

**RISK ASSESSMENT**

**Unit: 3 Mad Hatters**

**Assessment No: BP01**

**Assessed By: Dan Clark**

**Dated: September 2022**

<b>SUBJECT OF ASSESSMENT</b>	<b>AREA</b>
Ball Pit	Top Floor

<b>SIGNIFICANT RISK (S) IDENTIFIED</b>	
Slips, trips or falls	
<b>SEVERITY: HIGH / MEDIUM / <u>LOW</u></b>	<b>LIKELIHOOD: HIGH / MEDIUM / <u>LOW</u></b>

**WHO AND HOW MANY ARE AT RISK?:**

<b>MEASURES REQUIRED TO CONTROL / REDUCE RISK:</b>
<ol style="list-style-type: none"><li>1. Ball pit has been designed to eliminate all tripping hazards. Ramps with handrails have been used instead of stairs.</li><li>2. Padding has been used to soften all sharp edges and ball pit walls</li><li>3. High intensity light used to illumine the area</li><li>4. Netting and mesh railing used to prevent balls from escaping out of the designated ball pit area</li></ol>

**DATE OF ASSESSMENT REVIEW:** September 2022

<b>FURTHER ACTION REQUIRED (to be completed by Unit Manager)</b>

**RISK ASSESSMENT**

Unit: 3 Mad Hatters

Assessment No: CO02

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Ball Pit	Top Floor

SIGNIFICANT RISK (S) IDENTIFIED	
Customer Behaviour and permitted activities within ball pit area	
SEVERITY: HIGH / MEDIUM / <b>LOW</b>	LIKELIHOOD: HIGH / <b>MEDIUM</b> / LOW

**WHO AND HOW MANY ARE AT RISK?:** People who use ball pit facility

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none"><li>1. Ball bit supervisor must be on duty within the area at all times of operation to monitor customer behaviour and ensure the safe running of the area. This includes ensuring appropriate foot wear, checking customers for sharps and other excluded items. Supervisor will also run through the conditions of entry and check if anyone has medical conditions which may be exacerbated by the experience</li><li>2. No drinks or liquids are allowed in the ball pit area</li><li>3. No diving or jumping is permitted</li><li>4. Admission is controlled by wrist bands which are valid for 1 hour session</li><li>5. No access to anyone who is intoxicated.</li><li>6. CCTV used to record all areas of the ball pit</li></ol>

**DATE OF ASSESSMENT REVIEW:** September 2022

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
<ol style="list-style-type: none"><li>7. Ensure all signage is clearly visible</li><li>8. Ensure the ball pit supervisor has the appropriate training</li><li>9. Ensure ball pit supervisor has communications system (2way radio) with security or duty manager</li><li>10. Have security remove any customer who does not abide by the rules or is identified as an increased risk to themselves or other customers</li></ol>

**RISK ASSESSMENT**

Unit: 3 Mad Hatters

Assessment No: BP03

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Ball Pit	Top Floor

<b>SIGNIFICANT RISK (S) IDENTIFIED</b>  Risk of contamination to balls and ball pit and spread of virus	
SEVERITY: HIGH / <b>MEDIUM</b> / LOW	LIKELIHOOD: HIGH / <b>MEDIUM</b> / LOW

**WHO AND HOW MANY ARE AT RISK?:** People who use ball pit facility

<b>MEASURES REQUIRED TO CONTROL / REDUCE RISK:</b> <ol style="list-style-type: none"><li>1. Ball must be regularly cleaned using the dedicated ball cleaning equipment according to the manufacturer's guidelines (at least after ever 3 sessions or as required)</li><li>2. Balls to be regularly sprayed with suitable anti bacterial spray solution (at the end of each session)</li><li>3. Pit area to be thoroughly inspected by ball pit supervisor at the beginning of each shift for foreign objects etc</li><li>4. Ventilation should be in operation at all times</li><li>5. Customers footwear to be checked for appropriateness and cleanliness and replaced in necessary</li><li>6. Should contamination be found during operation, the area should be closed the contamination isolated and removed</li></ol>
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**DATE OF ASSESSMENT REVIEW:** September 2022

<b>FURTHER ACTION REQUIRED (to be completed by Unit Manager)</b>  Ensure the cleaning schedule is adhered to and records of all cleaning and disinfection are kept Incident log to be kept reporting any issues.
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**RISK ASSESSMENT**

Unit: 3 Mad Hatters

Assessment No: BP04

Assessed By: Dan Clark

Dated: September 2022

SUBJECT OF ASSESSMENT	AREA
Ball Pit	Top Floor

SIGNIFICANT RISK (S) IDENTIFIED	
Evacuation.	
SEVERITY: HIGH / MEDIUM / <b>LOW</b>	LIKELIHOOD: HIGH / MEDIUM / <b>LOW</b>

