



SCHOOLS & GROUP VISIT RISK ASSESSMENT 2018

For Use by Schools, Nurseries
and Organised Groups Visiting
The Children's Play Village

About The Children's Play Village

Our vision at The Children's Play Village is to offer a warm, magical and stimulating environment that puts a bright spark in imaginative and creative playtime. Our incredibly themed role play village has been lovingly designed to light up the imaginations of inquisitive and curious children as they explore, discover and play. A school trip to The Children's Play Village provides a combination of education and fun.

Steady, confident walkers will love exploring all the Play Village has to offer and we have a dedicated separate safe play area within The Village Square for babies and crawlers. The Children's Play Village is for any child of any age that loves to play. The role play areas have been designed to appeal to children aged 2 and upwards, only stopping when the child no longer enjoy this type of play. We believe that children from babies to end of primary school / Key Stage 2 will be inspired by The Children's Play Village.

Planning Your Visit & Pre-Visit Assessments

We are happy to speak with organisers of school, nursery and/or group visits to plan any visit to The Children's Play Village to ensure that they get the very most out of their visit. We are happy to welcome organisers to visit us beforehand to take a look around, complete any pre-visit risk assessments and of course discuss and tailor the itinerary for the visit.

Trip organisers who are planning on booking a visit, or making changes to their visit itinerary, should contact us on 01926 830635 or via email at hello@childrensplayvillage.co.uk

Supervision and Behaviour

The Children's Village is located on private land within a secure building surrounded by 9 acres of grassed areas. The outside areas are not formally developed as safe play areas with grass that is kept long and areas that are not securely fenced. It is important to point out the children should not be allowed to play outside under any circumstances. Children must be closely supervised at all times by teachers / group leaders during any time spent outside of the building; namely when arriving and leaving the building.

Whilst The Children's Play Village Play Maker staff deliver a programme of dramas and songs as well as monitor and supervise safe play it is the responsibility of teachers and group leaders to supervise behaviour, health and safety and accompany groups in the event of an evacuation. Group leaders must follow instructions of Children's Play Village staff in the unlikely event of a site evacuation.

Teachers and Group Leaders are expected to ensure that children are well supervised and courteous towards other visitors who may be using The Children's Play Village at the same time.

- Group leaders are responsible Groups must have the correct adult-to-child ratio as defined by the school, nursery, group and/or ofsted guidelines.
- If the behaviour of anyone in the group adversely affects the safety or enjoyment of other visitors or staff, or causes any property damage; the offending individual or group may be asked to leave.

Specific Risk Areas

Play Areas					
What are the Hazards	Who Might be harmed and how?	What are you already doing?	Risk Level	What Further Action is Necessary?	By Whom & When?
Damage to facades	Children/visitors with injury from splinters, pointy parts	<p>Daily inspections undertaken by competent and trained staff.</p> <p>Rules of play to be visually displayed and parents/carers alerted to expectations of supervising their children.</p> <p>Where damage poses a risk, and if equipment cannot be physically removed, warning notices must be attached so that the equipment is taken out of service and repairs organised at the earliest possible opportunity.</p>	Low	None	Play Makers
Structural stability of facades	Children/visitors & staff from injury of moving/falling parts of facade	<p>Daily inspections undertaken by competent and trained staff.</p> <p>Where damage poses a risk, and if equipment cannot be physically removed, warning notices must be attached so that the equipment is taken out of service and repairs organised at the earliest possible opportunity.</p>	Low	None	Play Makers
Sharp corners/edges in play areas	Injury/bruising/cuts/abrasion of children, visitors & staff	<p>Chamfered, rounded edges on all corners of furniture and protectors used for edges that may pose a risk of injury.</p> <p>Daily inspections undertaken by competent and trained staff, part of which includes ensuring protectors are securely in place.</p>	Low	None	Play Makers

