


## Dudley MBC General Risk Assessment Record

Directorate	Children's Services			
Division	Family Solutions			
Assessment Reference Number		Revision Number		
Date of Assessment	7/2/19			
Description of Task/Activity/Premises assessed	Entire site risk assessment			
People considered by this assessment	Employees / Volunteers	X	Women of child bearing age	X
	Young Persons/Children	X	Contractors	X
	Visitors (invited)	x	Members of Public	X
	Others (Specify below)			
Benefit of Activity	<ul style="list-style-type: none"> <li>Fun</li> <li>Self Directed Play, opportunity to follow own interests and develop in an exciting and stimulating environment</li> <li>Physical activity</li> <li>Communication skills, negotiation skills and teamwork.</li> <li>Children learn to assess risks independently.</li> <li>For many children the adventure playground will be a new, exciting and rewarding experience.</li> <li>The adventure playground and the play staff team will aim to offer children a full play menu enabling children to encounter the 16 specific play types, (e.g. deep play, locomotive play, rough and tumble).</li> <li>Landscape and play menu is inclusive ensuring that all are able participate and to make a positive contribution.</li> <li>Stress release for children and young people.</li> <li>Encourage social opportunities for children and young people.</li> <li>The play team will encourage children to encounter new adventurous experiences and learn new skills.</li> <li>Play impacts on all areas of childhood development (SPICE).</li> </ul>			
Reference No of Linked Assessments				
Lead Assessor	Keith Rogers			
Assessors signature				
Others involved in the assessment	Will Ganniciff / staff and volunteers... much is in response to school use and comments / requests from teachers.			
Manager	Amanda Grove			
Manager's Signature				
Date for review	1/5/2020			

### Dudley MBC General Risk Assessment Record

Assessment Ref:	Page 1 of	Manager: Keith Rogers
Date of Assessment: 1/2/19	Revision No: 1	Managers Signature:

No	Hazard	Hazard/Risk Description	Existing Control Measures	Residual Risk (L)(M)(H)	Further Action Required
1	Use of the external play space from children and families.	<ul style="list-style-type: none"> <li>• Trip hazards / slippy surface enabling child to fall.</li> <li>• Sharp objects on the floor</li> <li>• Unsafe equipment</li> <li>• Equipment unsuitable for specific children / specific age ranges</li> </ul>	<ul style="list-style-type: none"> <li>• Centre staff ensures that the play area is free of trip hazards and has been ground checked prior to all sessions commencing.</li> <li>• Daily equipment safety checks to be conducted on entire site to ensure it is safe for use.</li> <li>• Regular litter picks held, sharps check to ensure site is safe for use.</li> <li>• Equipment safety check conducted prior to use.</li> <li>• Centre staff to discuss use of play equipment with children, young people, parents, carers or those who have booked the centre.</li> <li>• Staff supervision whenever play space is in use. Dynamic risk assessments held by staff whenever site is in use.</li> <li>• Monthly external safety check conducted by Greencare (Council's Green space and play area maintenance teams).</li> <li>• Quarterly checks conducted by play service manager.</li> <li>• Annual external playground inspection conducted (ROSPA).</li> </ul>	L	<ul style="list-style-type: none"> <li>• Daily check</li> <li>• Monthly check</li> <li>• ¼ check</li> <li>• Annual check</li> </ul>
2	Use of the internal play space from children and families.	<ul style="list-style-type: none"> <li>• Trip hazards</li> <li>• Slippy surface enabling child to fall.</li> <li>• Dirty surfaces creating chance of cross contamination or infection.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff will ensure that the building is free of trip hazards and has been ground checked prior to all sessions commencing.</li> <li>• Cleaner present three times per week to aid hygiene.</li> <li>• Daily safety checks to be conducted on building to ensure it is safe for use.</li> </ul>	L	<ul style="list-style-type: none"> <li>• April PAT test</li> <li>• Daily check</li> <li>• Monthly check</li> <li>• ¼ check</li> <li>• Annual check</li> </ul>

