

## The Anchor SENDfriendly Centre (TAS)

### Risk Assessment Policy

TAS uses its risk assessment systems to ensure that the Centre is a safe and secure place for children, young people, and staff. All staff are expected to undertake risk assessments as part of their routine tasks.

In line with current Health and Safety Legislation and the Statutory Framework for the Early Years Foundation Stage, the Centre will carry out regular risk assessments and take appropriate action to deal with any hazards or risks identified. It is the responsibility of the manager to ensure that risk assessments are conducted, monitored, and acted upon.

Risk assessments will be carried out:

- whenever there is any change to equipment or resources
- when there is any change to the Centre's premises
- when the needs of a child or young person necessitates this
- when we take the children and young people on an outing or visit.

Not all risk assessments need to be written down. Staff will decide, in consultation with the manager, which risk assessments need to be formally recorded. However, risk assessments related to employment and the working environment will be always be recorded in writing so that staff can refer to them.

If changes are required to the Centre's policies or procedures because of the risk assessment, the manager will update the relevant documents and inform all staff.

### Daily checks

Before the children and young people arrive at the centre each day, we will conduct a daily environment check through a visual inspection of the equipment and the whole premises (indoors and out). Environment checks that are recorded will be reviewed regularly, to ensure that hazards are removed, and repairs are implemented in a timely manner. During the session, staff will remain alert to any potential risks to health and safety.

If a member of staff discovers a hazard during a session, they will make the area safe (e.g., by cordoning it off) and then notify the manager. The manager will ensure that any actions needed to mitigate the immediate hazard have been taken and will implement measures to prevent the incident from recurring.

### Recording dangerous events

The manager will record all accidents and dangerous events on the **Incident or Accident Record** on our electronic system as soon as possible after the incident. If the incident affected a child, the record will be kept on the child's file on our electronic system and parents and carers informed immediately. The Centre will monitor **Incident and Accident Records** to see whether any pattern to the occurrences can be identified.

## Related policies

This policy was adopted by: TAS Management	Date: 20.2.2023
To be reviewed: February 2024	Reviewed by: Christalla Aggeli
Next Review: February 2026	

Written in accordance with *the Statutory Framework for the Early Years Foundation Stage (2017)*:  
*Safeguarding & Welfare Requirements: Safety & suitability of premises, environment & equipment [3.64]*