**WHO AND HOW MANY ARE AT RISK?:** People who use ball pit facility

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none"><li>1. Additional exit points within the facility are available to evacuate customers without the balls spilling out from the area</li><li>2. Ball pit supervisor and additional appointed security people assigned to evacuate ball pit area</li><li>3. Additional emergency lighting has been installed to ensure the illumination far exceeds the legal requirement</li></ol>

**DATE OF ASSESSMENT REVIEW:** September 2022

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
<ol style="list-style-type: none"><li>1. Ensure appointed people are training in the evacuation procedure</li><li>2. The emergency lighting and other safety equipment are in good working order</li><li>3. Log to be kept of all checks carried out on safety equipment</li></ol>

**RISK ASSESSMENT**

**Unit: 3 Mad Hatters**

Assessment No: BP05

**Assessed By: Dan Clark**

**Dated: September 2022**

SUBJECT OF ASSESSMENT	AREA
Ball Pit	Top Floor

SIGNIFICANT RISK (S) IDENTIFIED	
Cleaning of Ball Pit	
SEVERITY: HIGH / MEDIUM / <b>LOW</b>	LIKELIHOOD: HIGH / MEDIUM / <b>LOW</b>

**WHO AND HOW MANY ARE AT RISK?:** Staff assigned to cleaning the ball pit

MEASURES REQUIRED TO CONTROL / REDUCE RISK:
<ol style="list-style-type: none"><li>1. Dedicated cleaning equipment is available to maintain the balls and the ball pit. Full training given to all staff involved with the cleaning process</li><li>2. COSHH training given to staff ref all chemicals used in the process</li><li>3. Manual handling training given to all staff involved in cleaning process</li></ol>

**DATE OF ASSESSMENT REVIEW:** September 2023

FURTHER ACTION REQUIRED (to be completed by Unit Manager)
<ol style="list-style-type: none"><li>1. Manager to ensure adequate training given to all staff involved in cleaning process.</li><li>2. Regular check to be carried out on all cleaning equipment for defects (log kept)</li></ol>

**RISK ASSESSMENT**

**Unit: 3 Mad Hatters**

Assessment No: BP06

**Assessed By: Dan Clark**

**Dated: September 2022**

<b>SUBJECT OF ASSESSMENT</b>	<b>AREA</b>
Ball Pit	Top Floor

<b>SIGNIFICANT RISK (S) IDENTIFIED</b>	
Risk of attack / robbery from people hiding in ball pit and surrounding area after session ends	
<b>SEVERITY: HIGH / MEDIUM / LOW</b> (LOW circled)	<b>LIKELIHOOD: HIGH / MEDIUM / LOW</b> (LOW circled)

**WHO AND HOW MANY ARE AT RISK?:** Staff

<b>MEASURES REQUIRED TO CONTROL / REDUCE RISK:</b>
<ol style="list-style-type: none"><li>1. Ensure all areas are properly checked to ensure all customers have left the area after the session ends</li><li>2. CCTV recording in the area at all times</li></ol>

**DATE OF ASSESSMENT REVIEW:** September 2023

<b>FURTHER ACTION REQUIRED (to be completed by Unit Manager)</b>

**RISK ASSESSMENT**

**Unit: 3 Mad Hatters**

**Assessment No: BP06**

**Assessed By: Dan Clark**

**Dated: September 2022**

<b>SUBJECT OF ASSESSMENT</b>	<b>AREA</b>
Ball Pit	Top Floor

<b>SIGNIFICANT RISK (S) IDENTIFIED</b>	
Risk of attack / robbery from people hiding in ball pit and surrounding area after session ends	
<b>SEVERITY: HIGH / MEDIUM / LOW</b> (LOW circled)	<b>LIKELIHOOD: HIGH / MEDIUM / LOW</b> (LOW circled)

**WHO AND HOW MANY ARE AT RISK?:** Staff

<b>MEASURES REQUIRED TO CONTROL / REDUCE RISK:</b>
<ol style="list-style-type: none"><li>1. Ensure all areas are properly checked to ensure all customers have left the area after the session ends</li><li>2. CCTV recording in the area at all times</li></ol>