		<ul style="list-style-type: none"> <li>• Unsafe equipment</li> <li>• Electric shocks</li> <li>• Fall from height</li> </ul>	<ul style="list-style-type: none"> <li>• Detailed equipment safety check included in quarterly inspection.</li> <li>• PAT testing to take place annually.</li> <li>• Loose parts and toys checked for safety.</li> <li>• Scheduled cleaning of equipment conducted.</li> <li>• Barriers / hand rails checked daily to ensure nothing is loose risking fall from height.</li> </ul>		
3	Cleanliness of site	<ul style="list-style-type: none"> <li>• Disease / infection caused due to dirty equipment being used.</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaner present three times per week.</li> <li>• Play workers clean after every session.</li> <li>• Morning safety checks include general cleanliness and ensuring the centre is clean and stocked for use as appropriate.</li> <li>• Kitchen cleaning rota reviewed monthly</li> <li>• Due to the nature of the site, some element of dust / dirt / sand / mud travel is to be expected, but we will strive to leave the site clean and tidy after use / prior to the following shift.</li> </ul>	L	Daily check Monthly check ¼ check Annual check
4	Local Fox	<ul style="list-style-type: none"> <li>• Faeces causing risk of illness / slip hazards</li> <li>• Attack to children.</li> </ul>	<ul style="list-style-type: none"> <li>• The foxes are generally nocturnal and usually only emerge when children are not using the adventure playground.</li> <li>• The foxes den is on not on site. There are no warrens on site. Quarterly check should look for evidence of animals on site.</li> <li>• Foxes avoid contact with humans therefore they will not be prone to approaching site users, especially noisy children having lots of fun!</li> <li>• Staff ensure all potential food sources for the foxes are minimised through good hygiene practices.</li> <li>• Daily grounds checks conducted to reduce faeces on site. Any faeces is removed at point of detection.</li> <li>• Annual contract with pest control would flag up animal use of site and deal with this as appropriate.</li> </ul>	L	Daily check Monthly check
5	Electrical equipment /	<ul style="list-style-type: none"> <li>• Faulty equipment causing</li> </ul>	<ul style="list-style-type: none"> <li>• Annual PAT Testing.</li> </ul>	L	Daily check Weekly check

	lifting equipment	<p>injury / shocks.</p> <ul style="list-style-type: none"> <li>Equipment failure results in lack of participation for children who are reliant on its use (e.g. hoist).</li> </ul>	<ul style="list-style-type: none"> <li>Annual / 6 monthly servicing of equipment as specified (Zurich).</li> <li>Daily safety checks conducted to include equipment.</li> <li>Weekly test of lifting equipment.</li> <li>Monthly external safety check conducted by Greencare (Council's Green space and play area maintenance teams).</li> <li>Annual external playground inspection conducted).</li> </ul>		<p>Monthly check ¼ check 6 monthly Zurich inspection. Annual check</p>
6	<p>Following play structures are safe for use:</p> <ul style="list-style-type: none"> <li>Slides (tower / bank)</li> <li>Pirate ship soft play</li> <li>Water Fountain</li> <li>Water Channel</li> <li>Tower, bridge</li> <li>Boat &amp; sand pit</li> <li>Swings (Double, bucket &amp; Cantilever)</li> <li>Music Play</li> <li>Tree Houses / self-build structures</li> <li>Trim Trail</li> <li>Climbing frame</li> <li>Abandoned vehicles</li> <li>Cave</li> <li>Hobbit house</li> <li>Trampoline</li> <li>Round about</li> <li>Mound</li> <li>Fixtures and fittings (EG bins and benches)</li> </ul>	<ul style="list-style-type: none"> <li>Faulty structures causing risk of injury to users</li> <li>Equipment inappropriate for specific age groups</li> <li>Fall from height</li> <li>Splinters</li> <li>Rot / wear and tear</li> <li>Trips / slips</li> <li>Finger traps / head traps / chest traps</li> <li>Risk of strangulation</li> </ul>	<ul style="list-style-type: none"> <li>Daily safety checks conducted.</li> <li>Monthly external safety check conducted by Greencare (Council's Green space and play area maintenance teams).</li> <li>Detailed quarterly safety checks completed by play service manager. Report and response developed.</li> <li>Annual external playground inspection conducted (ROSPA). Report and actions undertaken. Certain equipment have "monitor" status due to nature of adventure playground site. Staff supervise playground to observe use of equipment and gauge safety of children.</li> <li>Supervision of play space provided at all times it is in use. Dynamic risk assessments held.</li> <li>Fence prohibits unsupervised use.</li> <li>All equipment has been selected to offer a variety of play opportunities for children and young people of varied age.</li> <li>Under 8 year olds must be accompanied enabling their guardians to support access to equipment.</li> <li>Supervision signs displayed.</li> <li>Observation points provided by large equipment items for continued supervision.</li> <li>Accident records reviewed to see if accidents are reoccurring in specific areas, informing repairs,</li> </ul>	L	<p>Monthly check ¼ check Annual check playworker</p>

