

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, eg 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 carers 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 | |

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|----------------|--|--|---|---|----------------------------------|------------|------|
| 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 2024** or if there are a change in circumstances, a near-miss or accident occurs. Reviewed **Sep 19, Mar 20, Sep 20, Dec 20, Jan 22, Jan 23**