

# Risk assessment and benefit – indoor community spaces

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>  
 Combined risk assessment and policy template published by the Health and Safety Executive 08/14

Company name: **Wolves Play Café Community Interest Company**

Date of initial risk assessment: **09/12/2020**

What are the hazards?	Who might be harmed and how?	What are the benefits and who will benefit?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages	Children and adults: - opportunities to move freely in an outdoor environment Children: - opportunities to learn to negotiate physical barriers and assess physical dangers - opportunities to learn to problem solve and look for alternatives	- General good housekeeping is carried out - All areas are well lit, including stairs - No trailing leads or cables - Staff keep work areas clear, e.g. no boxes left in walkways	- Create Pushchair Park area to reduce blocking walkways	All staff LS	Continuous	
Furniture	All customers and staff Children attending sessions injured by bumps to head or other parts of body Children may be injured from climbing and falling off stacked chairs	Children and adults: - Opportunities to understand that taking steps to mitigate low risk factors opens the world for exploration, learning opportunities and experiences. - Opportunities to develop physical ability, co-ordination and motor skills	- Moving furniture to allow easy access to 'play areas' - Using appropriate child-friendly resources - Parents/caregivers are responsible for supervising children at all times	- Signs to highlight children need to be supervised at all times - Signs to say 'do not climb furniture' where furniture cannot be removed	All staff LS	Charter given/signposted at first attendance	8/9/20
Lost children	Children separated from or deliberately leave parent/caregiver supervision and risks of this	Children: - Opportunities to talk about taking responsibility for personal safety. - Remembering to 'check in' with caregivers regularly.	- Keeping doors closed when not in use - Parents/caregivers are responsible for supervising children at all times - Limit number of children per session - Provide welcome and goodbye with register - Safeguarding Policy in place - Be familiar with venue contacts and lost child procedures in case of emergency	- Notice on doors to remind users to close doors - Signs to clarify 'WPC only' - Signs to highlight children need to be supervised at all times	All staff LS	Continuous	

Burn/ scalding	All customers and staff from risk of injury from fires or scalding from spillage of hot drinks	Children: - Opportunities to talk about taking responsibility for personal safety.	- Catering staff employed by host spaces are trained. - Staff are aware of and follow host spaces' evacuation procedures - Parents/caregivers are responsible for supervising children at all times	- Signs to highlight children need to be supervised at all times - Trays available to carry drinks on request (Mar 2020)	All staff LS	Continuous	
Hinges	All customers and staff with pinch injuries or broken bones	Children: - Opportunities to talk about taking responsibility for personal safety.	- Parents/caregivers are responsible for supervising children at all times - Keeping doors closed when not in use	- Signs to highlight children need to be supervised at all times	All staff LS	11/09/19	Done
Play Resources	All customers and staff risk of injury, cuts, bruises from play resources	Children and adults: - Opportunities to play enhances health and mental performance - Opportunities for hands-on learning - Taking part in play sessions enhances opportunities to interact socially, overcome fears, and develop skills and knowledge in all areas	- Parents/caregivers are responsible for supervising children at all times - Resources are checked before and after each session for damage - Age-appropriate resources are used in activities	- Signs to highlight children need to be supervised at all times	All staff LS	11/09/19	Done
Infection	All customers and staff illness from food, surfaces, play resources, nappies	Children and adults: - Opportunities for reinforcement of importance of hand hygiene in infection control	- encourage baby change in restricted area - disinfect resources after each session - follow food hygiene practices - alcohol gel available (See separate infection control risk assessment)	- nappy bin, emptied regularly - signs for toilets - food hygiene training	All staff Food partners LS	11/09/19	Done

Next review scheduled for: **Jan 2025** or if there are a change in circumstances, a near-miss or accident occurs. Created **Sep19** and reviewed **Mar20, Sep20, Dec20, Jan22, Jan23, Jan24**