

GENERIC RISK ASSESSMENT – Area/Room: Outdoor Play Area

SETTING: Early Start & Family Services

LOCATION: Barnsley

DATE: 02 January 2016

TIME: 14:00

LEADER: Quality Improvement Officer

STAFF INVOLVED: Checked by team members

GENERIC RISK ASSESSMENT. Which other risk assessment(s) have you referred to?

Building Risk Assessment, Emergency Evacuation Risk Assessment – please note: we positively support children (who choose to) to access experiences indoors and out, barefoot

PROMPT / HAZARD	RISK	WHO	CONTROL MEASURE	Checklist D= Daily W = weekly M = Monthly
Security (Intruders / children leaving unsupervised)	Perimeter Fence – breaches	Children / Parents / Users / Staff	Check perimeter fencing is sound	D
	Gates – trapped fingers/toes, escape / intruders		Only allow Adults to open/close gates Check gates are in working order Ensure the gate to school is locked at all times (Padlock attached)	D
	Unauthorised access through the white double doors from the school corridor		Ensure that during school pick-up and drop off times that the doors are staffed if children are outdoors at these times If low numbers make covering the door difficult, stop outdoor access until safe to resume	D
Building and Access	Building is safe - loose tiles, brickwork etc	Children and Adults	Building is sound Building Risk Assessment	D
	Guttering and waste pipes are sound		Guttering and waste pipes are in tact with no leaks	D
	Windows and doors– broken glass, loose fittings etc		Windows and doors are intact and in working order and reported when they are not, restrict access if necessary First Aid Kit and a first aid trained member of staff to be available at all times outdoors for day care children	D
	Accessibility for wheelchair/crutch users and those using other physical aides		Double doors on flat thoroughfare for accessibility through the centre Wide gates at either side for access	A
	Double doors to creative room		Ensure doors are either propped open securely or they remain closed	D

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Signed: Print Name: Date:
 Person completing the form

PROMPT / HAZARD	RISK	WHO	CONTROL MEASURE	Checklist D= Daily W = weekly M = Monthly
Safeguarding	Centre protocols, policies and procedures being breached	Children / Parents / Users / Staff	Visitor protocol in place Secure entry Staff remain at least at Ofsted minimum staff ratio and where any particular activity requires it, exceed the requirement (i.e. 1:8 for 3 and 4 year olds may be exceeded if all children are playing in water at 1:6 or 1:4 etc No personal mobile phones or photographic equipment permitted Policies and procedures available at all times to users and parents Staff knowledgeable of policies and procedures	A D A A A
Evacuation	Fire, Flood, Gas escape etc	Children / Parents / Users / Staff	Evacuation Risk Assessment updated annually All parents/users of the centre are responsible for alerting staff to any personal needs they or their children may have that could affect quick but safe evacuation	A A
Weather	Rain / Hail – injury from slips trips and falls, chafing from wet clothes, injury from heavy or large hail	Children and Adults	First Aid Kit and a first aid trained member of staff to be available at all times outdoors for day care children First Aid Kit and first aider available to all group attendees Staff to be vigilant at all times Parents encouraged to supply appropriate clothing Parents encouraged to supply change of clothes Waterproof clothing available Areas of shelter provided Deploy staff to support safety - Reduce area of play if necessary Benefits of play in all weather reiterated where necessary	W D D D A A D
	Frost/Ice/Snow/Cold – Slips trips and falls, Chilblains, Ingestion of snow		Staff to be vigilant at all times – mindful of icicles Gritting and/or snow removal from pathways Parents encouraged to supply appropriate clothing Parents encouraged to supply change of clothes Waterproof clothing available Areas of shelter provided Deploy staff to support safety - Reduce area of play if necessary Discussion with children about safety in relation to weather conditions Benefits of play in all weathers reiterated where necessary Outdoor play to end should there be too much ice to play safely Outdoor play to be restricted to shorter periods throughout the day where necessary	D D D D A A D D