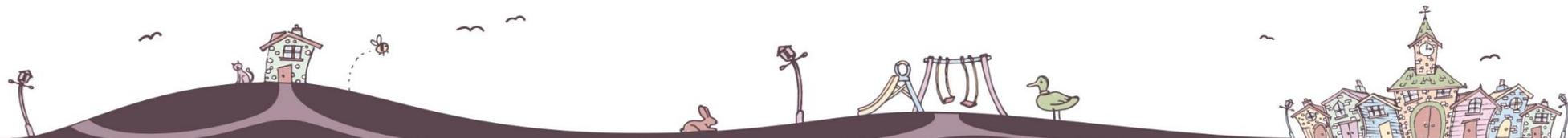
Damaged furniture & Fittings	Injury/bruising/cuts/abrasion of children, visitors & staff	<p>Daily inspections undertaken by competent and trained staff.</p> <p>Where damage poses a risk, and if equipment cannot be physically removed, warning notices must be attached so that the equipment is taken out of service and repairs organised at the earliest possible opportunity.</p>	Medium	None	Play Makers
Collision when children are playing	Injury	<p>Strict management of capacity levels in the facility at any one time via online booking system.</p> <p>Staff to intervene when children are running to encourage a 'No running' rule.</p>	Low	None	Play Makers
Wall mounted items become damaged/unstable	Injury to children, visitors & staff from wall mounted items falling	<p>Daily inspections undertaken by competent and trained staff.</p> <p>If items become unstable, they are temporarily removed until they can be securely fixed in place or alternative solution sought.</p>	Low	None	Play Makers
Access to void spaces behind each street of role play houses	Injury/entrapment of children	Access to void are locked and secure at all times, keys removed and held in reception only accessible by authorised trades to carry out remedial works/checks.	Low	None	Owners
Slips and Trips	Staff/customers risk sprains, fractures or bruising if they trip over play items.	<p>Enforce rule of no food or drink allowed in the Play Village.</p> <p>Enforce rule of all shoes to be removed before play to avoid wet, dirty floors.</p> <p>Anti-slip matting at entrances/exits.</p> <p>Staff regularly check before, during and after each play session for wet surfaces walked in.</p> <p>Floors are only mopped/cleaned when the facility is closed to the public.</p>	Low	None	All Staff & Visitors

Play Equipment					
What are the Hazards	Who Might be harmed and how?	What are you already doing?	Risk Level	What Further Action is Necessary?	By Whom & When?
Objects/play props being thrown	Injury of children	<p>All 'hard' large prop items are fixed and secured to furniture.</p> <p>Parents/carers are made aware of responsibility to supervise their children and appropriate play in the Booking Terms & Conditions and rules of play displayed. Staff intervention with child in the absence of parental supervision.</p>	Medium	Some additional props to be fixed	Maintenance contractors
Standing/climbing on furniture and large play prop items		<p>Parents/carers are made aware of responsibility to supervise their children and appropriate play in the Booking Terms & Conditions and rules of play displayed. Staff intervention with child in the absence of parental supervision.</p>	Low	None	
Damaged toys/fixed play props becoming loose.	Injury of children	<p>Daily inspections undertaken by competent and trained staff.</p> <p>Where damage poses a risk, and if equipment cannot be physically removed, warning notices must be attached so that the equipment is taken out of service and repairs organised at the earliest possible opportunity.</p>	Medium	None	
Swallowing of toy parts	Children choking	<p>Daily checks of toys & props as part of recorded daily inspections undertaken by competent and trained staff and removal of broken toys.</p> <p>All toys sourced are CE marked for age 3 and above within role play areas and baby toys appropriate for babies, CE marked from reputable supplier.</p> <p>Strict enforcement of parental supervision of children, in particular direct supervision of under 3s.</p> <p>Staff trained during induction in first Aid and nominated first aider on site during every play session.</p>	Low	None	

