

☐ THE CUSTOM HOUSE ☐

Extract from The Custom House risk assessment document.

Details of customer risks in PLAYZONE and LAZERZONE.

Last updated 13th March 2007

First Floor - PLAYZONE

Hazard	Burns & scalds from coffee machine
Who Might Be Harmed?	Staff
Is Risk adequately Controlled?	Only trained staff may use machine Staff are not allowed open-toe footwear
What Further Action Needed?	No further action required

Hazard	Collisions
Who Might Be Harmed?	Visitors
Is Risk adequately Controlled?	Soft non-slip surfaces Frame of play structure is padded
What Further Action Needed?	No further action required

Hazard	Lift stuck between floors
Who Might Be Harmed?	Staff and visitors
Is Risk adequately Controlled?	Alarm in lift Lift company guarantees 24 emergency call-out service Maintenance contract with lift company, guaranteeing call-out Lift serviced quarterly
What Further Action Needed?	No further action required

Hazard	Slips, trips & falls
Who Might Be Harmed?	Staff and visitors
Is Risk adequately Controlled?	No obstacles or tripping hazards left lying about PlayZone inspected for safety issues daily and signed off in health & safety sheet Any wet cleaning undertaken before opening/ after closing and safety signs used Damage to walls, floors, ceilings or play equipment noted in maintenance book and signed off when fixed Any minor concerns addressed by staff present at the time, larger problems reported to supervisor/manager
What Further Action Needed?	No further action required

Hazard	Fire
Who Might Be Harmed?	Staff & visitors
Is Risk adequately Controlled?	New staff learn where extinguishers, fire blankets & fire exits are in their induction
What Further Action Needed?	Practise fire drill every 3 months Ensure there are allocated staff to check toilets, lift, stairs etc in case of fire Keep old extinguishers for practise in back yard

Hazard 1	Play structure & equipment igniting
Is Risk Adequately Controlled?	Play structure is made of flame-retardant fabric and CMHR foam, both of which are difficult to ignite Scaffold of play structure is made of metal, which will not ignite There is no source of ignition within the play structure PlayZone & The Custom House is non-smoking
What Further Action Needed?	Regular cleaning avoids build up of litter, dust etc. which is flammable

Hazard 2	Electrical equipment malfunctions.
Is Risk Adequately Controlled?	Electrical equipment will be installed by an NIECC accredited electrician Electrical equipment will be out of the reach of children Electrical equipment will be serviced regularly
What Further Action Needed?	Regular PAT testing

Hazard 4	Kitchen fires
Is Risk Adequately Controlled?	Staff will be trained so reducing likelihood of mistakes Electrical equipment will be PAT tested regularly Gas cooking and deep fat fryers will not be used Fire extinguishers will be provided
What Further Action Needed?	None

Hazard 5	Deliberate fire lighting
Is Risk Adequately Controlled?	Parents supervise their children at play so this risk should be seen very quickly Staff will be supervising in the play area Regular litter picks will be undertaken to reduce the risk of

	litter accumulating and becoming a fire hazard
	Regular cleaning to ensure that dust/hair/other debris does not accumulate and become a fire hazard
	Party room lighter will be kept under supervision of Party Host whilst in use and behind the reception desk the rest of the time
What Further Action Needed?	None

Second Floor - LAZERZONE

Hazard 1	Slips, trips, falls – arena, stairs and ramps
Who Might Be Harmed?	Staff and visitors
Is Risk Adequately Controlled?	No obstacles or tripping hazards left on stairs Stairs checked regularly by staff as part of daily safety checks Daily thorough inspection carried out before arena used and signed off in health & safety file Wet cleaning undertaken pre-opening & warning sign used Damage to floors, walls, ceilings and protective covers logged in maintenance book and signed off when fixed Any small immediate concerns addressed by staff present at time Larger problems reported to maintenance supervisor All visitors briefed that no running or physical contact allowed Game supervised by trained member of staff at all times LED rope lighting on ramps & stairwell Lighting in arena adequate and lights checked daily before arena used Rubber (Non Slip) Mats used in the Cave Zone Grid On Second Floor held securely in place using silicon and checked daily. All carpet secured in place and checked daily Trained appointed first aider in building
What Further Action Needed?	None