**DATE OF ASSESSMENT REVIEW:** September 2023

<b>FURTHER ACTION REQUIRED (to be completed by Unit Manager)</b>

**RISK ASSESSMENT**

**Unit: 3 Mad Hatters**

**Assessment No: AM01**

**Assessed By: Dan Clark**

**Dated: September 2022**

<b>SUBJECT OF ASSESSMENT</b>	<b>AREA</b>
Arcade Games	Carousel and Arcade Rooms

<b>SIGNIFICANT RISK (S) IDENTIFIED</b>	
Risk of electrical shock from the games console	
<b>SEVERITY: HIGH / MEDIUM / LOW</b> (LOW circled)	<b>LIKELIHOOD: HIGH / MEDIUM / LOW</b> (LOW circled)

**WHO AND HOW MANY ARE AT RISK?:** Staff

<b>MEASURES REQUIRED TO CONTROL / REDUCE RISK:</b>
<ol style="list-style-type: none"><li>1. All games are connected individually to RCD devices</li><li>2. Years PAT testing</li><li>3. Monthly visual examination of machine and cables</li><li>4. No drinks allowed to be placed on the machine (tables provided)</li></ol>

**DATE OF ASSESSMENT REVIEW:** September 2023

<b>FURTHER ACTION REQUIRED (to be completed by Unit Manager)</b>
<ol style="list-style-type: none"><li>1. Stickers put on all machines displaying "No Drinks"</li><li>2. Regular checks by all floor staff (recorded on Lightpatrol system)</li><li>3. Spills cleared up immediately on discovery</li><li>4. Defective machine isolated and reported</li></ol>



**RISK ASSESSMENT**

**Unit: 3 Mad Hatters**

Assessment No: AM02

**Assessed By: Dan Clark**

**Dated: September 2022**

SUBJECT OF ASSESSMENT	AREA
Arcade Games	Carousel and Arcade Rooms

**SIGNIFICANT RISK (S) IDENTIFIED**

Risk of slipping on physical type games such as Dancing, Driving, Shooting

**SEVERITY: HIGH / MEDIUM / LOW**

**LIKELIHOOD: HIGH / MEDIUM / LOW**

**WHO AND HOW MANY ARE AT RISK?:** Customers using arcade equipment

**MEASURES REQUIRED TO CONTROL / REDUCE RISK:**

1. All games. Area checked regularly by floor staff to ensure they are dry and the area surrounding them is dry and clear of obstacles
2. Ensure adequate lighting or hazard tape of higher risk areas

**DATE OF ASSESSMENT REVIEW:** September 2023

**FURTHER ACTION REQUIRED (to be completed by Unit Manager)**

1. Stickers put on all machines displaying "No Drinks"
2. Regular checks by all floor staff (recorded on Lightpatrol system)
3. Spills cleared up immediately on discovery

**RISK ASSESSMENT**

**Unit: 3 Mad Hatters**

**Assessment No: AM03**

**Assessed By: Dan Clark**

**Dated: September 2022**

<b>SUBJECT OF ASSESSMENT</b>	<b>AREA</b>
Arcade Games	Carousel and Arcade Rooms

<b>SIGNIFICANT RISK (S) IDENTIFIED</b>	
Risk of Epileptic fit from screen flicker	
<b>SEVERITY: HIGH / MEDIUM / LOW</b>	<b>LIKELIHOOD: HIGH / MEDIUM / LOW</b>

**WHO AND HOW MANY ARE AT RISK?:** Customers using arcade equipment

<b>MEASURES REQUIRED TO CONTROL / REDUCE RISK:</b>
1. Display warning signs at the foyer and entrance to rooms 2. Advise staff of the issues / risk

**DATE OF ASSESSMENT REVIEW:** September 2023

<b>FURTHER ACTION REQUIRED (to be completed by Unit Manager)</b>

**RISK ASSESSMENT**

**Unit: 3 Mad Hatters**

Assessment No: AM04

**Assessed By: Dan Clark**

**Dated: September 2022**

<b>SUBJECT OF ASSESSMENT</b>	<b>AREA</b>
Arcade Games	Carousel and Arcade Rooms

<b>SIGNIFICANT RISK (S) IDENTIFIED</b>	
Risk of contamination / spread of virus	
<b>SEVERITY: HIGH / MEDIUM / LOW</b>	<b>LIKELIHOOD: HIGH / MEDIUM / LOW</b>

**WHO AND HOW MANY ARE AT RISK?:** Customers using arcade equipment / staff

<b>MEASURES REQUIRED TO CONTROL / REDUCE RISK:</b>
1. Wipe down all touch points on all machine with antibacterial spray on a regular basis 2. Install hand gel points through the venue

**DATE OF ASSESSMENT REVIEW:** September 2023

<b>FURTHER ACTION REQUIRED (to be completed by Unit Manager)</b>
Ensure hand gel points are viable and filled as required