



**Risk  
Assessments  
Indoor play Areas**

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# Introduction

## ***Risk Assessment***

Under the requirements contained in the Management of Health and Safety at Work regulations 1999, regulation 3 requires every employer with five or more people in his employment to assess the risks to workers and any others who may be affected by their undertaking for the purpose of identifying the measures needed to protect them. The regulations do not stipulate any particular measures to be taken, other than procedures to be adopted.

A risk assessment consists essentially of an identification of the hazards present in an undertaking and an estimate of the extent of the risks involved, taking into account whatever precautions are already being taken. The assessment should be in written form and can vary from a simple common sense approach to an in depth evaluation, depending on the complexity of the undertaking.

## **Definitions**

### **Hazard**

Means a situation that in particular circumstances could lead to harm.

### **Risk**

Means a combination of the probability or frequency of occurrence of a defined Hazard and the magnitude of the consequences of the occurrence.

### **Risk Assessment**

Means evaluating the risks to health and then deciding on the action needed to remove or reduce those risks.

### **Risk Management**

Involves the making of decisions concerning risks and their subsequent implementation and flows from risk assessment

## **Types of Risk Assessment**

The risk assessment compiled in this document examines all the operational areas of the business, within the remit of the brief, including staff job functions, and their involvement with visitors and contractors attending the premises.

The type of risk assessment carried out is a generic assessment, and is subjective, based upon personal judgement backed by any generalised data or information on risk available on site.

## Risk Rating

Each risk assessment has been given a risk rating which is numerical value for the hazard that has been identified i.e. the higher the value the greater the risk. These values are accompanied by a definition; low, medium or high risk.

This risk rating has been calculated using the following formula: -

<b>Risk Rating</b>	<b>=Severity estimate x Probability estimate</b>	
<b>Hazard severity</b>		
		<b>Rating</b>
Severe	- Single Long Term Injury/illness	3
Minor	- Single minor first aid required/not serious	2
Negligible	- Unlikely to cause any injury/illness	1
<b>Probability</b>		
		<b>Rating</b>
Frequently	- Likely to occur immediately or shortly	3
Occasionally	- Could occur in time	2
Remote	- Unlikely to occur	1

### Therefore: -

<b>Risk Rating (Severity x Probability)</b>		<b>Action Required</b>
6-9	High Risk	Implement controls
4 - 3	Medium Risk	Improve existing control measures
2 - 1	Low Risk	Keep control measures under review and ensure they are used

Those assessments identified as medium risk may require additional control measures. Those should be implemented a.s.a.p. in order to reduce the risk rating to the lowest practicable level.

## **Risk Assessment**

**Area:** Indoor Play Area  
**Persons at Risk:** All staff children, members of the public  
**Task:** Use of Drop or Double Drop Slide

**Employees Involved:** All staff

### **Hazards Identified:**

Slide

### **Risks from Hazard:**

Physical injury from collision with other children.

Slips/trips and falls

### **Control Measures:**

- Children under 5 years are not allowed on the slide.
- During quiet periods only parents may accompany young children.
- Two children may go down together, but they must be instructed not to hold each other or each other's clothing.
- Children must have socks on.
- Children must be advised to keep sitting up, with arms crossed in front of them.
- Children must be wearing trousers/long shorts.
- When slide required polishing DUTY MANAGER must be informed and must check speed of slide.
- Polish must be used sparingly.
- SLIDE MUST BE KEPT LOCKED SHUT WHEN NOT IN USE OR NO STAFF AVAILABLE FOR SUPERVISION.
- SLIDE MUST BE SUPERVISED (AT THE TOP) BY A TRAINED COMPETENT MEMBER OF STAFF AT ALL TIMES IT IS IN USE.
- SAFETY SIGNAGE MUST BE IN PLACE
  1. Re children under 5
  2. Re use only when member of staff is present.
  3. Re instructions on how to use the slide.

- Daily safety checklist.

**Additional Control Measures:**

Staff Training provided

**Risk Rating:** 9

**Date:** October 2006      **Review Date:** October 2007 or when accident occurs or new staff . /when changes occurs.

# **Risk Assessment**

**Area:** Indoor Play Area  
**Persons at Risk:** Staff /Children/Parents/guardian  
**Task:** Use of Tangle Tower

**Employees involved:** all staff

## **Hazards Identified:**

- Slips and trips on floor.
- Human obstacles.

