

RISK ASSESSMENT FOR – Kidspace Croydon Group Visits Risk Assessment

SUBJECT: Kidspace Croydon Groups Risk Assessment

Assessment Dates: 2024

This risk assessment has been written to assist you in writing your own Risk Assessment for your upcoming trip. This generic assessment covers the site risks but does not assess the specific requirements, abilities, medical or physical abilities of your group. We would encourage the group organiser to visit Kidspace Croydon to undertake your own assessment, this can be prebooked via our Contact Centre.

- **The Escapade Group does not accept liability for any omissions to this list.**
- **The control measures indicated are recommendations only and must be adapted / amended by group organisers.**
- **Please ensure adequate supervisors are appointed for the number in your group.**
- **Supervision is required at all times and there is strictly no climbing on the barriers / fencing**
- **At Kidspace, there are many uneven surfaces and staircases of various widths, so care must be taken when moving around the site.**
- **Guests must use handrails where provided and running must be discouraged when moving around the site.**
- **Some attractions may not be suitable for children or those of a nervous disposition.**
- **Group leaders are responsible for ensuring all supervising adults are competent and understand their roles. Plan and use suitable group control measures (for example, buddy systems, large group split into smaller groups each with named leaders, identification systems). Discuss the itinerary and arrangements prior to arrival / departure points.**

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Version Number: V1.0

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Risk Matrix								
Risk rating guidance	Likelihood (L)	5	5	10	15	20	25	Likelihood (L) x Severity (S) = Risk Rating (RR).
		4	4	8	12	16	20	
		3	3	6	9	12	15	
		2	2	4	6	8	10	
		1	1	2	3	4	5	
				1	2	3	4	
	Severity (S)							
Acceptability of risk guidance	High-risk: 15 – 25	High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.						
	Medium-risk: 8 – 12	Medium - risks are an acceptable level based on the reduced likelihood after sufficient control measures are implemented						
	Low-risk: 1-6	Low-risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.						
Guidance. When completing a risk assessment, you should:	Identify the persons at risk and the significant hazards. Calculate an initial RR for the activity. Identify risk control measures that reduce the risks to an acceptable level. Calculate a revised RR - you should consider how much safer the task will be if the control measures are followed. Here, you should consider changing both the likelihood (L) and the severity (S) ratings.							
Note. Ideally, you should look to reduce the risks so that the task can be classified as "low-risk". The total risk scores are a multiplication factor of the calculated Likelihood and Severity. Both Likelihood and Severity are given a number between 1 - 5 as shown on the matrix below and these two numbers are then multiplied together to give the total risk score. Total risk scores can be divided in both directions, i.e. a total risk score of 12 could be a Likelihood (3) x Severity (4) or Likelihood (4) x Severity (3).								

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Likelihood	Definition	Points rating
Very High	Very High probability if the situation is not addressed an accident is almost certain.	5
High	High probability an accident is probable without any added factor	4
Moderate	Moderate probability an incident is foreseeable.	3
Low	Some probability, requires a combination of factors to take place.	2
Very Low	No significant probability; lightning strike, freak accident.	1

Severity	Definition	Points rating
Very High	Severe injury involving a potential life changing injury or fatality	5
High	Serious injury including concussions or fracture of long bones	4
Moderate	Injury requiring medical intervention e.g. cuts requiring stitches	3
Low	Minor injury, laceration or bruising requiring first aid only	2
Very Low	No injury likely e.g. damaged or soiled clothing, minor bruising, grazes	1

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HAZARD	L	S	RR	WHO MIGHT BE HARMED	CONTROL MEASURES	FURTHER CONTROL MEASURES:	L	S	RR
<p>Moving Vehicles in the Car Park</p> <p>Vehicles movements inside attraction</p>	2	3	6	<p>Children Group Leaders Parents / Guardians</p> <p>Risk of death or serious injury from: Being struck by moving vehicles</p>	<ul style="list-style-type: none"> • Colonnades are in control of car park. Arrangements for coaches / minibuses need to be arranged in advance. 	<ul style="list-style-type: none"> • Group Leaders to supervise children on and off coach / minibus. • Group Leaders to ensure that children stay together within their groups. • Group Leader to brief children on acceptable behaviour for safety • Group Leaders / Coach Drivers to follows instructions given by the Colonnades. • All group organisers should undertake their own risk assessment for the visit 	1	3	3
Slips, Trips and Falls	2	2	4	<p>Children Group Leaders Parents / Guardians</p> <p>Risk of minor injuries – cuts and grazes from falling over</p>	<ul style="list-style-type: none"> • Team make regular documented checks on housekeeping and to identify hazards and risks. • Spillages cleared up by team members as soon as possible, spills kits in place. • Floors kept tidy, clean and dry. During wet weather team monitor doorways and entrances • Good lighting internally and externally 	<ul style="list-style-type: none"> • Sensible nonslip fitted footwear advised for all guests. Group Leaders to advise attendees of appropriate footwear. • Group Leader to brief children on acceptable behaviour for safety. • All visitors are advised to take care while on the premises. 	1	2	2