<ul style="list-style-type: none"> <li>• Rotator</li> <li>• Mud kitchen</li> <li>• Stage</li> </ul>		<p>modifications / or ultimately removal of equipment.</p> <ul style="list-style-type: none"> <li>• All items which have a strangulation risk (EG beaters for music play chimes) have been adapted to remove the risk.</li> <li>• Quarterly check includes check of all decking / joists to reduce risk of undetected rot / damage / snaps.</li> <li>• Annual pole checks conducted to ensure main upright beams are free from rot below the surface.</li> <li>• Staff look out for signs of child tiring and suggest breaks.</li> <li>• Water &amp; shelter provided.</li> <li>• Accident reports completed after each incident / accident</li> <li>• Generic introduction to the centre to be held with new referrals and associated risks / supervision requirements discussed.</li> <li>• Regular reflection sessions held with staff to mitigate against any associated risks.</li> <li>• Staff reporting system in place to enable issues to be communicated.</li> <li>• Council Public Liability Insurance in place.</li> <li>• All activities run on site have full risk benefit assessments in place.</li> <li>• Site Risk assessment and activity risk assessments to be adhered to at all times. Shared as necessary with the team and discussed at meetings.</li> <li>• Any accidents of a serious nature should be reported to Health and Safety immediately as described in the Health and Safety policy.</li> <li>• Risk assessment publically provided on the site website.</li> <li>• During school visits, a tour of the facility is conducted prior to free play taking place with areas of risky play</li> </ul>		
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			<p>pin pointed to children and staff enabling suitable supervision in these areas.</p> <ul style="list-style-type: none"> <li>All barriers are checked to ensure risk of falls is reduced.</li> <li>Individual equipment risk assessments provided (see below).</li> </ul>		
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## Individual equipment risk assessment

No	Hazard	Hazard/Risk Description	Existing Control Measures	Residual Risk (L)(M)(H)	Further Action Required
7.	Front of building, Signage, car parks, Fences and Gates	<ul style="list-style-type: none"> <li>Artwork signage falling from building causing injury</li> <li>Potholes causing danger to vehicle users</li> <li>Litter</li> <li>Unsafe gates or fences that endanger users following a collapse.</li> <li>Gates left open enabling children to escape.</li> <li>Unsecure gates causing risk of theft / vandalism.</li> </ul>	<ul style="list-style-type: none"> <li>Daily visual check of signage at front of building takes place to ensure nothing has come dislodged requiring repairs.</li> <li>Car park checked weekly for any damage.</li> <li>Regular litter picks conducted.</li> <li>All checks include looking for signs of vandalism (including breaks / arson)</li> <li>Gates / panels to be included on daily safety check.</li> <li>Quarterly check to include thorough inspection of gates, panels and fences.</li> <li>Monthly external safety check conducted by Greencare (Council's Green space and play area maintenance teams).</li> <li>Annual external playground inspection conducted, (ROSPA).</li> <li>Prior to bookings, lock / unlocked as appropriate.</li> <li>Staff ensure all gates are locked following use.</li> <li>Gates kept locked at all times to avoid children absconding unless otherwise specified.</li> </ul>	L	Daily check Monthly check ¼ check Annual check
8	sensory room	<ul style="list-style-type: none"> <li>Faulty equipment causing possible shock / danger to children and young people.</li> </ul>	<ul style="list-style-type: none"> <li>Sensory room to be checked and cleaned after every session.</li> <li>Daily cleaning and safety checks to be conducted in</li> </ul>	L	Daily check Weekly check Monthly check ¼ check Annual check

		<ul style="list-style-type: none"> <li>• Items falling on child</li> <li>• Disease / infection caused due to dirty equipment being used.</li> </ul>	<p>sensory room to ensure it is safe for use.</p> <ul style="list-style-type: none"> <li>• Detailed equipment safety check conducted once per week.</li> <li>• Quarterly inspection held to ensure all items are maintained / securely fastened and in sound working order.</li> <li>• Cleaner present three times per week.</li> <li>• PAT testing completed annually.</li> <li>• Scheduled deep cleaning of equipment conducted.</li> </ul>		Annual PAT testing.
9	Main play room / pirate ship soft play	<ul style="list-style-type: none"> <li>• Faulty equipment causing possible shock / danger to children and young people.</li> <li>• Items falling on child</li> <li>• Disease / infection caused due to dirty equipment being used.</li> <li>• Fall from height due to loose barrier fastenings</li> <li>• Children climbing on structures</li> <li>• Slips and trips.</li> </ul>	<ul style="list-style-type: none"> <li>• Play room to be checked and cleaned after every session.</li> <li>• Daily cleaning and safety checks to be conducted in hall to ensure it is safe for use.</li> <li>• Quarterly inspection held to ensure all items are maintained / securely fastened and in sound working order.</li> <li>• Cleaner present three times per week. Staff clean in between cleaner visits.</li> <li>• PAT testing completed annually.</li> <li>• All barriers checked daily to ensure that they are securely fastened.</li> <li>• Supervised whenever in use by children to ensure equipment is used appropriately. Dynamic risk assessments held.</li> <li>• See pirate ship risk assessment.</li> </ul>	L	Daily check Weekly check Monthly check ¼ check Annual check Annual PAT testing.
10	Terrace / upper terrace and ramps to play area / decked eating area / retaining wall	<ul style="list-style-type: none"> <li>• Loose barriers providing risk of fall</li> <li>• Slips and trips</li> <li>• Rot to decking / joists / supporting beams</li> <li>• Extreme weather resulting in tables and chairs blowing over / into visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Terrace / ramps to be checked and cleaned after every session.</li> <li>• Daily safety checks to be conducted on terrace and ramps to ensure it is safe for use and free of any trip hazards / slips.</li> <li>• Non-slip decking used.</li> <li>• Quarterly inspection held to ensure all barriers are securely fastened / all joists, decking, beams are in</li> </ul>	L	Daily check Weekly check Monthly check ¼ check Annual check Annual pole check

