

# Stewarts Road Adventure Playground and Youth Club (STRAP)



# Risk Assessment

John Hepple  
January 2009

# INFORMATION.

Stewarts Road Adventure Playground  
And Youth Club, (StRAP).  
Stewarts Road/Clyston Street  
Lambeth  
London  
SW8 2UJ

Tel (020) 7498 3330

John Hepple...Senior Youth Services Development Manager.  
Roger Jalil.....Male Youth health Worker/ Volunteers Co\_ordinator.  
Kathleen Salawu.....Female Youth Health worker/Older Children's Worker.

Part of 'The Springfield Community Flat' Project.  
Contact Sue Peake  
Springfield Community Flat  
53-54 Union Road  
Lambeth  
London  
(020) 7720 2699.

Springfield Community Flat and Stewarts Road Adventure Playground and Youth Club are committed to the ethos of equality of opportunity, access and participation. We work with the people in our 'area of benefit' without regard for race, sex, gender, religious or political beliefs.

We will work to improve the life and lifestyles of local inhabitants through community and youth services and play.

StRAP welcomes young people aged 8 years to 25 years to the facilities. We welcome participation in our recreational, educational and referral services.

# Contents

## **1 General**

## **2 Personnel**

### **2.1 Staff/Volunteers**

### **2.2 Users**

### **2.3 Visitors**

## **3 Youth Club**

### **3.1 General**

### **3.1 Activities Area**

### **3.2 Toilets**

### **3.3 Electrical Equipment**

### **3.4 Kitchen**

#### **3.4.1 General**

#### **3.4.2 Electrical Equipment**

#### **3.4.3 Liquid Hazards**

#### **3.4.4 Utensils**

#### **3.4.5 Storage Facilities**

## **4 Adventure Playground**

### **4.1 General**

### **4.2 Sports Area**

### **4.3 Activities**

## **5 Storage Cabins**

## **6 Gardening Area**



**STEWARTS ROAD  
ADVENTURE  
PLAYGROUND**

# General

In compiling this risk assessment document it is recognised that it cannot be exhaustive or complete in terms of all eventualities. We further recognise that whilst management, staff, volunteers and external facilitators have a duty of reasonable care, users of, and, visitors to this site also have a responsibility to take any and all precautions that, so far as is reasonably possible, safeguard not only their own personal safety but also the safety of other users and visitors.

For the purposes of this assessment, the site, Stewarts Road Adventure Playground and Youth Club, hereafter referred to as 'StRAP', has been sub-divided into specific areas for ease of clarification. These areas may contain risk and hazards similar or identical to those of other areas but they have been further identified, a) to indicate that some risks are or may be universal and, b) to identify risks for individuals and groups that may work primarily in a particular area of StRAP.

A risk assessment is only as relevant as the information that contributes to its production. Therefore, we expect that any individual or group using the services and activities report any potential risk that they feel should be brought to the notice of management and/or staff. Such reports should be reported in turn to the Senior Youth Services Development Manager, (The Manager), or the appointed 'leader-in-charge', who will then enter this information into the 'DAY BOOK' which is stored in the office. For reference, the 'ACCIDENT BOOK' is accessible only to the Senior Youth Services Development Manager or appointed leader-in-charge, and this also is located in the same place.

It is the responsibility of the Manager or the appointed leader-in-charge to ensure that the DAY BOOK is kept in a known location and to check this book as part of the daily safety inspection taking any and all appropriate action or precautions with respect to any such entries.

## 2. Personnel

**2.1 Staff and Volunteers.** There are particular hazards and risks to staff and volunteers that do not necessarily arise amongst other individuals and groups. In preparing for sessions and setting up of equipment, staff and volunteers to be aware of correct operating practices.

- Injuries caused by incorrect lifting practices.
- The risk in preparing electrical equipment for use.
- Slip hazards in kitchen and toilet areas.
- Scalds/burns in kitchen area.
- Slip hazard due to wet or damp floors.
- Hazard associated with working alone or unsupervised.
- Hazard associated with equipment failure.

In minimising the risks that they face:-

- staff/volunteers are required to be familiar with the health and safety policy of StRAP.
- Staff/volunteers of the correct methods for lifting or moving items/equipment particularly heavy items.
- In preparing and using electrical equipment staff/volunteers should be trained in the correct methods for safe use and the limitations of particular items of electrical equipment.
- It should be recognised that slip hazard exists in the toilet and kitchen areas due to the very nature of their use. As this is a major and recurring risk extreme care should be exercised at all times.
- Similarly, there is a continual risk of scalds or burns in the kitchen area. When not in use the cooker should be electrically isolated at the switch on the wall.