## **Risks from Hazard:**

Physical injuries from fall.  
Head Injuries/  
Back Injuries caused by children falling on top of one another.

## **Control Measures:**

- Safety signage
  - One child at a time.
- Long hair should be tied in a bun.
  - Do not play under the tower.
  - Do not climb up the tower.
- Trained competent staff patrolling.
- Daily check on elastic structure. Staff are trained and are instructed if in disrepair to take it out of use and repair immediately.

## **Review assessment**

When accident/injury occurs and investigation establishes controls were applied but inadequate.

**Risk Rating:** 9

**Date:** October 2006      **Review Date:** October 2007 or when accident occurs or new staff. /when changes occurs.

# **Risk Assessment**

**Area:** Indoor play Area  
**Persons at Risk:** Staff /children/Parents/guardians  
**Task:** Use of Snake Slide  
**Employees Involved:** all staff

## **Hazards Identified:**

- Slips/falls/Injuries

## **Risks from Hazard:**

Head Injuries/cuts/Bruises due to incorrect Use/improperly clothed children/unsupervised children not moving from exit of slide.

## **Control Measures:**

Safety signage must be displayed.  
Children are instructed as follows:  
Arms folded.  
One at a time.  
Move away from bottom of slide.  
Trained competent staff patrolling.  
Arms, legs and feet covered.  
Daily check of equipment.

## **Additional Control Measures:**

1. Health and Safety training for all staff

**Risk Rating:** 9

**Date:** October 2006      **Review Date:** October 2007 or when accident occurs or new staff . /when changes occurs.

# **Risk Assessment**

**Area:** Indoor Play Area  
**Persons at risk:** Staff / children/Parents/guardians  
**Task:** Use of Short Bumpy Tube Slide  
**Activity:** Play  
**Employees Involved:** Supervisory Staff

## **Hazards Identified:**

Short bumpy slide

## **Risks From Hazard:**

Cuts/lacerations/head injuries/back injuries.

## **Control Measures:**

Safety signage must be displayed.  
Children are instructed as follows:  
Arms folded.  
One at a time.  
Keep socks on.  
All Children must be under 1.5m in height.  
Trained competent staff patrolling  
Arms, legs and feet covered.  
Daily check of equipment for wear and tear.

## **Additional Control Measures:**

Health and Safety training provided to all members of staff.

**Risk Rating:** 9

**Date:** October 2006      **Review Date:** October 2007 or when accident occurs or new staff . /when changes occurs.

## **Risk Assessment**

**Area:** Indoor Play Area  
**Persons at Risk:** Staff and others in vicinity  
**Task:** Use of dizzy donut swing  
**Activity:** Play  
**Employees Involved:** Supervisory staff

### **Risks from Hazard:**

Injuries/cuts/lacerations/ dizziness during use caused by too many children at once/  
Children spinning too fast.

### **Control Measures:**

- Trained competent staff patrolling
- Control by staff/guardians whilst swing is in use.
- Daily check of equipment or wear and tear. Any disrepair the swing is replaced.
- Follow cleaning procedures as written.

### **Additional Control Measures:**

1. Health and Safety training for all staff

**Risk Rating:** 4

**Date:** October 2006      **Review Date:** October 2007 or when accident occurs or new staff . /when changes occurs.

## **Risk Assessment**

**Area:** Indoor play Area  
**Persons at Risk:** Staff /Children/parents/guardians  
**Task:** Use of Hamster Wheel  
**Activity:** Play  
**Employees Involved:** Supervisory staff

### **Risks From Hazard:**

Dizziness/Cuts/injuries caused by too many children on equipment. /  
Congestion whilst children are waiting for turn.

### **Control Measures:**

Safety signage must be displayed.  
Children are instructed one person at a time.  
Trained competent staff patrolling.  
Control of children queuing for use.  
Daily and on-going check of equipment.

### **Additional Control Measures:**

1. Health and Safety Training for all staff

**Risk Rating:** 4

**Date:** October 2006      **Review Date:** October 2007 or when accident occurs or new staff. /when changes occurs.

# **Risk Assessment**

**Area:** Indoors play Area  
**Persons at Risk:** Staff/Children/parents/Guardians  
**Task:** Use of Trampolines  
**Activity:** Play  
**Employees Involved:** Supervisory staff

## **Risks from Hazard:**

Back Injury, other physical injury, caused by too many children unsupervised/horseplay.

