



RISK ASSESSMENT

TREASURE ISLAND PLAY LTD - CHILDREN'S INDOOR PLAY CENTRE BIRMINGHAM

All the activities that Treasure Island Play has to offer will carry an element of risk, so a formal risk assessment has been carried out by us in order to meet our duties under health and safety laws and regulations. We at Treasure Island Play and you, as parents and carers or professionals, need to be aware that many risks can only be minimized to the safest possible level, rather than be eliminated completely.

Using Treasure Island's facilities may pose particular problems if your child has a visual impairment. Treasure Island allows your child to be accompanied or supervised by an adult, as appropriate, to ensure that they can enjoy the balls pools, slides, in the same way as all other children.

For the safety and enjoyment of everyone, children must be signed in by a parent/carer. THE RULES are mainly common sense and the person making the booking has to be aware of them, as well as the Children.

COMPANY NAME: Treasure Island Play Ltd, Unit 1-2 Northfield Trading Estate, 620 Bristol Road South, Northfield, Birmingham, B31 2JR. Tel: 0121 411 1213

Date 15th July 2015

Hazard	Who is at risk	Prevention	Action	Responsible	Date
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	All areas well lit, including stairs. No trailing leads or cables. No Food or Drink to be taken onto the play equipment - Regular public announcements over the PA system to remind Parents & Children. Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately all spillages are cleaned up immediately. Wet floor signs to be put out to prevent accidents.	Good housekeeping in staff kitchen needed, e.g. on spills.	All staff, supervisor to monitor Manager	Immediate Effect
Child Security	Customers Lost children	Parental/Guardian supervision at all times. Customers to sign their children in and out. Front gate to be closed at all times. Customers are not allowed in without children unless they can prove they are with someone else in the Centre. All children to be supervised going to the toilet	Be Alert	Duty Manager to monitor, supervisor and all Staff	Immediate Effect
Ball pools	Customers Fractures, cuts, bruises and any other injuries caused by falling or collision during play	Ball pools must be kept level and at the correct depths as follows: 4 & Over's 450 - 600mm (18 - 24inches), Under 4's 350 - 450mm (14 - 18inches) Balls are replaced when low or damaged. Balls are cleaned 4 times a year, and sprayed and checked 4	Last Ball Cleaning : Refer to our weekly cleaning sheets See check list – Equipment Checks	Duty Manager to monitor, supervisor and all Staff	Immediate Effect

		times a week.			
Abacus & Book Reading Area Wooden Ship Wooden Kitchen Wooden Telephone Box	Customers - Splinters Cuts and any other injuries caused by falling or collision during play	<p>A daily safety check of the equipment and Toddler area is carried out first thing in the morning to ensure all apparatus and toys are in good working order and are safe to use.</p> <p>Only trained staff carries out the safety check</p> <p>The daily safety check is signed by the employee who is carrying it out and filed for our records.</p> <p>Any minor problems with the equipment are dealt with immediately, more challenging problems are first made safe by securing the area and the issue in question is put in the maintenance book for action.</p> <p>Maintenance, once they have completed any actions required sign them off</p> <p>During the day, staff working around the equipment and in the toddler area have been trained to constantly look out for potential dangers with the apparatus and toys. Any damaged through the day are removed immediately.</p> <p>They also are trained to ensure customers are playing in a safe manner and no bullying is occurring.</p> <p>Parents and guardians are made aware of the rules of the centre on entry via the signing in procedure.</p> <p>Age restrictions in frame and toddler area to be displayed.</p>	Signs are clearly shown at reception and all around the unit of Parental Supervision at all times.	Duty Manager to monitor, supervisor and all Staff	Immediate Effect
All Slides	Customers Fractures, cuts, bruises and any other injuries caused by falling or collision during play. Friction burns	All the slides at Treasure Island are designed to be unmanned. To stop children going up the slide signs have been put up. Children under 4 not to use the Blue Wavy Slide/ Green & Yellow slide unaccompanied. Children to go down on all slides feet first on there bottom	Customers to be reminded when signing their children in Regular public announcements over the PA system to remind Parents & Children.	Duty Manager to monitor, supervisor and all Staff	Immediate Effect