**2.2 Users.** Users of the building and Adventure Playground should not be left unsupervised in any area of the site. It is unlikely that any user, especially the younger ones will have read any document relating to risk and/or health and safety, either in whole or in part, even if requested to do so.

- Staff and volunteers should be aware at all times of operation of the areas of the site in use and take appropriate action to minimise harm.
- They should also take appropriate action to minimise harm that may result due to wet or inclement weather, including making areas of the site 'off limits'.
- Users of the site should be supervised at all times when using electrical equipment and/or tools. The supervising member of staff should be adequately trained in the use of the same equipment.

**2.3 Visitors.** It is impractical to expect casual visitors to read this or any other document relating to health and safety. To minimise risk or harm visitors should be accompanied as far as is reasonably possible around the site and at the very least should make their location or intended location known to a member of staff or a volunteer.

- Staff and volunteers should be aware of the points in **2.2** above when visitors are on site.
- Wherever possible visitors should attend by appointment.
- Visitors with access or contact with young people should have Enhanced C.R.B. clearance or if not practical, as in the case of contracted labour for example, should be monitored.

### **3. Youth Club.**

**3.1 General.** The youth club area is a place of activity. Staff and volunteers need to ensure that as far as is possible all equipment, including tables chairs and clothing is stored in a safe manner.

- There is a general risk of harm due to slips, trips, and collision with equipment, fixtures and fittings.
- The risk of slippage increases when the floor is wet or dusty. The floor should be mopped or swept when the likelihood of injury is evident. **Do not assume someone else will do this.**
- All carpet, mats and other floor coverings should be flat to reduce trip hazard.
- Litter on the floor increases the risk of slippage and should be removed at the first opportunity.
- Action should be taken to safeguard against injury from access points. The doors are heavy metal and should not be slammed. Similarly, the shutters are to be opened/closed only by adult staff and volunteers.
- Steps should be taken to stop users running in the building. Some of the users are not very tall and accordingly fixtures and fittings, (coat hooks, shelves), are at an appropriate height.

#### **3.2 Activities Area.**

Care should be taken in all aspects of the activities area of the youth club. The main risks are slippage, trips and collision injuries.

- Young people should be encouraged to use all sports and recreational equipment responsibly. Pool cues are not to be used as weapons either implied or real. Darts are **not** allowed on site.
- Care should be taken when setting up equipment, especially table tennis and pool table, to avoid or at least minimise crush injuries to fingers hands.

- Tables chairs etc should only be moved for a specific purpose by a member of staff or volunteer. In all other cases they should be left in a safe manner or stored safely.
- Care should be taken when using arts and crafts materials. Where appropriate or necessary protective clothing should be worn.
- Young people using craft knives or other potentially harmful tools should be supervised at all times, and equipment accounted for after use.

**3.3 Toilets.** For hygiene reasons the toilets should be checked regularly and appropriate actions taken when necessary. The main hazards in this area are slippage and burns and scalds.

- Cleaning materials are not to be stored in the toilets.
- Immediate action should be taken when the floor becomes wet or dusty, and to avoid litter build up.
- Taps should be turned off when not in use.
- Young people and visitors should be made aware of the risks when using the hot water outlets.

**3.4 Electrical Equipment.** The main risks here are electrocution and burns.

- All staff and volunteers using electrical equipment should only do so after appropriate instruction.
- Young people using this equipment should be supervised at all times.
- Young people are not allowed to operate the convection heaters for any reason. They may not switch them on or off or adjust thermostats. Staff and volunteers should pay particular attention to risks and hazards from this equipment.

### **3.5 Kitchen.**

**3.5.1 General.** The main hazards in this area are cuts, slips, scalds, burns and electrocution. Young people are not allowed in the kitchen area unless for a specific activity and should **under no circumstances be left unsupervised**. Fresh foods should only be taken from the fridge when ready to use or defrost. Any foodstuffs in the fridge should be stored with raw and uncooked items at the bottom to avoid cross contamination with pre-cooked and bought provisions.

- There should be no more than 3 young people in the kitchen area. It is the responsibility of the supervisor to ensure this at all times.
- The floor and other surfaces should be kept clean and free from dirt, water or other elements that may cause risk.
- Any activity in the kitchen area should be carried out in a calm and unhurried manner.