## **Control Measures:**

Safety signage must be displayed.  
Children are instructed - One at a time.  
Trained competent staff patrolling.  
Control of children waiting to use equipment.  
Daily check of equipment by trained staff

## **Additional Control Measures:**

1. Health and safety training for all staff in this area.

**Risk Rating:** 9

**Date:** October 2006      **Review Date:** October 2007 or when accident occurs or new staff . /when changes occurs.

# **Risk Assessment**

**Area:** Indoor Play Area  
**Persons at Risk:** Staff/children/parents/guardians  
**Task:** Use of mini horse carousel  
**Activity;** Play  
**Employees Involved:** staff

## **Risks from Hazard:**

Falls, personal injury, broken bones caused by horseplay  
Electrical.

## **Control Measures:**

1. All electrical equipment checked daily and any disrepair taken out of use.
2. All electrical equipment is pat tested annually.
3. The carousel is maintained and serviced regularly.
4. It is checked daily prior to use.
5. Staff is reminded to request parents to supervise children and to refrain from horseplay.

## **Additional Control Measures:**

1. Health and Safety training provided to staff

**Risk Rating:** 4

**Date:** October 2006      **Review Date:** October 2007 or when accident occurs or new staff. /when changes occurs.

# **Risk Assessment**

**Area:** Kitchen  
**Persons at Risk:** Staff/children/parents/guardians  
**Task:** Use of toddler world  
**Activity:** Play  
**Employees Involved:** Supervisory Staff

## **Risks from Hazard:**

Slips, falls, personal injury caused by too many children/horseplay/unsupervised children/  
Slips/trips caused by poor repair of flooring.  
Blood /body fluid contamination

## **Control Measures:**

Safety signage must be displayed.  
Parent/guardian must accompany child.  
Children under 1 metre only allowed in this area.  
Keep socks on.  
Trained alert staff to supervise and advise public.  
Spillages wiped up immediately using gloves and a disinfectant.  
Staff are required to wear flat sensible shoes.  
Daily checks are carried out on disrepair. Any wear and tear of floor must be reported immediately and repair works carried out and any tear should be taped over.  
Any tear /disrepair to the safety net and that area must be closed off from the public at once.

## **Additional Control Measures:**

1. Health and safety training to be provided for all staff.

**Risk Rating:** 6

**Date:** October 2006      **Review Date:** October 2007 or when accident occurs or new staff . /when changes occurs.

# **Risk Assessment**

**Area:** Indoor play Area  
**Persons at Risk:** Staff/children/parents/guardians  
**Task:** Use of area for private hire  
**Employees Involved:** staff

## **Risks from Hazard:**

Electric shock, burns./physical injuries caused by unsupervised children/horseplay  
Safety limit on number on structure is exceeded.

## **Control Measures:**

### **PRIVATE HIRE AFTER HOURS**

- Conditions of Use issued at time of booking, and receipt confirmed in writing prior to hire, specifying ratio of 1:10 helpers to children (see example below).
- Information for groups exceeding height limit prior to arrival.
- Trained, competent, mature staff to supervise and advise during use.
- All controls to be observed as normal.
- Exclusion of anyone who appears to be under the influence of alcohol or drugs.
- Safety signage - as already detailed elsewhere.
- Full structure and equipment check immediately after use and prior to use again by general public.

# **INFORMATION ABOUT YOUR BOOKING FOR PRIVATE HIRE**

## **ACTIVITY WORLD CONDITIONS OF USE**

Maximum amount of children for private hire is 50.

ONE helper is required for every TEN children attending and will be required to supervise the children playing.

We advise you to obtain telephone numbers of any unaccompanied children in the unlikely event of an emergency.

Please report to Reception upon arrival.

Your exclusive use will not start until 6.30pm or 8.15pm. Please ensure your guests do not go onto the frame until our day guests have departed.

Only food and drink purchased from our Diner may be consumed on the premises, unless a self-cater option has been chosen for which there is a £20.00 charge.

Socks to be worn at all times.

Arms and legs to be covered when using slides.

Long hair to be worn in a bun when using the Tangle Tower.

No ties or badges with pins to be worn.

No chewing gum allowed on the premises.

No food or drink to be taken onto the structure.

**NO ALCOHOL ALLOWED ON THE PREMISES AT ANY TIME.**

If you require assistance, please do not hesitate to ask a member of staff. These rules are for your safety – please adhere to them.

One last thing..... **HAVE A GREAT PARTY!**

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(Please sign one copy and return prior to your event-taking place).