			<p>good order.</p> <ul style="list-style-type: none"> <li>• Any issues raised with Faye Haywards / R&amp;M.</li> <li>• Annual pole checks conducted. This includes retaining wall to decked area.</li> <li>• Supervised whenever in use by children. Dynamic risk assessments held.</li> <li>• Retaining wall and decked ramp both require repair work which has been raised with Faye Haywood / Amanda Grove / Helen Ellis. Quote obtained via Junior Hemmingway.</li> </ul>		
11	<p>Tree Houses / Structures / hobbit house &amp; walkways, 2 x slides; tower linked to terrace / 3 linked tree houses / tripod structure, bridge and scramble net / trim trial / castle / climbing frame / wood work area / outdoor pirate ship</p>	<ul style="list-style-type: none"> <li>• Trip hazards / slippery surface enabling child to fall.</li> <li>• Unstable structures</li> <li>• Wood rotting bellow surface.</li> <li>• Sharp objects on the floor / ceiling (EG screws)</li> <li>• Falling from height</li> <li>• Bumping heads on upper beams</li> <li>• Splinters</li> <li>• Equipment unsuitable for specific children / specific age ranges.</li> <li>• Scramble nets become loose creating danger of falling</li> <li>• Tree houses providing a blind spot for incidents.</li> <li>• Doors causing finger traps</li> <li>• Loose equipment</li> <li>• Fall from bridge connecting</li> </ul>	<ul style="list-style-type: none"> <li>• Centre staff ensures that the structures are free of trip hazards / slippery surfaces and have been checked prior to all sessions commencing.</li> <li>• Detailed equipment safety check conducted quarterly, which includes wood check, joist check, fastenings, netting. Any damages listed and repaired.</li> <li>• Pole checks conducted annually.</li> <li>• Centre staff to discuss use of play equipment with children, young people, parents, carers, teachers or others who have booked the centre – areas of risk to be pointed out.</li> <li>• All self-build is completed by trained staff and follows the Health and Safety in Play Provision Blue Book. Galvanised wood used / sanded to avoid splinters.</li> <li>• Equipment has been risk assessed and approved by ROSPA. Areas to monitor are included in playworker observations.</li> <li>• Fall heights assessed annually by ROSPA and deemed compliant. Fall heights have been logged and adhered to where any self-build is concerned. Safety matting installed where required. Additional barriers / railing installed as requested. Supervised nature enables self-build to take place, but we strive to ensure all risks are considered at design and reduced.</li> </ul>	L	<p>Daily check Weekly check Monthly check ¼ check Annual check Annual pole check</p>