### **3.5.2 Electrical Equipment.**

- Young people should not under any circumstances operate this equipment unsupervised.
- All staff volunteers should undergo adequate instruction in the use of electrical equipment before use or supervision.
- The cooker should be electrically isolated at the wall switch when not in use. When not in use for prolonged periods of time the cooker will be isolated at the 30 amp circuit breaker in the office.
- Young people should not interfere with the electrical supply to any piece of electrical equipment.
- All electrical items of cooking equipment should be turned off after use except for the fridge.

### **3.5.3 Liquid Hazards.** As mentioned above the some of the main hazards in the kitchen area are concerned with liquids.

- Young people should not handle or pour hot liquids. This will be done by the supervisor.
- Care should be taken to ensure that items that rely on electrical power for use do not come into contact with liquids and especially water.
- The floor should be kept clean and dry and free from obstruction.
- Cleaning liquids, with the exception of washing up liquid and/or liquids soaps should not be stored in the kitchen area.

### **3.5.4 Utensils.** In general only utensils that are immediately needed should be taken from their storage areas.

- Knives and other sharp implements should not be used by young people without supervision. They should always be kept in the appropriate storage are out of reach of young people.
- Utensils that are in use should not be left in cooking pots and pans. There is a risk of spillage and burn/scald if accidentally knocked and a risk of burns from metal utensils left in hot liquids or foods. Burns from wooden utensils and wooden handled utensils should not be discounted. Wood still gets hot!
- Utensils and especially metal utensils should not be left in such a position where they are immediately over a source of heat or where there is a high risk of heat transference.
- All utensils should only be used for the purpose for which they are intended.
- Adequate ventilation should be ensured at all times.



### **3.5.5 Storage Facilities.**

- Implements and equipment should only be stored in areas that are suitable.
- All drawers and cupboards should be kept firmly closed when not in use.
- Items of equipment should be stored according to amount of usage to avoid cluttering working areas. Least used, furthest away from working areas.
- Flammable liquids and other materials such as tea towels are not to be stored near sources of heat.

## **5 Adventure Playground.**

**4.1 General.** By its nature the adventure playground presents risks. There are areas that are not easily monitored from central positions. It is important that staff and volunteers regularly check areas such as these regularly. The main hazards are slippage, trips, cuts, collision injuries and falls.

- Remote areas should be regularly monitored.
- Bins should be emptied regularly and disinfected once a month.
- Perimeter should be checked to keep young people in, and the general public out.
- Whole site should be inspected regularly for alcohol containers, drugs equipment and possibly condoms. Needles and condoms should not be moved without wearing heavy duty gloves. Condoms should be flushed down the toilet and needles placed in the metal container in the office for safe disposal.
- Young people should be dissuaded from running between the individual structures, and on the decking area in particular, especially when this wooden decking area is wet.

**4.2 Sports Area.** This area being dual function football and basketball area as well as an area for general activities poses risks associated with sports in general. The main risks are slippage, trips, falls, cut and bruises and collision injuries.

**4.3 Activities.** The main risks for this area are as above but with specific risk associated with individual structures.

- Staff and volunteers should ensure that the structures are used in accordance with purpose. Young people should not use safety rails or hand rails to launch onto swings or zip line.
- Structures should be checked regularly for loose joints and decking areas.
- The crucial joints and pulleys should be checked on a weekly basis
- Ropes and wires should be inspected daily for fraying and stretching.

**5 Storage Cabins.** There are no ongoing practical reasons why young people should need to be in these areas, however should the need arise numbers should be limited and a staff member/volunteer should always supervise.

**6 Gardening Area.** This is a remote area to the rear of the youth club and as such is covered in **4.1** above. Specific to the area are :-

- Tools and equipment should always be used correctly and stored away safely and securely after use.
- The area should be kept clean and tidy at all times.
- **Chemical weedkillers and fertilisers should not be used by young people. They should be stored in clearly marked and secure containers/bottles, (preferably the original container/bottle), and in a place inaccessible to young people. Spillages should be cleaned immediately and any occurrence of spillage entered into the 'DAY BOOK'**
- Access to the electrical distribution board in the area is limited to staff and designated volunteers only. Young people are not permitted entry to it and it is to be kept locked, unless to access the floodlight switches, and locked again after use.