**We agree to the above Conditions Of Use**

.....  
**Signed**

.....  
**Date**

.....  
**Date of Hire**

1.

**Additional Control Measures:**

1. Health and safety training provided to all staff

**Risk Rating:** 9

**Date:** October 2006      **Review Date:** October 2007 or when accident occurs or new staff . /when changes occurs.

# **Risk Assessment**

**Area:** Indoor play Areas  
**Persons at Risk:** Staff/ children/parents/others in vicinity  
**Task:** Cleaning windows  
**Employees Involved:** Contract Window Cleaner

## **Hazards Identified:**

1. Chemicals.
2. Water on floor.
3. Buckets left on floor
4. Spillages on floor.

## **Risks from Hazard:**

Slips/trips causing personal injury, skin irritation from chemicals/Injury .

## **Control Measures:**

Only detergents used by window cleaner.

Wet floor signs used.

Spillages mopped up immediately.

Buckets put away a.s.a.p.

Will clean ground floor only.

Step ladder to be used by cleaner to be in good repair.

Permit to work system to be implemented and safety barriers to be erected where needed.

## **Additional Control Measures:**

1. Health and safety training in this area.
2. COSHH information to be supplied by cleaner .
3. Health and safety rules to be followed by cleaner.

**Risk Rating:** 6

**Date:** October 2006      **Review Date:** October 2007 or when accident occurs or new staff . /when changes occurs.

# **Risk Assessment**

**Area:** Indoor play Areas  
**Persons at Risk:** Staff/ children/parents/others in vicinity  
**Task:** Use of high chairs  
**Employees Involved:** Supervisory staff

## **Risks from Hazard:**

Personal injury (Head) caused by child falling out of chair  
Cuts from damaged chair/belt

## **Control Measures:**

Chairs to be checked daily for cleanliness and good repair.  
Belts to be in good repair.  
Any defects take out of use.  
Staff must remind parents to strap the baby in when using high chair .

## **Additional Control Measures:**

Health and safety training provided to staff.

**Risk Rating:** 6

**Date:** October 2006      **Review Date:** October 2007 or when accident occurs or new staff . /when changes occurs.

# **Risk Assessment**

**Area:** Indoor play Areas  
**Persons at Risk:** Staff/ children/parents/others in vicinity  
**Task:** Use of climbing wall  
**Employees Involved:** Supervisory Staff

## **Risks from Hazard:**

Personal injury,.

## **Control Measures:**

Trained staff only to supervise this activity.  
It is manned at all times of operation  
Children must be given safety instructions prior to use.  
Safety harnesses to be checked daily for wear and tear by staff.  
A daily check is carried out on the pressure gauges on the hydraulic mechanism to ensure that there is adequate oil pressure.  
The annual Adips Certificate is on site at all times.  
A height/weight restriction is imposed – Minimum weight is 45 Kg. to a Maximum 250 kg.  
Access is restricted by trained staff.

## **Additional Control Measures:**

- Health and safety training in this area.
- Certificates are displayed in the area.
- Repair to pressure gauges are being carried out.

**Risk Rating:** 9

**Date:** October 2006      **Review Date:** October 2007 or when accident occurs or new staff . /when changes occurs.

# **Risk Assessment**

**Area:** Indoor play Areas  
**Persons at Risk:** Staff/ children/parents/others in vicinity  
**Task:** Use of Tower scaffolds  
**Employees Involved:** Maintenance.

## **Risks from Hazard:**

personal injury, from falls from tower scaffolds  
Head injuries caused from tools falling from tower scaffolds

## **Control Measures:**

The tower scaffold will be erected by the hire company.  
A written safe system of work to be implemented and followed by maintenance.  
Barriers to be used to keep children out of this area..  
Permit to work system to be implemented and safety barriers to be erected where needed.  
Checks to be carried out at prior to signing off to ensure that tools are not left behind in public areas.

## **Additional Control Measures:**

- Health and safety training in this area.