PROMPT	HAZARD	WHO	CONTROL MEASURE	Checklist D= Daily W = weekly M = Monthly
Weather	Sun/Heat – Heatstroke/sunstroke, sunburn, sun damage, dehydration	Children and Adults	First Aid Kit and a first aid trained member of staff to be available at all times outdoors for day care children First Aid Kit and first aider available to all group attendees Staff to be vigilant at all times All day care children to have permission granted for sun cream via contract – child may bring own cream Staff to be mindful of duration of exposure and times of day as per ' sun safe ' guidelines Children and Adults encouraged to drink more water Outdoor play to be restricted to shorter periods throughout the day where necessary	D D A A D D
	Wind – injury from falling/flying debris, slips, trips and falls, irritation to eyes/ears		Building maintained and risk assessment to cover loose tiles etc Resources not to be placed on top of sheds etc, any falling trees or other plants risk assessed, Fences etc checked on an on-going basis Areas to be swept regularly Benefits of play in all weathers reiterated where necessary Outdoor play to end if debris or severity of wind causes risk	A D D D D
	Fog – Supervision and safeguarding		Deployment of staff to support safety for all If fog is too thick to allow full visual of all children, reduce the play area size If fog severe and visibility of all children is unsafe, outdoor play to end	D D
	Electrical Storm		No outdoor play	D
Environment	Uneven ground – slips, trips and falls	Children and Adults	First Aid Kit and a first aid trained member of staff to be available at all times outdoors for day care children First Aid Kit and first aider available to all group attendees Variety of ground to promote physical development and challenge	D D D D
	Sharps, needles drug paraphernalia		Call BMBC to rove harmful items (no needles or other substance misuse equipment to be approached) Area to be closed off until BMBC has attended and removed items	
	Debris, litter, foreign objects		Remove if safe to do so Dispose of safely	
	Animal Faeces - infections		Check area for any faeces and clear away using appropriate protective clothing	

PROMPT	HAZARD	WHO	CONTROL MEASURE	Checklist D= Daily W = weekly M = Monthly
Environment	Digging Area – Infection, cuts scrapes and bruises, standing water in cover	Children and adults	Staff to be vigilant at all times Deploy staff to support safety - Reduce area of play if necessary Age appropriate resources and activities Staff to ensure that there is no standing water collecting in the cover of the digging area.	D W D
	Bug Hotel		Staff to be vigilant at all times Secure with no loose screws, nails or splinters	D
	Trees, tree supports, bushes, flowers and other plants		Staff to be vigilant at all times Supports secure with no loose screws, nails or splinters Only 'safe' plants in the area Procedures in place when using hazardous plants for educational purposes (i.e. daffodil bulbs). Weeds and thistles to be removed from general areas (wild area permitting) Plants and trees to be pruned and maintained	W M M M M
	Sand Pit – Trips, slips and falls, contamination, back or other injury		Hazard tape to support anyone that may be partially sighted Ensure cover is used to keep animals out Use the bolts to keep lids in place Change sand termly Only staff that are not subject to restrictions physically to open and close lids	M D D D M D
	Grate – slips trips and falls		Cover over grate in the covered area	
	Manhole covers – slips trips and falls		Edges of tarmac filled (non-slips mats to be used to cover hazard until job complete)	D
	Outdoor tap		Staff to be vigilant at all times Deploy staff to support safety - Reduce area of play if necessary Tap to be run weekly and recorded on Health and safety checklist to reduce risk of Legionella.	D D
	Hut / Shed		Slips, trips and falls Health & hygiene	Children
Old external tap	Bumps, bruises and abrasions	Children	To box in or foam cover old tap	D
Windows	Bumps, abrasions, cuts	Children and Adults	Windows to be closed if they are a risk to children playing outdoors	D