		<p>Go down all slides one at a time</p> <p>No going up the slides the wrong way</p> <p>Children should not play in front of the slides</p> <p>Staff will intervene if they see children going up the slide.</p> <p>Children must wear socks at all times.</p>			
<p>Three Storey Play Frame (Treasure Island) And Toddler area / Sports Court</p>	<p>Customers</p> <p>Fractures, cuts, bruises and any other injuries caused by falling or collision during play</p>	<p>A daily safety check of the 3 storey frame and Toddler area is carried out first thing in the morning to ensure all apparatus and toys are in good working order and are safe to use.</p> <p>Only trained staff carries out the safety check</p> <p>The daily safety check is signed by the employee who is carrying it out and filed for our records.</p> <p>Any minor problems with the frame are dealt with immediately, more challenging problems are first made safe by securing the area and the issue in question is put in the maintenance book for action.</p> <p>Maintenance, once they have completed any actions required sign them off</p> <p>During the day, staff working on the frame and in the toddler area have been trained to constantly look out for potential dangers with the apparatus and toys.</p> <p>They also are trained to ensure customers are playing in a safe manner and no bullying is occurring.</p> <p>Parents and guardians are made aware of the rules of the centre on entry via the signing in procedure. Age restrictions in frame and toddler area to be displayed.</p>	<p>Only trained staff to carry out the safety check.</p> <p>The daily safety check is signed by the employee who is carrying it out and filed for our records.</p>	<p>Duty Manager to monitor, supervisor and all Staff</p>	<p>Immediate Effect</p>

<p>First Aid</p>	<p>Customers</p> <p>In adequate first aid and procedures could result in more injuries</p>	<p>A fully stocked first aid box is provided and located near the kitchen and Reception areas. It is the responsibility of the duty manager at Treasure Island to ensure that the first aid box contents are kept topped up.</p> <p>A supply of clean white tissues or gauze must be</p>	<p>Ensure procedure is in place to check the first aid box and ice pack</p>	<p>Duty Manager to monitor, supervisor and all Staff</p>	<p>Immediate Effect</p>
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		<p>maintained with the first aid box to quickly staunch the blood from minor cuts, nose bleeds and mouth wounds. These will also be helpful to bathe cuts or grazes with tap water.</p> <p>Always make sure there are enough ice packs available.</p> <p>If a child is injured, even if it is only a minor injury, assisting them and their parent/guardian takes priority over other activities.</p> <p>All areas where an accident results in RIDDOR have a thorough investigation of the area and plans and actions are put into place, if necessary or possible, to avoid reoccurrence of a similar accident.</p> <p>Staff to complete an accident form – and file in the appropriate folder in numerical order.</p> <p>Investigations are documented and kept on file.</p>			
Gas /Gas Escape	<p>Staff and Customers</p> <p>Risk injury from fire and explosion if not properly maintained</p>	<p>Immediately evacuate the building and take the necessary precautions.</p> <p>Contact: Fire Brigade immediately.</p> <p>Gas heater checked and serviced by a Gas Safe registered engineer.</p> <p>Gas is a dangerous substance if allowed to escape into the atmosphere. If you suspect a gas leak has occurred, either as a result of smelling gas or experience nausea, drowsiness or head aches the following procedures need to be followed.</p> <ol style="list-style-type: none"> 1 Extinguish all flames 2 Via mobile phone outside the property, call the National Gas Emergency Service (0800 111 999) to report incident. 3 If anyone has been affected by the gas leak call for medical assistance (999) 4 Evacuate the property and proceed to assembly point 5 Do not re enter the property unless declared safe by the 	<p>Annual testing with David Cund</p> <p>Radiant Heating</p> <p>1171 Bristol Road South Northfield B31</p> <p>Reg No 199402</p> <p>Last inspected : Refer to our Health & Safety certificates</p>	Company Directors	Immediate Effect

		gas company.			
Electricity	Staff and public may suffer serious and possibly fatal electric shock/burns injuries from faulty electrical equipment or installation.	Electrical installation and all equipment inspected by a competent person according to a planned inspection programme, and maintained as necessary. PAT testing done yearly. Staff trained to spot and report any defective plugs, discolored. Sockets, damaged cable and on/off switches and to take defective equipment out of use. Key Staff know how to safely turn the electricity off in an emergency especially in kitchen. Clear access to the fuse box. Make sure that all full time members of staff know where the fuse box is and how to safely turn off electricity in an emergency	Pat Testing & 5 yearly Maintenance of both Electric boards to both Units done by:- ADI Electrical Melchett Road Kings Norton Birmingham Last Inspection: Refer to our Health & Safety certificates	Duty Manager to monitor, supervisor and all Staff	Immediate Effect
Entrapment	Staff and Customers Possible trapped fingers in doors	Doors in Treasure Island toilets/ entrance/have devices fitted to the hinged side of the door to protect children's fingers. Keep the door closed to the entrance of the kitchen	Finger Guards Fitted by: DoorTECH Unit B2 Arena, Business Centre, 9 Minrod Way, Ferndown, Dorset, BH21 7SH Check to ensure protective devices are still in good working order	Duty Manager to monitor, supervisor and all Staff	Immediate Effect

