

## WORKPLACE RISK ASSESSMENT: Play Assistant

<p><b><u>OPERATION/PROCESS</u></b></p> <p style="text-align: center;"><b>WORK BY YOUNG PERSONS UNDER 18 YEARS OF AGE</b></p>	<p><b><u>DATE</u></b></p> <p style="text-align: center;">8/4/19</p>
<p><b><u>WORK LOCATION:</u></b>    Go Bananas Colchester Limited Play Centre</p>	
<p><b><u>TASKS AND EQUIPMENT USED:</u></b></p> <ol style="list-style-type: none"> <li>1) Checking and cleaning the centre's play equipment –</li> <li>2) Cleaning materials for cleaning and clearing tables</li> <li>3) Cleaning materials when checking toilets</li> <li>4) Cleaning up bodily fluids</li> <li>5) Carrying hot food to tables</li> </ol>	<p><b>CAN TASK BE ELIMINATED?</b></p> <ol style="list-style-type: none"> <li>1) No</li> <li>2) No</li> <li>3) No</li> <li>4) No</li> <li>5) No</li> </ol>
<p><b><u>EQUIPMENT AND SUBSTANCES USED:</u></b></p> <ol style="list-style-type: none"> <li>1) Warm/Hot water, Deep Clean antibacterial spray, Zoflora, Frame Check risk assessment, maintenance book, Gloves</li> <li>2) Warm/Hot water, Deep Clean antibacterial spray, Cloths, Bowls, Dust pan &amp; brush, Broom, Gloves, Bin Bags</li> <li>3) Hand soap, Warm/Hot Water, Deep Clean antibacterial spray, Bleach/Toilet Cleaner, Blue Roll, Toilet Roll, Gloves, Bin Bags</li> <li>4) Gloves, Antibacterial Absorbant Powder, Deep Clean antibacterial Spray, Warm/Hot water, Dustpan &amp; brush, Bin Bags. Staff should not work alone when cleaning this.</li> <li>5) Trays, Plates, Bowls. Carry no more than two things at a time.</li> </ol>	<p><b>ARE COSHH ASSESSMENTS NEEDED?</b></p> <p>Yes</p> <p>COSHH folder present in workplace in multiple locations</p>
<p><b><u>RISK PRIOR TO CONTROLS &amp; HAZARDS IDENTIFIED</u></b></p>	
<p>Task 1) If incorrect cleaning products used/ products used inaccurately, the young person could harm themselves in terms of irritation from products; if PPE not used. If equipment is not thoroughly checked, any damaged equipment/ wear and tear may go unnoticed and become further damaged. This could then lead the equipment to be of a danger to anyone using it.</p> <p>Task 2) Potentially ceramic plates/cups etc could be dropped and shatter on the floor. Therefore bowls should be used to transport anything around the centre when clearing tables. If incorrect cleaning products used/ products used inaccurately, the young person could harm themselves in terms of irritation from products; if PPE not used. Level of hygiene could be lessened if staff do not maintain good hand washing techniques, particularly when putting out rubbish.</p> <p>Task 3) If incorrect cleaning products used/ products used inaccurately, the young person could harm themselves in terms of irritation from products; particularly if PPE not used</p> <p>Task 4) If incorrect cleaning products used/ products used inaccurately, the young person could harm themselves from bodily matter or products; particularly if PPE not used. Depending on where cleaning takes place, if children are playing there is a risk that the bodily matter could be spread around the centre.</p> <p>Task 5) Potentially ceramic plates/cups etc could be dropped and shatter. If food/drink is hot, there is a risk of staff or customers potentially being burnt, particularly if hot food or hot drink is dropped</p>	
<p><b><u>Physical Capacity Risks: Low</u></b></p> <p>Whilst the young person must be physically fit and able to move around the centre and it's equipment, there is no task that is constantly repetitive within a shift. They are able to set their own pace and not have to be line with any machinery.</p>	
<p><b><u>Psychological Capacity Risks/Mental Immaturity Risks: Medium</u></b></p> <p>The young person must have an acceptable level of common sense and initiative to succeed within this job role. This will be discussed and observed if appropriate when the young person is interviewed, takes part in a trial shift prior to employment and again when they receive a full induction from management.</p> <p>The young person must have a clear awareness of cause and effect and be able to seek help if unsure.</p> <p>The young person would never be expected to use any chemicals, machinery unless trained in doing so beforehand by an appropriate adult/staff mentor.</p>	
<p><b><u>EXPOSED PERSONS</u></b></p> <p>Young Person</p>	<p><b><u>TOTAL NUMBERS AFFECTED</u></b></p> <p>Less than 10 people at any one time</p>

