

Section	Operation.						Ver. No.	Executive Responsibility
Inspired Attractions - Castleford	Operations						19	Duty Supervisor
Hazards Present	Existing Control Measures	Persons at Risk	Worst Typical Outcome	Prob.	Overall Risk Factor	Tolerable?	Additional Controls Required	
Child Security	<ul style="list-style-type: none"> All fire exit doors are kept closed (but not locked) to prevent unauthorised access from outside to soft play area Fire exit door at the rear of the centre is alarmed to alert staff if the door is opened Adults without children are not permitted to use the soft play frame Only parents & guardians are permitted to supervise children using the equipment Staff periodically patrol the soft play area and are briefed to report any adults behaving suspiciously The identity of adults entering the premises without children (e.g. visitors, workmen, contractors etc) is logged. 	Children	4	2	8	Yes	No	
Entry/Exit Gates	<ul style="list-style-type: none"> Gates must remain closed at all times when not in use. Staff must take extra care to ensure gates are closed after use by themselves AND by customers Gates can only be operated by staff therefore whoever opens the gate is responsible for ensuring it is closed When letting customers out, staff must check group size against exit ticket to ensure no children leave the centre unaccompanied Staff must ensure children for parties are stood behind the yellow line whilst queuing before being taken up to the party area 	Children	4	2	8	Yes	No	
Cleaning Procedures	<ul style="list-style-type: none"> Refer to COSHH Assessment and cleaning sheet No cleaning products are to be left unattended at any time in customer areas 	Staff & Customers	2	2	4	Yes	No	
Confined Spaces	<ul style="list-style-type: none"> Staff are briefed to avoid twisting movements when negotiating different levels in confined areas of the soft play area 	Staff & Customers	2	2	4	Yes	No	

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Cuts	<ul style="list-style-type: none"> • Staff are briefed to ensure that the no glass and crockery rule in the soft play area is strictly observed 	Staff & Customers	2	2	4	Yes	No
Defective Play Equipment	<ul style="list-style-type: none"> • Staff periodically monitor play equipment for defects during play times • If cable ties are used they should be specifically checked to ensure that they are in good condition • Daily checks are carried out, recorded, and appropriate corrective actions taken • Where necessary the soft play area may be closed to allow repairs to be carried out safely • Independent examinations of the soft play equipment are carried out by a maintenance company every six months and by ROSPA every year 	Staff & Customers	4	1	4	Yes	No
Fire Evacuation	<ul style="list-style-type: none"> • Follow the fire evacuation procedure – see H&S Policy • Customers with pushchairs are asked to leave them behind in an evacuation where practical and only collect them when advised safe to do so by the Fire Service or Xscape Management 	Staff & Customers	4	2	8	Yes	No
Fire Exit Routes	<ul style="list-style-type: none"> • Fire exit corridors (ie leading from Golf course 2 to ground floor and from back of play to final exit) must be kept clear at all times. No deliveries, rubbish or cages. 						
Door hinges – trapped fingers	<ul style="list-style-type: none"> • Hinge guards have been fitted to all customer area doors 	Staff & Customers	1	2	2	No	No
High Level Cleaning – contact with electrics	<ul style="list-style-type: none"> • Climbing up the outside of the equipment and standing on tables and chairs to complete cleaning jobs is strictly prohibited • Outside contractors to do majority of high level cleaning • Long reach vacuum cleaners and dusters must be used for any additional cleaning the play equipment • Staff should not attempt to clean high level equipment (e.g. play frame or lighting etc) 	Staff & Customers	3	1	3	Yes	No

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Hot Liquids	<ul style="list-style-type: none"> Hot drinks will only be served to adults If staff notice children running in the café area they should stop them Staff must be observant and take action when they see hazards – e.g. hot drinks on edges of tables Staff to be briefed of the following precautions to be used when clearing tables: <ul style="list-style-type: none"> Carry 1 cup in each hand If using a tray ensure that it is not overloaded, it is stable, the load does not hang over the edge, take an unobstructed route, be vigilant for children All hot water in toilets must be thermostatically controlled to a temperature of 43°C or below 'Caution hot water' signs displayed in toilets 	Staff & Customers	3	2	6	Yes	No
Hot Surfaces	<ul style="list-style-type: none"> All hot surfaces (in excess of 45°C) including radiators and pipework within reach of children to be covered or guarded. Those not in reach of children to be clearly marked - "caution – hot surface" Portable gas heaters are prohibited 	Staff & Customers	3	2	6	Yes	No
Cleaning – Bodily Fluids. Risk of infection from hepatitis etc which may be present in vomit, blood, saliva etc.	<ul style="list-style-type: none"> Staff provided with instruction on safe working methods for use of cleaning materials – see chart in kitchen. Also follow guidance leaflet in spills kit Disposable impervious gloves to be provided – these must be disposed of following each use to avoid the risk of infection 	Staff & Customers	3	1	3	No	No
Manual Handling	<ul style="list-style-type: none"> Refer to Manual Handling Guidelines 	Staff	N/A	N/A	N/A	N/A	N/A
Party Area – ascending and descending stairs	<ul style="list-style-type: none"> Supervising adults must be present to continue supervising their child(ren) Children must be instructed to walk (not run) in single file When carrying items staff must be observant and aware of the presence of children When carrying items staff must communicate clearly with those around them 	Staff & Customers	2	3	6	Yes	No