		<ul style="list-style-type: none"> <li>• Tripod Structure to mound</li> <li>• Fall from ladder hatch to lower deck</li> <li>• Metal fastenings wearing down and breaking</li> </ul>	<ul style="list-style-type: none"> <li>• Daily safety check conducted. Quarterly detailed checks held. Monthly Greencare visits and annual external visit from ROSPA. The structures are part of the inspected equipment.</li> <li>• Ensure all scramble nets are secure and do not have unnecessary sagging. Ensure rope is in good condition. Ensure fastenings do not have significant wear (40% wear requires replacement).</li> <li>• Staff supervision whenever play space is in use. First aid staff and kits present at all play sessions.</li> <li>• Slide checked for stability / damage weekly.</li> <li>• Scramble net &amp; wire on bridge checked daily to ensure it is tight / free from holes / suitable for use.</li> <li>• Bridge to mound is encased by netting to remove the risk of a child falling.</li> <li>• Regular checks conducted to ensure blind spots are searched for accidents / injury / incidents.</li> <li>• Hobbit house doors can provide a finger trap. Play workers to monitor this and warn children.</li> <li>• Slides checked to ensure stable, no excessive movement, no sharp metal sticking out.</li> <li>• Monitor equipment when in use. Staff to circulate play space to ensure that areas are not left unchecked.</li> <li>• The hatch has been subject to an accident which could have been serious (reported to H&amp;S). The hatch has been permanently sealed and ladders removed as a result. Additional hatch present on Lloyds TSB structure, but without the fall height... this is monitored and pointed out to visitors.</li> </ul>		
12	Caves and rocks	<ul style="list-style-type: none"> <li>• Trip hazards / slippery surface enabling child to fall.</li> <li>• Loose boulders</li> </ul>	<ul style="list-style-type: none"> <li>• Boulders are concreted in to avoid movement.</li> <li>• Reinforced steel used for caves. Signs of any “give” observed during inspections. No current issues.</li> <li>• Staff will ensure that the caves and boulders and</li> </ul>	L	<p>Daily check  Weekly check  Monthly check  ¼ check  Annual check  Annual pole check</p>

		<ul style="list-style-type: none"> <li>• Injury from falls</li> <li>• Excessive load causing collapse of cave</li> <li>• Finger traps</li> </ul>	<p>surrounding area is free of trip hazards and has been ground checked prior to all sessions commencing.</p> <ul style="list-style-type: none"> <li>• Daily visual check held. Detailed equipment safety check conducted quarterly. Monthly Greencare visits and annual external visit from ROSPA. The cave and boulders is part of the inspected equipment.</li> <li>• Equipment designed for supervised use. Staff supervision whenever play space is in use. First aid staff and kits present at all play sessions.</li> <li>• Gaps have been concreted to remove finger traps. Continual inspection required to ensure “movement” doesn’t create new finger traps.</li> </ul>		
13	Trampoline	<ul style="list-style-type: none"> <li>• Trip hazards / slippy surface enabling child to fall.</li> <li>• Unsafe equipment</li> <li>• Injury from falls</li> <li>• Excessive load</li> <li>• Safety matting coming loose / requiring replacement.... Trip / fall hazard.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff will ensure that the trampoline and surrounding safety matt area is free of trip hazards and has been ground checked prior to all sessions commencing. A visual check will take place to ensure that there is no damage.</li> <li>• Daily visual inspection held. Detailed equipment safety check conducted once per quarter. Monthly Greencare visits and annual external visit from ROSPA. The trampoline is part of the inspected equipment.</li> <li>• Equipment designed for unsupervised use in parks. Extremely robust piece of equipment. Supervised during play sessions to ensure safety of children.</li> <li>• Staff supervision whenever play space is in use. First aid staff and kits present at all play sessions. Dynamic risk assessments held.</li> <li>• Safety surfacing surrounding trampoline. Checked to ensure in good condition.</li> </ul>	L	<p>Daily check  Monthly check  ¼ check  Annual check</p>
14	Dragon	<ul style="list-style-type: none"> <li>• Trip hazards / slippy surface enabling child to fall.</li> <li>• Unsafe equipment / rot which could cause wood to</li> </ul>	<ul style="list-style-type: none"> <li>• Staff will ensure that the dragon and surrounding area is free of trip hazards and has been ground checked prior to all sessions commencing.</li> <li>• Visual check of dragon conducted to ensure it is free from damage.</li> </ul>	L	<p>Daily check  Weekly check  Monthly check  ¼ check  Annual check  Annual pole check</p>