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					<ul style="list-style-type: none"> • Door mats at entrances to buildings to reduce water transfer into buildings. 	<ul style="list-style-type: none"> • Group leaders are responsible for ensuring adequate supervision is provided at all times. • All group organisers should undertake their own risk assessment for the visit • All visiting groups must have adequate numbers of adults to supervise children, including extra provisions for those with additional needs or requirements. 			
Play Equipment / Play Areas	2	2	4	<p>Children Group Leaders Parents / Guardians</p> <p>Risk of minor injury / death or serious injury from: Falling from or onto equipment.</p> <p>Slipping or tripping</p> <p>Defective equipment</p> <p>Boisterous play</p>	<ul style="list-style-type: none"> • Daily, weekly and monthly documented checks and maintenance of all play areas / equipment • Six monthly inspections by an independent play inspection company • Play areas have the appropriate safety surface surround / impact protection provided. • Rules of play signs displayed. • Equipment Specific Risk Assessments in place. • Equipment / attraction specific control may mean closure of some attraction without notice. • Compliance with relevant standards and guidance for all play equipment 	<ul style="list-style-type: none"> • Group leaders are responsible for ensuring adequate supervision is provided at all times and any attraction specific rules are followed. • Group Leader to brief children on acceptable behaviour for safety • Rules of play to be followed; Group Leaders to ensure children are adhering to all rules displayed. • Group Leader to be aware that play equipment may be slippery when wet. • All group organisers should undertake their own risk assessment for the visit. 	1	2	2

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					<ul style="list-style-type: none"> Defective equipment would be taken out of use immediately and access prevented. Equipment cleaning schedule and sanitisation schedule in place. First Aiders and First Aid supplies available. Attraction specific rules displayed at entrance to some attractions. These must be always adhered to. 				
Climbing Wall	3	3	9	<p>Children Group Leaders Parents / Guardians</p> <p>Risk of minor injury / death or serious injury from: Falling from or onto equipment or person within the climbing area</p>	<ul style="list-style-type: none"> At Height Activities are instructor led / run by qualified and experienced instructors Walls segregated with fencing and locked gates to prevent unauthorised access. Participants must fit participant criteria before being allowed to participate. Weight – Height – Clothing – Footwear - Instructors' assessment is final. Attraction specific rules displayed at entrance to attractions. These must be always adhered to All equipment tested and certified in line with manufacturer's instructions. Daily, weekly and monthly documented checks and 	<ul style="list-style-type: none"> Group leaders are responsible for ensuring adequate supervision is provided at all times and any attraction specific rules are followed. Group Leader to brief children on acceptable behaviour for safety. All group organisers should undertake their own risk assessment for the visit. 	2	3	6

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					<p>maintenance of all equipment</p> <ul style="list-style-type: none"> • Six monthly inspections by an independent inspection company • At Height Attractions have the appropriate safety surface surround / impact protection • PPE Inspected Daily, Monthly, and externally under LOLER every 6 months. 				
Stairs	2	2	4	<p>Children Group Leaders Parents / Guardians</p> <p>Risk of serious injury from falling downstairs</p>	<ul style="list-style-type: none"> • Stairs are beyond the main entrance gates. Children will only be permitted to leave with their responsible adult. • Stairs are split by landings to reduce the severity of an injury. • Handrails are fitted to stairs. • Stairs are checked in documented checks. • Stairs maintained to good condition. • Stairs fitted with contrasting stair nosing 	<ul style="list-style-type: none"> • Group leaders are responsible for ensuring adequate supervision is always provided. • Group Leader to brief children on acceptable behaviour for safety. • Group Leaders should arrange supervising adults to allow for effective supervision and support for children using the stairs. • Group Leaders should instruct attendees to hold on to the handrail when ascending / descending stairs. 	1	2	2