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Party Area - overcrowding	<ul style="list-style-type: none"> • Staff are briefed to control the overall number of accompanying adult to the minimum to avoid overcrowding 	Staff & Customers	2	3	6	Yes	No
Supervision	<ul style="list-style-type: none"> • Parents/guardians are responsible for the supervision of their children within Xplore 	N/A	N/A	N/A	N/A	Yes	No
Party Area – use of cutlery	<ul style="list-style-type: none"> • Only non shatter plastic cutlery should be used • Knives for cutting cakes must only be used by staff and are returned to the kitchen after use • Scissors and knives must never be left in the party area – they must be locked in the party room after use 	Staff & Customers	2	3	6	Yes	No
Party Area – electrical equipment	<ul style="list-style-type: none"> • All equipment and electrical sockets are protected to prevent children tampering with them 	Children	4	1	4	Yes	No
Party Area – ledge	<ul style="list-style-type: none"> • Signs are clearly displayed along the wall saying not to place drinks or other items on the ledge • Staff are instructed not to place chairs or tables against the wall overlooking reception, to avoid children climbing on to the ledge 	Customers	4	1	4	Yes	No
Slips trips and falls	<ul style="list-style-type: none"> • Staff to be briefed to be vigilant for children to prevent collisions • Electrical cables & fittings and all floor level fittings to be flush fitted to avoid causing a trip hazard • All spillages to be cleaned up immediately • Where necessary “caution – wet floor” signs to be displayed • Toilets should be checked for slip and trip hazards on an hourly basis • A weekly check of all floor coverings to be carried out Where necessary corrective actions to be taken. • Any stuffing from Bear Factory machine spilled on floor to be cleaned immediately 	Staff & Customers	2	3	6	Yes	No

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Smoking	<ul style="list-style-type: none"> Smoking and use of e-cigarettes/vapourisers is prohibited in all parts of the unit – including toilets 	Staff & Customers	1	1	1	Yes	No
Unsafe Play	<ul style="list-style-type: none"> The play area is parentally supervised. Parents sign in on entry to confirm that they are aware of this and will ensure their children adhere to the rules of play Supervising adults must be made aware of the rules of play Staff parties and adults playing in the soft play area is strictly prohibited (i.e playing and not supervising a child) If staff incidentally notice or suspect rowdy or boisterous behaviour or signs of bullying they must inform the parents/guardians and intervene if necessary to minimise immediate risk in line with the Child Protection Policy Staff should pay particular attention to (but not supervise) timid children or those with special needs If staff incidentally notice improper use of the slides (i.e children walking up or standing on them) they must instruct the children to follow the slide rules and inform parents/guardians if necessary Only managers can authorise polishing of the slides to avoid making them too slippery If staff incidentally notice children climbing up the outside of the netting or equipment, they must be stopped immediately Maximum height and age restrictions must be strictly observed Furniture and equipment must not be taken into the soft play area A 'help button' is available to customers next to the under 4's section to alert staff of any unsuitable behaviour 	Children	4	2	8	Yes	No

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	<ul style="list-style-type: none"> • Socks must be worn by everyone using the play frame. Long sleeved tops and bottoms are advised. 						
Choking on items	<ul style="list-style-type: none"> • All merchandise and any seasonal decorations to be displayed out of children's reach 	Children	4	1	4	Yes	No
Electrical hazards	<ul style="list-style-type: none"> • Electrical installations have been installed to IEE Regulations 16th Edition standards • Portable electrical appliances are tested/inspected annually • An informal inspection to identify any electrical hazards to be carried out prior to opening each day and following any reports of electrical incidents • Fixed electrical inspection is carried out every 5 years 	Staff & Customers	4	1	4	Yes	No
Accidents & Medical Emergencies	<ul style="list-style-type: none"> • Trained first aiders and first aid equipment provided 	Staff & Customers	N/A	N/A	N/A	No	N/A
Contractor Operations	<ul style="list-style-type: none"> • Contractors may work on site to carry out a range of tasks. The risk arising from these undertakings varies according to the circumstances, and the following control measures are recommended: <ol style="list-style-type: none"> 1. So far as is practicable all contractor work takes place outside of opening hours 2. All contractors must sign in and a documented risk assessment for the work must be completed before work commences 3. The duty manager to ensure that the control measures identified by the risk assessment are implemented 	Contractors, Staff & Customers	N/A	N/A	N/A	No	N/A
Hot Food & Drink Preparation – Burns & Scalds	<ul style="list-style-type: none"> • Only authorised and competent staff permitted to work in kitchen or to operate the coffee machine or hot water urn • Oven gloves provided 	Staff	1	2	2	Yes	No