		<p>fall onto a child... crush hazard.</p> <ul style="list-style-type: none"> <li>Injury from falls (climbing on table).</li> </ul>	<ul style="list-style-type: none"> <li>Detailed equipment safety check conducted once per quarter. Monthly Greencare visits and annual external visit from ROSPA. The dragon is part of the inspected equipment.</li> <li>Pole checks conducted on table to ensure there is no risk of it collapsing.</li> <li>Staff supervision whenever play space is in use. First aid staff and kits present at all play sessions. Dynamic risk assessments held</li> <li>Dragon was last painted in October 18.</li> </ul>		
15	Music Play	<ul style="list-style-type: none"> <li>Unsafe equipment falling on children</li> <li>Strangulation from chains attached to beaters</li> <li>Rot on upright beams</li> </ul>	<ul style="list-style-type: none"> <li>Visual daily check conducted to ensure safety of equipment.</li> <li>Detailed quarterly equipment safety check conducted.. Monthly Greencare visits and annual external visit from ROSPA. The music play area is part of the inspected equipment.</li> <li>Staff supervision whenever play space is in use. First aid staff and kits present at all play sessions.</li> <li>The original chains have been replaced with much shorter chains which could not fit around a child's neck removing risk of strangulation.</li> <li>Annual pole check conducted on music play</li> <li>Currently there is some play in the poles. This needs to be repaired to strengthen unit.</li> </ul>	L	<p>Daily check Weekly check Monthly check ¼ check Annual check Annual pole check</p> <p>Repair work scheduled for 15/2/19</p>
16	Camp fire	<ul style="list-style-type: none"> <li>Burns</li> <li>Fire spreading</li> <li>Log seating rolling over</li> <li>Fire retaining logs burning and increasing risk of fire spreading.</li> </ul>	<ul style="list-style-type: none"> <li>Fire lighting equipment locked away unless in use.</li> <li>Forest school trained staff only to run fire sessions.</li> <li>Firefighting equipment present during all fires.</li> <li>Safety zone created, children informed of camp fire rules.</li> <li>Individual activity risk assessment followed during fires on site.</li> <li>Daily visual check held on fire and surrounding area.</li> <li>Detailed quarterly equipment safety check conducted..</li> </ul>	L	<p>Daily check Weekly check Monthly check ¼ check Annual check</p>

			Monthly Greencare visits and annual external visit from ROSPA. The music play area is part of the inspected equipment		
17	Swings (double / cantilever / bucket)	<ul style="list-style-type: none"> <li>• Trip hazards / slippery surface enabling child to fall.</li> <li>• Unsafe equipment</li> <li>• Insufficient safety surfacing.</li> <li>• Injury from falls off swings</li> <li>• Excessive load</li> <li>• Risk of injury from swing hitting passer bys.</li> <li>• Wear and tear of moving parts and fastenings</li> <li>• Splits in seats</li> <li>• Base poles corroding</li> <li>• Age appropriate use</li> </ul>	<ul style="list-style-type: none"> <li>• Staff will ensure that the swings and surrounding areas are free of trip hazards and have been ground checked prior to all sessions commencing.</li> <li>• Centre staff to discuss use of play equipment with children, young people, parents, carers or those who have booked the centre – areas of risk to be pointed out.</li> <li>• Daily visual check of all swings conducted. Swings are observed by staff when in use.</li> <li>• Detailed equipment safety check conducted quarterly (all moving parts, links, bolts checked). Monthly Greencare visits and annual external visit from ROSPA. The swing is part of the inspected equipment.</li> <li>• Equipment is designed for unsupervised use in parks. Extremely robust equipment. Supervised during play sessions to ensure safety of children. Maximum of four children to use at any one time (cantilever) or one child per time (on generic swings) or two per time (bucket swing).</li> <li>• Excessive pushing will be discouraged.</li> <li>• Safety chains checked regularly.</li> <li>• Staff supervision whenever play space is in use. First aid staff and kits present at all play sessions. Dynamic risk assessments conducted.</li> <li>• Safety surfacing installed and checked during all inspections.</li> <li>• Equipment base checked as part of annual pole check to ensure foundations have not come loose / have any corrosion.</li> <li>• Cantilever swing had links changed in Jan 19 due to excessive wear.</li> </ul>	L	<ul style="list-style-type: none"> <li>• Daily check</li> <li>• Weekly check</li> <li>• Monthly check</li> <li>• ¼ check</li> <li>• Annual check</li> <li>• Pole check</li> </ul>