PROMPT	HAZARD	WHO	CONTROL MEASURE	Checklist D= Daily W = weekly M = Monthly
Equipment	Benches - falling injury scrapes, bruises, grazes and cuts	Children & Adults	Staff to be vigilant at all times Seats are secure with no loose screws, nails or splinters	D
	Water – Spillages, slippery surfaces, filling trough/ water containers, emptying heavy water containers, communal use/ stagnant water-risk of infection, drowning		Water play is positioned in an area with good drainage Surfaces are non-slip Staff to be vigilant Staff manual handling training Filling to be completed using hose or smaller containers Empty first using smaller containers/buckets to reduce weight prior to emptying completely. Fresh water to be used each session Numbers of children accessing activity to be limited where necessary	W A A A A D
	Gardening		Procedures in place when using hazardous plants for educational purposes (i.e. daffodil bulbs). Children’s equipment labelled & accessible Adults equipment stored safely in separate area	D M D
	Natural Resources-eye injury, cuts, scrapes, bruises and grazes , trips, slips and falls risk of choking, insertion into children’s orifices,		Resources are age appropriate Staff vigilant at all times Ratios maintained and meet the needs of the children in the group Children supported to access activities appropriately	W D
	Play resources – eye injury, cuts, scrapes, bruises and grazes , trips, slips and falls risk of choking, insertion into children’s orifices		Staff vigilant at all times Ratios maintained and meet the needs of the children in the group and resources are age appropriate Children supported to access activities appropriately	D
Group Needs	2 – 5 year olds in Day care with mixed abilities and Children in groups of various ages and abilities	Children	Ensure that staff are vigilant Ratio’s are considered to meet children’s individual needs Deployment of staff supports safety – Reduction in area of play if necessary Knowledge of the children’s developmental needs and abilities through key person systems	D D
	New equipment or new children – unfamiliar with resources and play area		Ensure that staff are vigilant and ratios Ratio’s are considered to meet children’s safety Deploy staff to support safety - Reduce area of play if necessary Knowledge of the children’s developmental needs and abilities through key person systems	D
Animals - Insects	Insect bites, stings, allergies and		Hygiene routines in place Respect for animals discussed where necessary Appropriate access to any animals Report significant amount of Bees/wasps to NPS and if a nest is present/suspected. Restrict access to area if bees/wasps are swarming or if there is an excessive number present	D W

ALTERNATIVE ACTIVITIES, PLAN B (Where Appropriate) – What are your arrangements if your planned activities or visit cannot proceed as anticipated due to a change in circumstances such as severe weather, illness or other significant environmental or other factor(s):

RISK	WHO IS AT RISK?	CONTROL MEASURES	WHAT FURTHER ACTION IS NEEDED?	TICK IF ALL IN PLACE
Flood, Insufficient Staff, Serious Adverse Weather etc	All	Possibility of using other play areas Business Continuity Plans Emergency Evacuation Procedures Other centre staff availability to deliver sessions Reduction of continuous time spent outdoors Outdoor play ends		

ON-GOING (Dynamic) RISK ASSESSMENT. Remember to assess the risks during the activity, many factors can change. Have an alternative activity (plan B) available and risk assessed in case it is needed (see above). Do not hesitate to alter or abandon the activity if the risks on the day become unacceptable.

1. *Use alternative play areas*
2. *Use indoor space only*

EMERGENCY PLANNING. What are your arrangements for dealing with an accident or serious incident? Are there enough staff etc to ensure that the procedures can be followed whilst keeping everyone safe?

Centre Reporting Systems and through policies and procedures in place

SHARING RISK ASSESSMENT INFORMATION. How have you shared this risk assessment information with staff and any others involved?

Team meeting on 2nd January – all staff attended – see minutes.

RISK V's BENEFIT: How have you considered that the benefits of the activities are not outweighed by the risk or the control measures put into place? (highlight the items above that this relates to)

Outdoor play in all weathers – display in entrance to inform users of the benefits of play in all weathers i.e. science, sensory experience etc.