18	19 Fathers Day
26	20	21	22	23	24	25	26
27	27	28	29	30	1	2	3



# DATA AND CYBER

## Information Security

We have never produced so much information, and data gets everywhere if you're not careful. It's important to ensure your childcare business is handling it properly.

### Data Protection Training

Ensure you and your staff know what your responsibilities are when it comes to data. This includes where to store it, when to delete it, and how to protect it from unauthorised access.

Your free access to flick learning includes a CPD accredited Data Protection and Information security courses, so you can be sure your knowledge is up to date.

Go to <https://www.flicklearning.com/> to find out more.



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# DATA AND CYBER

JULY 2022

WK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
27	27	28	29	30	1	2	3
28	4	5	6	7	8	9	10
29	11	12 <i>Bank Holiday (NI)</i>	13	14	15	16	17
30	18	19	20	21	22	23	24
31	25	26	27	28	29	30	31



# SUSTAINABILITY

## Saving the world

More and more childcare businesses are prioritizing their environmental sustainability. Think about what you could do to help make the world a better, greener place.

### Environmental Health and Safety

Your free access to flick learning includes a CPD accredited course on Environmental health and safety, including environmental legislation and what actions can be taken to reduce environmental impact.

Go to <https://www.flicklearning.com/> to find out more.



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## SUSTAINABILITY

AUGUST 2022

WK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
32	1 <i>Bank Holiday (NI and S)</i>	2	3	4	5	6	7
33	8	9	10	11	12	13	14
34	15	16	17	18	19	20	21
35	22	23	24	25	26	27	28
36	29 <i>Bank Holiday (Exc S)</i>	30	31	1	2	3	4



## EMPLOYMENT

### Your most important asset

Getting recruitment, retention and HR right can make or break a business. Nothing is more critical to a childcare setting than the people who work in it.

#### Documents and processes

Your Legal Services portal from ARAG has a includes free customisable documents, including contracts, an employee handbook and more. Log in at <https://araglegal.secureclient.co.uk/arag>

#### Equality and Diversity

Everyone should want to treat their staff fairly. With your free access to flick learning, you and your staff can take their CPD accredited equality and diversity training courses, to keep your knowledge up to date.

Go to <https://www.flicklearning.com/> to find out more.



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## EMPLOYMENT

SEPTEMBER 2022

WK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
36	29	30	31	1	2	3	4
37	5	6	7	8	9	10	11
38	12	13	14	15	16	17	18
39	19	20	21	22	23 childcare & education EXPO Childcare and Education Expo Midlands	24	25
40	26	27	28	29	30	1	2



# ACCIDENT AND INJURY

## Staying safe

Accidents and injuries are preventable, but getting it right shouldn't compromise the fun and learning at the heart of your setting. Not only that, but when accidents do happen, it's critical your staff know what to do.

### Health and Safety

With your free access to flick learning, you can take online RSPCA accredited Health and Safety to keep your knowledge up to date.

Go to <https://www.flicklearning.com/> to find out more.

### First Aid

With your membership of Morton Michel's childcare club, you have access to our exclusive range of discounts and other benefits, including on first aid training for your staff! Visit [mortonmichel.com/childcareclub](https://mortonmichel.com/childcareclub) to find out more



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## ACCIDENT AND INJURY

OCTOBER 2022

WK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
40	26	27	28	29	30	1	2
41	3	4	5	6	7	8	9
42	10	11	12	13	14	15	16
43	17	18	19	20	21	22	23
44	24	25	26	27	28	29	30
45	31						

31

Bank Holiday (NI)

Halloween



# FIRE

## Keeping the heat off

A fire is one of the most devastating things that can happen to a business, and it's always worth taking sensible steps to prevent it.

### Fire Assessments

Make sure your fire assessments are up to date and that you have an evacuation plan. If you need help, our Childcare Club includes an exclusive discounts package, including for fire safety services.

Visit [mortonmichel.com/childcareclub](https://mortonmichel.com/childcareclub) to find out more

### Fire Safety Training

You can also take advantage of several fire safety courses with your free access to flick learning!

Go to <https://www.flicklearning.com/> to find out more.



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FIRE

NOVEMBER 2022

WK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
45	31	1	2	3	4	5 Bonfire Night	6
46	7	8	9	10	11	12	13 Remembrance Sunday
47	14	15	16	17	18	19	20
48	21	22	23	24	25	26	27
49	28	29	30 St Andrews Day (S)	1	2	3	4



# UNOCCUPIED PREMISES

## Wrapping up

When you are not around, your premises still need protecting from the hazards that can occur in your absence.

### Insurance requirements

If you know your premises is going to be unoccupied, make sure to tell your insurers and check you have appropriate coverage in place.

### Security

As a member of Morton Michel's Childcare Club, your exclusive package of discounts and benefits includes security solutions and audits.

Visit [mortonmichel.com/childcareclub](https://mortonmichel.com/childcareclub) to find out more



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## UNOCCUPIED PREMISES

DECEMBER 2022

MERRY CHRISTMAS FROM THE MORTON MICHEL TEAM

WK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
49	28	29	30	1	2	3	4
50	5	6	7	8	9	10	11
51	12	13	14	15	16	17	18
52	19	20	21	22	23	24  Christmas Eve	25  Christmas Day
53	26  Boxing Day	27 Bank Holiday	28	29	30	31	1