			<ul style="list-style-type: none"> <li>Additional safety surfacing added to bucket swing Nov 18.</li> </ul>		
18	Boat, jeeps, motorbikes and Sandpit	<ul style="list-style-type: none"> <li>Trip hazards / slippery surface enabling child to fall.</li> <li>Unsafe equipment – finger traps in vehicles</li> <li>Broken parts on vehicles creating risk of injury.</li> <li>Injury from falls off boats / jeeps roof</li> <li>Excessive load</li> <li>Bikes toppling onto children.</li> <li>Boat providing a blind spot for incidents.</li> <li>Sand – dirty / in eyes</li> <li>Sharp items in sand.</li> <li>Fire</li> </ul>	<ul style="list-style-type: none"> <li>Staff will ensure that the vehicles and surrounding area is free of trip hazards and has been ground checked prior to all sessions commencing.</li> <li>Sand pit raked each morning to ensure no sharp items are in the sand.</li> <li>Visual check of all vehicles held daily.</li> <li>Detailed equipment safety check conducted quarterly. Monthly Greencare visits and annual external visit from ROSPA. The vehicles are part of the inspected equipment.</li> <li>Centre staff to discuss use of play equipment with children, young people, parents, carers or those who have booked the centre – areas of risk to be pointed out.</li> <li>Staff supervision whenever play space is in use. First aid staff and kits present at all play sessions. Dynamic risk assessments take place.</li> <li>Children discouraged from climbing on the roof of the boat / vehicles. Rubber top provided on wooden beams to avoid head injury from falls. Rubber matting surrounding vehicles in case of fall from height.</li> <li>Regular checks conducted to ensure blind spots are searched for accidents / injury / incidents.</li> <li>All vehicles concreted in, drained of dangerous liquids and dangerous finger traps removed (welded doors, suspension, turning parts),</li> <li>Flammable liquids removed from vehicles, regular checks made by staff in case people are smoking in the vehicles.</li> <li>Base units inspected as part of annual pole check.</li> <li>Regular repairs take place to remove parts which have</li> </ul>	L	<ul style="list-style-type: none"> <li>Daily check</li> <li>Weekly check</li> <li>Monthly check</li> <li>¼ check</li> <li>Annual check</li> <li>Pole check</li> </ul>

			become loose on the vehicles.		
19	Water Fountain and Water Channel	<ul style="list-style-type: none"> <li>• Trip hazards / slippery surface enabling child to fall.</li> <li>• Unsafe equipment</li> <li>• Injury from slips</li> <li>• Finger traps</li> <li>• Dirty water – health risks.</li> <li>• Hypothermia</li> <li>• Legionella’s disease due to stagnant water</li> </ul>	<ul style="list-style-type: none"> <li>• Staff will ensure that the water channel and water fountain and surrounding area is free of trip hazards and has been ground checked prior to all sessions commencing.</li> <li>• Daily visual inspection held of the water play area.</li> <li>• Detailed equipment safety check conducted quarterly. Weekly detailed checks held. Monthly Greencare visits and annual external visit from ROSPA. The water features are part of the inspected equipment.</li> <li>• Centre staff to discuss use of play equipment with children, young people, parents, carers or those who have booked the centre – areas of risk to be pointed out. Getting wet discouraged in very cold weather. Children informed that water fountain water is not appropriate to drink.</li> <li>• Water pump is from the mains so clean water. Water fountain is recycled but with top up tap attached. Water is replaced weakly or after “accidents”.</li> <li>• Staff supervision whenever play space is in use. First aid staff and kits present at all play sessions. Dynamic risk assessments take place.</li> <li>• Water basin is emptied daily to avoid risks associated with stagnant / dirty water.</li> <li>• Staff provided with waders and gloves to empty channel.</li> </ul>	L	Daily check Weekly check Monthly check ¼ check Annual check Pole check
20	Roundabout and rotator	<ul style="list-style-type: none"> <li>• Trip hazards / slippery surface enabling child to fall.</li> <li>• Unsafe equipment becoming de-railed</li> <li>• Finger traps</li> <li>• Excessive load</li> </ul>	<ul style="list-style-type: none"> <li>• Staff will ensure that the roundabout and surrounding area is free of trip hazards and has been ground checked prior to all sessions commencing.</li> <li>• Centre staff to discuss use of play equipment with children, young people, parents, carers or those who have booked the centre – areas of risk to be pointed out.</li> </ul>	Low	Daily check Weekly check Monthly check ¼ check Annual check

		<ul style="list-style-type: none"> <li>• Children falling from the unit during use and causing injury</li> <li>• Risk of injury from roundabout hitting passer bys.</li> <li>• Overloading equipment causing unnecessary wear and tear</li> <li>• Dizziness</li> </ul>	<ul style="list-style-type: none"> <li>• Daily visual checks of equipment held.</li> <li>• Detailed equipment safety check conducted quarterly. Monthly Greencare visits and annual external visit from ROSPA. The roundabout is part of the inspected equipment.</li> <li>• Equipment designed for unsupervised use in parks. Extremely robust piece of equipment. Supervised during play sessions to ensure safety of children. Where excessive loads are present, it is impossible to turn the roundabout at speed. Recommended use is 3 children on rotator and 4 on roundabout.</li> <li>• Standing up during use of the roundabout will be discouraged.</li> <li>• Staff supervision whenever play space is in use. First aid staff and kits present at all play sessions. Dynamic risk assessments held.</li> <li>• Safety surface provided and checked.</li> <li>• Regular checks of units' foundations, grease, bolts during quarterly checks. .</li> <li>• The units cannot be swung by toddlers / young children, which reduces risk of age appropriate use. Staff supervision provided.</li> <li>• Staff to keep an eye out for dizzy children to ensure they do not fall over / into someone.</li> </ul>		
21	Pizza Oven	<ul style="list-style-type: none"> <li>• Individual risk assessment covers risks when in use.</li> <li>• Risk of children climbing on unit and damaging the oven / falling and hurting themselves</li> <li>• Risk of brick wall falling onto child</li> <li>• Risk of burns when it is</li> </ul>	<ul style="list-style-type: none"> <li>• See individual risk assessment.</li> <li>• Children will be moved away from equipment if they are climbing on it.</li> <li>• Fence surrounding pizza oven to discourage access when not in use</li> <li>• Base and oven have a visual check daily for any damage.</li> <li>• Unit is not to be left unsupervised until it is cool.</li> <li>• Children are not allowed to use the oven for play due</li> </ul>	L	<ul style="list-style-type: none"> <li>Daily check</li> <li>Weekly check</li> <li>Monthly check</li> <li>¼ check</li> <li>Annual check</li> </ul>