<p><b><u>FREQUENCY OF EXPOSURE</u></b></p> <p>Daily</p>	<p><b><u>DURATION OF EXPOSURE</u></b></p> <p>8-hour Shift maximum</p>	
<p><b><u>CONTROL MEASURES ALREADY IN PLACE</u></b></p> <ol style="list-style-type: none"> <li>1. Ensure young person is trained in general safety measures.</li> <li>2. Ensure young person is trained in the use of equipment and cleaning materials.</li> <li>3. Ensure young person receives instruction / information / training in the correct use of Personal Protective Equipment (PPE).</li> <li>4. Ensure a formal training programme is adhered to.</li> <li>5. Ensure young person is closely supervised at all times by an experienced manager/ site supervisor/superior colleague.</li> <li>6. Ensure the correct forms of Personal Protective Equipment are worn when necessary.</li> <li>7. All staff are given a complete induction upon employment, which covers health &amp; safety aspects, sets out job roles and at this point, young persons under 18 are given a letter to give to their parents/legal guardians that must be signed and returned to Go Bananas Colchester Limited Management, to show that the young person's parents have read and understood the job specifications and that they consent to the young person undertaking employment within Go Bananas Colchester Limited</li> </ol>	<p><b><u>EXTENT TO WHICH THEY CONTROL RISK</u></b></p> <ol style="list-style-type: none"> <li>1. Should ensure increased awareness of risks and knowledge of what to do in certain situations during employment.</li> <li>2. Should ensure the ability to operate equipment safely and increase awareness/ recognize the risks involved and knowledge of what to do in certain situations during employment..</li> <li>3. Should ensure that Personal Protective Equipment (PPE) is used and worn correctly.</li> <li>4. Should ensure that knowledge is gained in a structured manner.</li> <li>5. Should ensure that tasks are completed safely and correctly.</li> <li>6. Will protect against any accidents that are likely to occur in the work place.</li> <li>7. Should ensure increased awareness of risks and knowledge of what to do in certain situations during employment as well as awareness of what their specific job role contains. Will ensure that someone who is legally responsible for the young person gives consent and is aware of the terms of the young person's employment.</li> </ol>	
<p><b><u>ADDITIONAL MEASURES REQUIRED</u></b></p> <p>Risk Assessments are needed for specific tasks to be undertaken by the young person</p>	<p><b><u>ACTION BY</u></b></p> <p>Management</p>	<p><b><u>BY WHEN</u></b></p> <p>Immediate and Ongoing</p>
<p><b><u>STATEMENT ON RESIDUAL RISKS</u></b></p> <p>When the detailed control measures in place are adhered to, the risks above should be reduced to an acceptable level.</p>		
<p><b><u>ADDITIONAL REQUIREMENTS FOR VULNERABLE GROUPS</u></b></p> <p>Ensure that physical and mental capabilities are taken into account when allocating work/specific tasks. If required, the young person is to work in close proximity alongside a responsible adult/ delegated staff mentor</p>		
<p><b><u>MONITORING RESULTS</u></b></p> <p>Constant monitoring is required to ensure that the controls remain effective and that the risks are consistently reduced to an acceptable level. Monitoring will also ensure that all tasks are completely to a high standard and that the young person will learn and develop in order to fulfil their job role and the standards expected of them.</p>		
<p><b>ASSESSOR &amp; COMPANY POSITION</b></p> <p>Francis Bailey (Managing Director)</p> <p>Daisy Bailey (Managing Director)</p> <p>Lyla Wherry (Duty Manager) (On Maternity Leave as of February 2019)</p> <p>Angela Taylor (Duty Manager)</p> <p>Margaret Starling (Duty Manager)</p>	<p><b>REVIEW DATE</b> 8/4/20</p>	

## YOUNG PERSONS WORKPLACE RISK ASSESSMENT – NOTES

### Physical Capacity

Work has to be reviewed if requiring repetitive or forceful movements, particularly with awkward posture or insufficient recovery time, as a young person's musculo-skeletal frame may not be fully developed and young persons may be less able to pace themselves if attempting to keep pace with machinery or process lines.

### Psychological Capacity

This involves looking at the critical parts of the job for skill, knowledge, experience and understanding requirements that may be beyond that of a young person, e.g. maintenance and setting up of equipment and machinery. Some equipment is prohibited from use except under direct supervision until the young person is suitably trained and has proven competence.

### Mental Immaturity

This covers inappropriate responses to situations brought about by general lack of awareness of hazards, lack of experience and knowledge, possible lack of or excess of confidence, eagerness to impress or please people around them, misunderstanding instructions, etc.

Taking the above into account, an Employer must not employ young persons in any work which:

- is beyond their physical or psychological capacity.
- exposes them to hazardous substances, including carcinogens, toxic substances or radiation.
- exposes them to a situation where the risk of accidents might not be recognized due to their insufficient attention to safety or lack of experience or training.
- exposes them to risk to their health from excessive cold, heat, noise or vibration.

### Training

Training must be provided in all general safety procedures, not just in the use of machinery and equipment. This may best be provided as part of the induction that should take place at the start of employment and for any new job and should be recorded.

### Supervision

Competent supervision must be provided to ensure that the young person is corrected if undertaking tasks in an unsafe or incorrect manner. The choice of supervisor is vital, as great awareness of the nature of young persons is needed, together with patience. Supervision needs to be close and constant, especially in the first 4-6 weeks and until the young person is considered competent to work safely and correctly. For those tasks where the young person is considered competent, supervision may then become more relaxed.