Cleanliness & Hygiene					
Hazard	Who Might be harmed and how?	What are you already doing?	Risk Level	What Further Action is Necessary?	By Whom & When?
Contamination & Infection from furniture, toys and play props	Children, visitors and staff become ill from contamination and bacteria.	Daily regular cleaning of 'high' contamination toys and surfaces and application of anti-bacterial spray. Weekly removal of toys for thorough cleaning in Weekly Cleaning Inspection Checklist.	High		
Poor food standards and hygiene	Children, visitors and staff become ill from contamination and bacteria.	Daily cleaning inspections conducted by staff of Bistro area. HACCUP procedures followed daily and electronically recorded and monitored.	Low		
Allergic reactions	Children, visitors and staff who are sensitive to allergens	Specification sheets produced for each dish along with allergens for referral throughout preparation. All Front of House trained and aware of allergens from dishes on the menu to adequately respond to customer queries. Allergens indicated on the menu	Low	Allergens displayed at counter when purchasing food.	
Security & Storage					
Hazard	Who Might be harmed and how?	What are you already doing?	Risk Level	What Further Action is Necessary?	By Whom & When?
Unknown visitors entering Play Village	Potential of children leaving the building without supervision	Mechanically controlled entrance gate with all visitors reporting/signing in at reception. Thumb lock emergency exit doors inaccessible externally	Low	Additional enclosed outside area from Village Hall Room to field and toilet block corridor to field.	Owners

Robbery, violence and threatening behaviour	Staff may suffer stress and/or injury from assaults, threats and abuse.	Staff trained not to resist a robbery. CCTV installed and clearly visible. Staff trained to provide good, polite service and not to confront customers.	Low	Cash registers emptied frequently and at quiet times with cashing up done out of customers' sight when operational.	
Electrical Safety					
Hazard	Who might be harmed and how?	What are you already doing?	Risk Level	What Further Action is Necessary?	By Whom & When?
Electrical Faulty building wiring, faulty electrical appliances	Staff & visitors could get electrical shocks or burns from faulty electric cables and appliances	Staff to perform routine daily visual checks before using electrical equipment to detect and report any defective plugs, discoloured sockets, damaged cables and on/off switches. Electrical installations tested and maintained by competent people according to a planned schedule every 5 years.	Low	All staff aware of where the fuse box is and how to safely turn the electricity off in an emergency.	Owners share with all staff.
Fire Safety					
Hazard	Who might be harmed and how?	What are you already doing?	Risk Level	What Further Action is Necessary?	By Whom & When?
Smoking, faulty electrics, arson	Staff & visitors in the event of a fire.	Fire Marshall trained staff & clear Emergency Evacuation Procedures. Fire alarm weekly testing & reporting. Emergency light testing monthly & reporting. Fire extinguishers visually checked daily with annual service Ongoing visual checks throughout the day to ensure emergency evacuation routes remain clear.	Low	Additional fire safety signage to be added above fire alarm points Frequent emergency drills & ongoing	Owners – before opening

Flammable substances	Staff & visitors in the event of a fire due to inappropriate storage	All flammable substances stored away from electrical equipment in appropriate designated storage areas and stored properly.	Low		
Control of Hazardous Substances					
Hazard	Who might be harmed and how?	What are you already doing?	Risk Level	What Further Action is Necessary?	By Whom & When?
Contact with bleach and other cleaning chemicals	Staff (who clean) risk skin irritation or eye damage from direct contact with cleaning chemicals. Vapour may cause breathing problems.	Mops, brushes and strong rubber gloves are provided and used. Staff shown how to use cleaning products safely, e.g. follow instructions on the label, dilute properly and never transfer to an unmarked container. All staff to receive COSHH training during induction	Low	Begin health surveillance checks in place each month to check for skin irritation.	Owners
Access to bleach and other cleaning chemicals	Visitors & children who come in contact with inappropriately stored products	All cleaning products to be stored safely in designated storage cupboards. Commercial cleaning to be conducted out of hours and visual checks of building prior to opening each day that any hazardous substances are adequately stored and cupboards are locked.	Low		



The Children's Play Village

Hampton Road, Budbrooke, Warwick, CV35 8HA

 www.childrensplayvillage.co.uk

 07967 325209

 hello@childrensplayvillage.co.uk

 07903 749809

Company number: 09479638

 /childrensplayvillage

 @playvillageuk