**Risk Rating:** 6

**Date:** October 2006      **Review Date:** October 2007 or when accident occurs or new staff . /when changes occurs.

## **Mobile/Tower Scaffolds**

- Refer to the supplier's instructions sheet to calculate the maximum height in relation to the dimension (including outriggers, if fitted). The base: height ratio is often 1:3.
- Mobile scaffold used outside in windy weather should be tied to the building and should be anchored or have the base extended by fitting outriggers.
- Guardrails and toe boards are necessary all round.
- Provide safe means of access to the works platform.
- Never climb the outside of the tower.
- Use only on ground, which is firm and level.
- The working platform should be clear of people and materials when the scaffold is being moved.
- Move it only by pulling or pushing it at the base.
- Wheels should be fixed to the scaffold, turned outward to provide maximum base dimensions, and the wheel brake must be 'on' and locked when the scaffold is used.
- Do not overload the working platform or apply pressure, which would tilt the tower. Tie the tower to the building before leaving it unattended. Only competent persons will be allowed to erect a mobile tower.
- Do not use if any parts etc. are missing or defective.

### Working Platforms

- All working platforms and decking should be closely boarded to their full width and free from tripping hazards.
- The platform should be of adequate width to suit the work, which is being carried out.
- Working platform and decking minimum 600 mm wide is suitable for light duty platforms for men working without materials or only for passage of materials
- Working platform and decking minimum 800 mm wide is suitable for men and materials provided that there is a clear passage left of 430mm or 600 mm if wheelbarrows are being used.
- Working platform and decking minimum 1050 mm wide is suitable as a general-purpose platform, used for general building work, including bricklaying. This platform layout will carry trestles or similar platforms for work at higher levels .for men and materials provided that there is a clear passage left of 430mm or 600 mm if wheelbarrows are being used.
- Working platform and decking minimum 1300 mm wide is used for dressing or roughly shaping stone and should be specially designed.
- Working platform and decking minimum 1500 mm wide is suitable for heavy duty purposes
- When a material is deposited on a platform, a clear passage of 440mm must be maintained.
- The space between a platform and a wall should be kept as small as possible, not wider than 300mm, where a person works in a sitting position.
- All platforms should extend 600 mm beyond the end of a wall wherever possible.
- Any holes in a platform should not exceed 400mm × 100 mm. The space between boards should be kept as small as possible and in any case not exceed 25mm. Boards should be securely fixed and present no risk to any person below.
- Guardrails must be provided where persons are liable to fall 2 metres or more. at a level at least 910 mm above the level of the platform and at a height approximately halfway between the top edge of the toe-board and the top guard-rail, so that no gap is larger than 470mm.

- Toe-boards must be provided to accompany guardrails, at least 150mm high above the platform (they are usually made by a scaffold board turned on edge) and fixed inside the standard, with the use of proper clips.
- Ladders used for access to the work place should be placed on a firm footing, with each stile equally supported, positioned approximately at an angle of 75°, that is 1 measure horizontal to 4 measures vertical.
- Ladders when more than 3 metres in length it must be securely tied at the top or footed at the bottom to prevent slipping, extend to a height of 1 metres (5 rungs) above the working platform (unless there is another adequate hand hold)
- Ladders should be positioned so that the vertical height of the ladder running between the landings does not exceed 9 metres.
- Landings must be fitted with guardrails and toe-boards and there should be no storage of materials.
- Warning signs will be displayed on partially completed scaffolds and all means of unauthorised access must be blocked.
- All platforms and gangways will be kept clean and free from rubbish and obstructions.
- Material guards will be used above toe-boards to prevent any materials falling on to persons below.

#### Inspection of Working Platforms

A Working Platform (including scaffolds) must be inspected;

- Before taken into use for the first time
- After any substantial addition, dismantling or other alteration
- After any event likely to affect its strength or stability
- At regular intervals not exceeding 7 days since the last inspection.
- A written report must be made of any inspection and kept on site for 3 months.

### **Access To Elevated Work**

#### **Ladders, stepladders/trestles**

Safe use of ladders, stepladders and trestles:

- Make sure that ladders are not defective in any way.
- All ladders must be tied in top and/or bottom.
- All ladders should extend at least one metre above the landing place or the highest rung in use, unless there are suitable handholds to provide equivalent support.
- Arrange ways of carrying tools and materials up and down so that both hands are free to grip the ladder.

- Use a ladder stay or similar device to avoid placing ladders against fragile surface e.g. plastic gutters.
- Never place ladders where there is danger from moving vehicles, overhead cranes or electricity lines.
- Make sure ladders have level and firm footings - never use unsteady bases such as oil drums, boxes or planks. Do not support ladders on their rungs.
- Extending ladders should have an overlay of at least three rungs.
- Set ladders at the most stable angle - a slope of 4 units up to each one from the base.
- Never use damaged or homemade ladders. Take them out of use and destroy or repair them. Follow similar rules for stepladders and trestle.