

RISK ASSESSMENT


TASK /ACTIVITY / PROCESS DESCRIPTION:	EARLY YEARS Soft Play visit	DEPARTMENT/ SERVICE:	Economy & Skills
LOCATION:	Various	REFERENCE:	2020evolve

TYPES OF INJURY / LOSS / ILL HEALTH	
This should include injuries, acute and chronic ill health, psychological harm etc. For example, burns, fractures, bruising, lacerations, punctures, vibration white finger, occupational dermatitis, stress.	Fractures, bruising, lacerations, punctures, poisoning, disease, stress.
FOR EACH HAZARD, PLEASE IDENTIFY THE PERSON AT RISK (direct and indirect)	
Consider those especially vulnerable (young/inexperienced workers, members of the public, school participants, the elderly, residents and contractors).	

	HAZARD / SOURCE OF HAZARD	PERSONS AT RISK	CURRENT CONTROL MEASURES IN PLACE	Severity Rating (1 – 5)	Likelihood Rating (1 – 5)	Risk Rating L/M/H (1 – 25)
1	Supervising Adult suffering from illness	Staff, children & young people, members of public	The Soft Play area, should be maintained in accordance with BSEN Standards, well supervised at all times. Ensure adequate supervision. Ensure staff are aware of: Emergency Arrangements, First Aid and Medical procedures: Line Manager’s Number, Head of Establishment’s Telephone Number, School/Establishment Number.	3	1	3
2	Children running off or hiding from Adults	“	Ensure children use only play equipment suitable for their age/height group.	1	1	1
3	Child being abducted	“	Ensure adults accompany children to toilet or refreshment areas to reduce children getting lost.	5	1	5
4	Child receiving an injury whilst in the play area	“	Children may drink cold soft drinks in dedicated areas, hot drinks may result in scalding or similar burns.	5	1	5
5	Children may drop or spill juice on the floor	“	Padded mats should surround the ground around equipment for higher areas of play; the centre should ensure that matting is replaced at regular intervals or whenever the padding is compressed to reduce the impact of falls.	1	1	1
6	Impact when falling from play equipment or colliding with play equipment	“	Head count should be ongoing to ensure all children are present.	5	1	5
7	Slips and Trips from play equipment and spillages	“	First aid provision. Behaviour briefing. Good site choice.	3	1	3
8	Inadequate supervision	“	Specific risk assessment completed	5	1	5
9	Minor injury, trip, slip, fall	“		2	2	4
10	Medical condition	“		4	1	4

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ADDITIONAL CONTROL MEASURES		Severity Rating (1 – 5)	Likelihood Rating (1 – 5)	Final Risk Rating L/M/H (1 – 25)	Actioned By (Print Name) & Target Date	Date Control(s) implemented	Sign to Confirm
1-10	Follow Council Codes of Practice: Standard Circulars 33 & 48, Educational Excursions, Visits and off-site activities. Visit leader must dynamically risk assess and modify arrangements at short notice if they are not satisfied with safety aspects.						

ASSESSOR(S) PRINT NAME/JOB TITLE:	W White Education Officer	ASSESSOR(S) SIGNATURE:		ASSESSMENT DATE:	Jan 2020
MANAGER PRINT NAME/JOB TITLE:	L McCauley-Griffiths Head of Education	MANAGERS SIGNATURE:		REVIEW DATE:	Jan 2021

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RISK ASSESSMENT EXPLANATORY NOTES

A risk assessment is a careful examination of tasks and activities in the workplace which have the potential to cause harm. Managers are responsible for ensuring suitable and sufficient risk assessments are carried out for all areas under their control to assess where risks could affect the health and safety of employees, service users, pupils, volunteers, contractors or members of the public. Risks to property or the environment should also be assessed.

Training

All employees who are carrying out risk assessments should be appropriately trained on the risk assessment process. To arrange any training needs, contact **Organisational Development**:

- **Tel:** 01563 01563 57(6360)/01563 57(6350)
- **Email:** organisationdevelopment@east-ayrshire.gov.uk

Definitions which must be understood in order to complete the risk assessment are as follows:

Hazard: something with the potential to cause harm to someone or something e.g. an object, activity, situation or substance in the workplace.

- **Harm:** injury, ill health, psychological harm, industrial disease, death, loss or damage.
- **Risk:** the chance or likelihood that the harm will occur from a particular hazard.

Completing the risk assessment

The person carrying out the risk assessment should first identify the hazards arising from the task, activity or process recording the control measures **already in place** to manage the risk. Once the controls have been assessed the risk rating can be calculated by using the risk matrix in the following page e.g. multiplying the likelihood by the severity to reach an overall risk rating.

Where it is identified that the risk is high, immediate action is required and additional controls must be put in place as a priority. Where the risk is identified as medium, additional controls will normally be required unless all reasonably practicable control measures have already been implemented. Remedial actions should be assigned to a responsible person and the date of implementation for the additional control measures recorded.

The **second table** lists any additional control measures required to reduce the risk rating further. For example, if you have a high risk rating against a hazard identified in table 1 then you must consider what additional measures can be introduced to reduce the risks, **these should be listed on table 2 against the corresponding risk on table 1** e.g. 1 against 1, 2 against 2 and so on.

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RISK MATRIX

<p>HOW TO CALCULATE THE RISK RATING: MULTIPLY the LIKELIHOOD by the SEVERITY e.g. <i>Possible (3) X Significant (3) = Risk Rating of (9)</i></p> <p style="text-align: center;"><u>MEDIUM RISK</u></p>		Critical / Fatal (5)	Severe (4)	Significant (3)	Marginal (2)	Negligible (1)	Severity Index
Likelihood Index	Highly Probable (5)	25	20	15	10	5	
	Probable (4)	20	16	12	8	4	
	Possible (3)	15	12	9	6	3	
	Unlikely (2)	10	8	6	4	2	
	Very Unlikely (1)	5	4	3	2	1	
<p>LOW RISK (1 – 6) Continue to monitor as part of review process or where</p>		<p>MEDIUM RISK (8 – 15) Additional control measures may be required.</p>		<p>HIGH RISK (16 – 25) Risks are not acceptable under any circumstances. Immediate</p>			

Severity Index		Likelihood Index	
Negligible	Very minor injury e.g. paper cut or no injury/ damage	Very unlikely	Not expected
Marginal	Minor injury, off work less than 7 days	Unlikely	Unusual/ Rare
Significant	Reportable injury, off work more than 7 days	Possible	Even chance 50/50
Severe	Major reportable injury (hospitalisation) off work more than 7 days	Probable	Not a surprise
Critical/ Fatal	Over 6 months lost time, death, multiple death	Highly Probable	To be expected