

# Risk Reduction Plan

## Certified Child Care Centers

According to [Minnesota Statutes, section 245H.66, subdivision 7](#), certified child care centers must develop a risk reduction plan that identifies the general risks to children served by the child care center. The certification holder must establish specific policies and procedures that minimize identified risks. Center directors, staff persons, substitutes and unsupervised volunteers must be trained on the center’s Risk Reduction Plan at orientation. When changes have been made to the center’s Risk Reduction Plan, staff must be informed of the changes.

Documentation of training on the center’s risk reduction plan is required. When changes have been made to the risk reduction plan, documentation is required that center directors, staff persons, substitutes and unsupervised volunteers have been informed of those changes.

Center Name	Certification Number	Certification Holder
Plan created by	Position: Center Operator, Center Director, Site Supervisor, or Other	Date created

### Instructions

Identify specific risks to children based on an assessment of the center’s physical plant. The physical plant is the space used by your certified center, including the layout and structure of the building.

- The assessment must include an evaluation of the required factors listed below in column 1.
- Write each identified risk in column 2.
- In column 3, describe specific policies and procedures to minimize each risk.

### Physical Plant

Physical plant factors to be assessed	Identified risks	Policies and procedures to minimize the risks
Electrical hazards in the facility (required)		
Condition and design of the facility		
Supervision of children inside the facility		

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**Instructions**

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Identify specific risks to children based on an assessment of the environment where licensed services are provided. The environment includes the outdoor area used by the certified center and surrounding the building.

- a. The risk reduction assessment must include an evaluation of the required factors listed below in column 1.
  - b. Write each identified risk in column 2.
  - c. In column 3, describe specific policies and procedures to minimize each risk.
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**Environment**

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<b>Physical plant factors to be assessed</b>	<b>Identified risks</b>	<b>Policies and procedures to minimize the risks</b>
Proximity to bodies of water (required)		
Proximity to busy roads (required)		
Condition and design of the outdoor environment		
Playground equipment risks		
Supervision risks in the outdoor environment		