Hazard 2	Bright flashing lights in arena
Who Might Be Harmed?	Visitors with epilepsy or individuals with problems brought on by flashing lights
Is Risk Adequately Controlled?	Visitors warned of lights in briefing Signs in briefing room reinforce this Encourage viewing by representative if in doubt about lights in arena Trained appointed first aider in building
What Further Action Needed?	If possible and only at off peak times, light effects may be turned off

Hazard 3	Collisions
Who Might Be Harmed?	Visitors and Staff
Is Risk Adequately Controlled?	Carpet Protection is in place on all corners and ceiling beams All visitors briefed that no running, climbing or physical contact allowed Trained appointed first aider in building
What Further Action Needed?	Constant review of accident/incident log file

Hazard 4	Lift car stuck between floors
Who Might Be Harmed?	Staff & visitors
Is Risk Adequately Controlled?	Alarm in lift car Lift company guarantees emergency call centre is manned 24hrs a day Maintenance contract with lift company including 24/7 call out option Lift serviced quarterly
What Further Action Needed?	Nominated staff trained in emergency operating procedure

Hazard 5	Falling objects, electrocution – cables and electrical equipment
Who Might Be Harmed?	Staff & visitors
Is Risk Adequately Controlled?	Electrical equipment in arena securely fastened and out of reach All games room arcade machines maintained and checked regularly All electrical equipment over 13 amps (i.e. in offices) checked annually Cables fixed and secured to walls/cable shelves Wall mounted/ceiling suspended equipment regularly checked Stock/Items stacked safely on shelves Trained appointed first aider in building
What Further Action Needed?	Regularly check and update cable clips Regularly check and secure any wall mounted/ceiling suspended equipment

Hazard 6	Tripping – inappropriate footwear in arena
Who Might Be Harmed?	Visitors
Is Risk Adequately Controlled?	Signs displayed advising flat footwear All visitors are briefed prior to game re: appropriate footwear Selection of trainers are made available for visitors arriving in inappropriate footwear
What Further Action Needed?	None

Hazard 7	Slide – General Injury
Who Might Be Harmed?	Visitors
Is Risk Adequately Controlled?	Visitors warned prior to game to use the slide correctly (feet first, on bottom) in all briefings Checked daily by staff to ensure slide padding is safe and secure Checked regularly to ensure stuffing is distributed evenly Game Marshal checks during every game that visitors are abiding by the safety rules
What Further Action Needed?	None

Hazard 8	Cuts and Burns
Who Might Be Harmed?	Visitors
Is Risk Adequately Controlled?	Party room knife and lighter kept under supervision by Party Host at all times Trained Appointed First Aiders in building
What Further Action Needed?	None

Hazard 9	Inhalation of Smoke from Smoke Machine
Who Might Be Harmed?	Visitors with Asthma or related health problems
Is Risk Adequately Controlled?	Visitors who suffer from asthma or related health problems are advised of the smoke machine in briefing If visitor requests, the smoke machine is switched

	off
	Trained Appointed First Aiders in Building
What Further Action Needed?	None

Hazard 10	Hazardous substances – Haze fluid
Who Might Be Harmed?	Staff
Is Risk Adequately Controlled?	All hazardous substances are kept in a safe and well ventilated area
	Haze Fluid is only handled by trained staff and in accordance with COSHH assessment
What Further Action Needed?	None

Hazard 11	Electric Shock from reception desk light
Who Might Be Harmed?	Visitors
Is Risk Adequately Controlled?	Gaurding of light fitting not adequate
What Further Action Needed?	Mains supply isolated, guarding to be improved or fitting removed.