Cleaning materials	Staff and customers Possible misuse of chemicals resulting in burns. . Follow procedures in COSHH at front of Risk assessment manual	All cleaning materials must be securely stored where children cannot get them, in their proper containers and in accordance with the instructions on the labels. (Locked in Cupboards)	Good house Keeping COSHH folder kept in the Office	Duty Manager to monitor, supervisor and all Staff	Immediate Effect
Knives	Staff and customers High risk of cuts if not used correctly	Good housekeeping in the kitchen, knives to be put back in container after use, not left in sink or drainer or in party rooms if cake cutting. Staff to hold knives downwards when walking around especially important for party staff who will take knives out of the kitchen to cut up cakes, and immediately taken	Re-iterate to staff housekeeping of knives	Duty Manager to monitor, supervisor and all Staff	Immediate Effect

		<p>back to the kitchen area.</p> <p>Staff taught not to attempt to catch a knife that has been dropped</p> <p>Kitchen knives are not to be given out to parents/carers in the main play area for them to cut cakes themselves – this is to be done by TI Staff only.</p>			
Hot Liquids	<p>Staff and Customers</p> <p>Scolds and burns could potentially occur</p>	<p>Adults only allowed to carry hot drinks</p> <p>Hot drinks delivered to tables are only given to adults</p> <p>Good housekeeping when cleaning table</p> <p>Hot water to heat up bottles to be kept on the coffee bar</p>	Good Practice/house keeping	Duty Manager to monitor, supervisor and all Staff	Immediate Effect

High level work	<p>Staff and contractors</p> <p>Major injuries</p>	<p>Climbing up the outside of the equipment and standing on tables and chairs to complete cleaning jobs is strictly prohibited.</p> <p>.Contractors or window cleaners are used for high level work.</p> <p>Treasure Island staff must only clean play equipment and avoid any high level building services or other electrical equipment.</p>	No more action required	Duty Manager to monitor, supervisor and all Staff	Immediate Effect
Parties/Party Room	<p>Customers - Potential incidents such as cuts, bruises, burns Fractures, child security could occur if parties are not managed correctly</p>	<p>Only staff trained to carry out parties can do so.</p> <p>During training staff are made aware of all the safety issues that require adhering too to ensure a safe party.</p> <p>Parents made aware of rules and regulations surrounding parties in party paper leaflets prior to parties</p> <p>Depending on numbers at the party correct staff levels must be in place.</p> <p>Manager to ensure any photography is part of a party.</p> <p>Whoever is taking the photographs/videoing is to be instructed to be careful they do not linger on the activity of children or adults outside of that party.</p>	No more action required	Duty Manager to monitor, supervisor and all Staff	Immediate Effect

		<p>Candles on the cake to be lit in front of the child on the party table – Parent or Carers must be present at the side of toddlers/babies . Cake not to be carried with lighted candles. Make sure candles are completely blown out and extinguished.</p> <p>Children do get excited when returning to the play area, so do stay on your toes BE ALERT</p> <p>We advise the parent of the birthday child to obtain telephone numbers of any unaccompanied children in the unlikely event in an emergency.</p>			
Swallowing Chewing items	Children Potential choking	<p>All merchandise and any seasonal decorations are displayed out of children's reach.</p> <p>Parents made aware of contents in party bags</p>	Ensure party bags are done correctly	Duty Manager to monitor, supervisor and all Staff	Immediate Effect
Young Workers- Relates to any of the hazards in the risk assessment section which may affect young workers	Staff under the age of 18 Due to lack of responsibility and inexperience if not trained correctly could lead to potential injury to themselves or the customer	<p>All young workers receive appropriate Fire and H&S information, training instruction and supervision to ensure that they can work safely, within their physical and psychological capacity, and their lack of experience.</p> <p>. Managers ensures that young workers are protected from risk of violence. The young person is given information so that they can identify any potential violent incidents to the manager for action to be taken.</p> <p>.No one under the minimum school leaving age (i.e. 16 and under) is employed in Treasure Island.</p> <p>Treasure Island employs work experience from time to time who work alongside experience members of staff during their stay</p>	<p>Review procedures.</p> <p>Identify all young workers and re-train.</p> <p>Inform parents</p>	Julie Green Louise Harvey	Immediate Effect
Manual Handling	Staff Incorrect manual handling could result in back pain	Handling heavy items such as trays of cans, boxes of chocolate, Slush Puppy ingredients boxes, trays of crockery etc....	No Further action needed All staff		Immediate Effect