		cooling off	<p>to risk of contamination or damage to the oven.</p> <ul style="list-style-type: none"> <li>• Mud kitchen developed as pizza oven had become a “imagination play” area. The mud kitchen installation has mitigated against this use of the oven.</li> </ul>		
22	Trees / bushes / brambles / nettles / willow	<ul style="list-style-type: none"> <li>• Tree falling onto child</li> <li>• Branches growing over structures creating risk of cuts / obstructing access</li> <li>• Disease</li> <li>• Brambles cutting child</li> <li>• Nettles stinging child</li> <li>• Dead wood falling onto child.</li> </ul>	<ul style="list-style-type: none"> <li>• We feel that access to nature is very important for children growing up in an urban environment and as such nettles / brambles have not been removed. That said, we will remove them from busy areas.</li> <li>• Play staff educate children about different plants / trees and their uses while warning them about the associated risks.</li> <li>• Quarterly inspection includes a check of all trees.</li> <li>• Brambles cut back from paths to avoid cuts.</li> <li>• Staff do blackberry picking exercises with children to introduce the risks but also the benefits.</li> <li>• Dock leaves on site should child get stung by nettle.</li> <li>• Daily / quarterly / monthly / annual inspections held will include everything that grows on site.</li> <li>• When unsure of risks imposed by trees, external support is sought.</li> </ul>		
23	Wild life	<ul style="list-style-type: none"> <li>• Faeces hygiene risk</li> <li>• Stings / bites / allergies</li> <li>• Vermin – food hygiene</li> </ul>	<ul style="list-style-type: none"> <li>• As above, sycamore adventure provides a natural habitat for wildlife, most of which is encouraged.</li> <li>• Due to outdoor nature of site, visitors are encouraged to bring anti-histamines / epi-pens if they require them.</li> <li>• Grounds checks conducted daily by staff to remove any faeces / dead animals</li> <li>• Grounds checked quarterly for any signs of warrens / dens. Findings shared with pest control.</li> <li>• Annual contract is in place with pest control to support any issues encountered (wasps / mice / rats).</li> </ul>		





### Hazard Identification Prompt Sheet

**This must be used as a prompt for identifying hazards and must not be considered as a comprehensive list of all hazards that may be present.**

	<b>Hazard Type</b>	<b>Details</b>
<b>Machinery</b>	Crushing	
	Cutting / Shearing	
	Entanglement	
	Drawing-in / Trapping	
	Impact	
	Stabbing	
	Abrasion	
	High Pressure	
	Radiation	
	Electricity	
<b>Workpractice</b>	Highly repetitive actions	
	Stressful postures	
	Lifting / Handling	
	Mental Overload / Stress	
	Visual fatigue	
	Inadequate rest breaks	
<b>Substances</b>	Toxic substances (fluids/gas/mist/fumes/dust)	
	Corrosive substances	
	Irritant/Harmful substances	
	Flammable substances	
	Explosive substances	
	Biological hazards	
	Substances harmful to environment	
<b>Environment</b>	Hot or cold surface(s)	
	Hot or cold ambient temperatures	
	Poor ventilation/Risk of O <sub>2</sub> depletion	
	Confined or limited spaces	
	Significant noise	
	Significant vibration	
	Poor lighting	

	Work heights that present risks	
	Slips / Trips	
	Vehicles	
Human Factors	Inconsistent application of rules	
	Low levels of supervision/monitoring	
	Poor communication	
	Poor information	
	Lack of knowledge	
	Poor training	
	Lack of experience	