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Passenger Lift	2	2	4	<p>Children Group Leaders Parents / Guardians</p> <p>Risk of serious injury from poorly maintained lift.</p> <p>Injuries from unsupervised children miss using the lift.</p>	<ul style="list-style-type: none"> Lifts are beyond the main entrance gates. Children will only be permitted to leave with their responsible adult. Lift is tested and certified every 6 months under in accordance with LOLER. Lift is maintained by qualified and experienced company 	<ul style="list-style-type: none"> Group leaders are responsible for ensuring adequate supervision is always provided. Group Leader to brief children on acceptable behaviour for safety. Group Leaders must not allow unaccompanied children to use the lift. 	1	2	2
Fire	2	3	6	<p>Children Group Leaders Parents / Guardians</p> <p>Risk of death or serious injury from: Smoke inhalation / burns</p>	<ul style="list-style-type: none"> Site Fire risk assessment in place Maintained fire precautions around site (fire extinguishers, fire alarms, smoke detection, emergency lighting) Documented Emergency Procedures Team trained in safe evacuation of guests. No Smoking Policy on site Electrical and Gas appliances checked, maintained, and certified. 	<ul style="list-style-type: none"> Group leaders are responsible for ensuring adequate supervision is provided at all times. Instruction from team must be followed in emergency 	2	2	4

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Lost Children	2	2	4	<p>Children Group Leaders Parents / Guardians</p> <p>Risk of injury or distressed caused by separation from their group.</p>	<ul style="list-style-type: none"> • Team carry two-way radios to report the name and description of the lost child to the main office. • Kidspace Team are trained to deal with lost children. • Tannoy announcements will be made to find Group Leader. • All team members wear uniform and name badges to make them approachable for help. • CCTV coverage onsite 	<ul style="list-style-type: none"> • Group Leader to ensure an adequate number of responsible adults are present to supervise their children. • Group Leader to brief responsible adults on meeting points and “what to do in the event of lost child”. • Group Leader should advise children to go to team members if they become separated from their group. We advise that each child has a sticker displaying their teacher's name and a contact number for the school. • Group Leaders should consider means of identifying their group from others i.e coloured bibs or arm bands. 	1	2	2
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Accident, Emergency, or sudden illness	2	2	4	<p>Children Group Leaders Parents / Guardians</p> <p>Inappropriate advice/treatment given in first aid.</p>	<ul style="list-style-type: none"> • Kidspace have trained first aiders onsite at all times. • First Aid Room and appropriate supplies available • Documented Emergency Procedures • Team carry radios Radio's and telephones to call for emergency services. • Good access for emergency services around the site • Defibrillator onsite at the Brewery 	<ul style="list-style-type: none"> • Group leaders are responsible for ensuring adequate supervision is provided at all times. • Visiting Groups would be expected to follow direction given by the team in the event of an emergency. • All group organisers should undertake their own risk assessment for the visit. • Group Leaders should be aware of preexisting health and conditions including allergies- Group Leaders are responsible for ensuring that appropriate actions are in place to safeguard attendees' welfare. 	1	2	2
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Allergies			Children Group Leaders Parents / Guardians Risk of allergic reaction from contact with or after eating food containing allergens	<ul style="list-style-type: none"> • Food containing nuts clearly labelled. • High Risk food stuff – removed from guest feeding experiences. • Allergy folder held in the catering department with list of ingredients 	<ul style="list-style-type: none"> • Group Leader must be aware of which children have allergies and remove them from that environment. Group Leaders must know what to do if someone has an allergic reaction and how to manage their symptoms - HCP • Group Leader must supervise children to prevent them accessing other people / other guests' food. • Group Leader should discuss any concerns with a manager when undertaking their own risk assessment. 			
Food and Drink			Children Group Leaders Parents / Guardians Risk of serious injury from: Burns, scalds from hot food Slips or trips on debris dropped on the floor	<ul style="list-style-type: none"> • No eating or drinking is permitted in animal areas. • Eating and drinking should only be in dedicated areas and only after hand washing. Hand washing required before eating and drinking and always on exit of animal contact areas, and after playing. • Dropped food and drink should be cleared up and/or reported to a member of staff. • Kidspace food business are registered and inspected under 	<ul style="list-style-type: none"> • Group leaders are responsible for ensuring adequate supervision is provided at all times – including during refreshments. • Group Leader are responsible for supervising and ensuring hand washing is undertaken after play and before eating and drinking. • Group leaders must ensure the rules of the park are followed. 			

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				<p>Risk of ill health from: Food poisoning, food allergy or intolerance</p>	<p>FSA. Food Hygiene rating displayed onsite.</p> <ul style="list-style-type: none"> • HACCP food safety management systems in place - staff training, cleaning procedures. • Food allergen information is available for food and drink products on site • Kidspace provide lids for hot drinks. 	<ul style="list-style-type: none"> • Dropped food and drink should be cleared up and/or reported to a member of staff so it can be cleared up. • Groups Leaders should be aware of any special food requirements of their group and to provide information to Kidspace where they are providing the catering. • Group Leaders should ensure pack lunches are stored in appropriately. Kidspace cannot refrigerate / store packed lunches. • Group Leaders should ensure all rubbish is cleared away after eating and drinking. 			
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