	Staff and food service staff may suffer injuries such as strains or bruising from handling heavy/bulky objects.	<p>Staff to adopt bending techniques.</p> <p>Ingredients / Goods bought in package sizes that are light enough for easy handling.</p> <p>Commonly used items and heavy stock stored on shelves at waist height.</p> <p>Staff trained how to lift safely</p> <p>Ensure team work – for moving heavier items</p>			
Infections	Staff. Potential cross infections	<p>Sickness/ diarrhea/blood spillages only to be cleared up by trained staff over the age of 18 wearing correct protective equipment and using the correct cleaning liquids.</p> <p>Area of problem to always be secured off from the public until cleaned up.</p> <p>Nappies to be put in the nappy container in baby change/disabled toilet.</p>			Immediate Effect
High Chairs	Staff/ Children/Parents others in vicinity Personal injury, (head) caused by child falling out of the chair ,cuts , trapped fingers	Chairs to be checked daily for cleanliness and good repair	Daily checks	Duty Manager to monitor, supervisor and all Staff	Immediate Effect
FIRE	Staff, Customers could suffer serious / fatal injuries from burns and smoke inhalation.	<p>No Smoking in any part of the building.</p> <p>No matches / lighters in the main play area.</p> <p>Only TI Staff to Supervise birthday cakes / lighting candles (naked flame) in the party room.</p> <p>Weekly Clean of Fryer</p> <p>Daily Equipment check – To make sure no lighters have been dropped by parents playing.</p> <p>Daily Fire Procedures Check (See Form)</p> <p>Weekly inspection of the extractor fan and Cooker Hood. (See Inspection Form)</p> <p>Fire Blanket/Emergency Lighting/Smoke Detector</p>	<p>Manager to inspect plugs, cables etc regularly.</p> <p>Get electrician to inspect electrical equipment (PAT Tested) on a yearly basis.</p> <p>Yearly Maintenance of Fire Extinguishers/Fire Brookside Fire Services, 30 New Road Rubery, Rednal Birmingham, B45 9HU.</p> <p>Last Inspection Date: to our Health & Safety certificates</p> <p>Yearly Maintenance Fire Blanket/Emergency Lighting/Smoke Detector.</p> <p>Yearly Maintenance of Fire Extinguishers/Fire Brookside Fire Services, 30 New Road Rubery,</p>	Duty Manager to monitor, supervisor and all Staff	Immediate Effect

			Rednal Birmingham, B45 9HU.		
			Last Inspection Date: Refer to our Health & Safety certificates		
FIRE PROCEDURE	In the event of a fire	<p>On discovering a fire / or the fire alarm sounding (vocal), evacuate the building from the nearest fire door/exit: (Entrance door and Fire Exit down disabled/baby change corridor & Fire Exit in baby section)</p> <p>Fire procedures to be adopted (Refer to daily sheets)</p> <p>Appointed person to take register.</p> <p>On evacuating the building act calmly and quietly to avoid alarming / scaring the children. Take care, do not rush the children which may result in accidents, provide reassurance</p> <p>No effort should be made to collect personal belongings; it would be wise to put your coat on (if it is close to hand)</p> <p>One of the Senior Staff, will telephone the fire brigade if necessary.</p> <p>Assembly Point/Area is the car park at the front of Treasure Island by the main gate.</p> <p>Do not enter the building until informed it is safe to do so by the Manager, Senior Staff or Fire Brigade</p>	Staff trained at induction	Duty Manager to monitor, supervisor and all Staff	Immediate Effect

Assessment review date: 15th July 2016