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Cleaning materials	<ul style="list-style-type: none"> All cleaning materials are kept in a locked area to prevent unauthorised use or access by children Only authorised and competent staff are permitted to use cleaning materials Staff are provided with instruction (see notice in kitchen) on safe working methods for use of cleaning materials The following personal protective equipment is provided: <ul style="list-style-type: none"> Eye protection – kept in LaserZone if required Impervious gloves (e.g. marigold etc) – kept in kitchen store 	Customers	3	1	3	Yes	No
Trapped Limbs in Bear Factory stuffing machine	<ul style="list-style-type: none"> The machine has an automatic cut-off when it is opened 	Staff	3	1	3	Yes	No
4D Golf - undulations trip hazard	<ul style="list-style-type: none"> Warning signs placed around the course Illuminous arrows placed on the undulations 	Staff	3	2	5	Yes	No
Falling debris from external signage	<ul style="list-style-type: none"> Staff make regular visual inspections of the external signage 	Staff & Customers	4	1	4	Yes	No
ShakeStop – use of blenders	<ul style="list-style-type: none"> Only trained and authorised staff are permitted to use the blenders 	Staff	3	1	3	Yes	No
ShakeStop – hatch	<ul style="list-style-type: none"> The centre of the hatch door has been routed to reduce the weight Hatch door can open back on itself slightly, to avoid it falling closed accidentally 	Staff & Customers	3	1	3	Yes	No
Cuts from knives	<ul style="list-style-type: none"> Knives are only to be used in the kitchen or party office Customer knives are not to be used and must be safely stored away either in the customers bag or in a cupboard 	Staff	3	1	3	Yes	No
Misuse of microwave	<ul style="list-style-type: none"> Signage installed 	Staff	2	1	2	Yes	No
Burn from potato oven glass	<ul style="list-style-type: none"> Signage installed 	Staff	2	1	2	Yes	No

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Injury from discarded needlesticks/sharps	<ul style="list-style-type: none"> • Staff must not reach into concealed areas without first inspecting them to ensure the area is free of danger - e.g toilet cisterns • Staff must handle refuse carefully in case discarded sharps are present • Staff must avoid direct contact with discarded sharps by using tools to handle them. If tools are for repeat use, they must be suitably disinfected before being used again • Staff must not attempt to dismantle syringes • Sharps must be moved to a safe and secure place prior to final disposal, e.g. a strong, labelled and sealed container could be used • Any discovery of sharps must be logged and the Manager must be informed to enable future reviews of safety procedures • If any injuries occur from contact with sharps, the local A&E department must be contacted without delay. If possible, the needle & syringe (or blade etc) should be taken in a secure container with them to the A&E department • If blood has been spilt, a suitable spillage kit must be used 	Staff & Customers	4	1	4	Yes	No
Injury from helium canister	<ul style="list-style-type: none"> • Only trained and authorised Supervisors are permitted to swap helium canisters when empty 	Staff	2	1	2	Yes	No
Falling from heights - ladders	<ul style="list-style-type: none"> • Only trained and authorised staff members are permitted to use ladders 	Staff	3	1	3	Yes	No

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Emptying and cleaning of fryers burns from oil	<ul style="list-style-type: none"> • Only competent and trained staff members will carry out fryer emptying/cleaning • Staff members must follow HSE guidelines (CAIS17) • Fryers must only be emptied and cleaned first thing in the morning to ensure the oil has cooled sufficiently • The oil must be 40°C or lower before being emptied • The oil must be emptied into a suitable container, i.e. either metal-holding or heat-resistant hard plastic container 	Staff	3	1	3	Yes	No
Emptying and cleaning of fryers spillages	<ul style="list-style-type: none"> • Spillages must be cleaned up immediately 	Staff	3	1	3	Yes	No
Emptying and cleaning of fryers chemicals	<ul style="list-style-type: none"> • Only staff trained in the safe use of cleaning chemicals and cleaning procedures for the fryer can do this task 	Staff	3	1	3	Yes	No
4D Golf - strobe lighting	<ul style="list-style-type: none"> • Customers are warned before playing that strobe lighting is in operation. • Signage installed to warn customers that strobe lighting is in operation. • Staff members must inform management if they suffer from photosensitive epilepsy so that they are not assigned any tasks inside either 4D Golf course. 	Staff & Customers	3	1	3	Yes	No
Monitoring Required							
At all times it is the responsibility of the Duty Supervisor to ensure that the control measures identified by this risk assessment are maintained. In the event of deviation from standard operating conditions a further risk assessment must be conducted							
Assessor	Britt Smith	Date of Assessment	31/10/23			Suggested Date for Review	October 2024
Countersigned	Stuart Ashton	ID #19					