

Likelihood:Definition

- 1 Extremely unlikely to occur, or has not occurred in > 2 years
 2 Unlikely to occur, or has not occurred in 1 to 2 years
 3 May happen rarely, or has not occurred in a year
 4 Likely to happen occasionally, or has not occurred in a month
 5 Almost certain to happen/happen often, possibly weekly

Severity:Safety Definition / Occupational Health Equivalent

- 1 Minor Injury (first aid) / Undesirable Acute Effects
 2 Lost Time Injury / Reversible Significant Acute Effects
 3 Over 3 Day Injury / Reversible Acute Illness/Condition
 4 Major Injury (Broken bone etc.) / Chronic Illness/Condition
 5 Fatality / Death or Debilitating Chronic Disease

Risk Ratings:Definition

- Low** Action may not be required, or may be a low priority.
Medium Area of uncertainty. Ensure risks are reduced as much as reasonably practicable. Prioritising would include Cost-benefit Analysis.
High Immediate action required. Activity may be too risky to continue without effective risk control. Some high-risk activities may be acceptable after control measures).
Unacceptable Work not permitted.

		Severity					Risk Level	Consequence
Likelihood		1	2	3	4	5	Black (Unacceptable)	Work may not continue until measures have been taken to reduce the risk below a score of 20.
	1	1	2	3	4	5	Red (High)	To be brought to the attention of senior management who shall decide action. Temporary measures may be adopted while long-term solutions are determined/implemented (if work will be repeated).
	2	2	4	6	8	10	Amber (Medium)	For medium (and high) risk, work may continue, but efforts should be made to reduce risk and move it into a lower-scored zone. The higher the risk rating, the more effort should be applied to reduce it, referring to the "hierarchy of risk control".
	3	3	6	9	12	15		
	4	4	8	12	16	20	Green (Low)	No action necessary.
	5	5	10	15	20	25		

When thinking about your risk assessment, remember:

A **hazard** is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer etc;
 The **risk** is the chance, great or small, that someone will be harmed by the hazard.

There are five steps in the risk assessment process:-

1. Identify the hazards.
2. Decide who might be harmed and how.
3. Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or more should be done.
4. Record your findings. A standard format for all risk assessments.
5. Review your assessment from time to time and revise it when necessary. If any significant additional measures are required, review the assessment again when they have been implemented.

Risk No.	Hazard	Risk Description	L	I	R	Existing Control Measures	L	I	R	Additional Actions
1	Internal structure unsafe for use at a venue	Loose nets, structural damage	3	4	12	Structure inspected before/after each booking	1	2	2	Record defects & repairs
2	Children being ill during play sessions	Illness & contamination	3	3	9	Monitoring; removal of sick child; sanitisation	1	2	2	Record sickness incidents
3	Slips, trips and falls (inside bus)	Trips/falls/climbing hazards	4	3	12	No running policy; steps checked; supervision	2	2	4	Add rules signage at bus entrance
4	Cuts, bumps and scrapes from play equipment	Minor bumps/cuts/friction	3	2	6	Padding; equipment checked; first aid kit. Any minor injuries (bumps/scrapes) are recorded in the on-board accident book and reported to the organiser.	1	1	1	Review accident trends
5	Overcrowding on the bus	Too many children inside	4	3	12	Headcount managed; adults counted as 2 spaces	2	2	4	Add capacity signage
6	Access/egress – entrance steps & surrounding area	Step/ground hazards	4	4	16	Entrance checked; non-slip mat; area cleared	2	2	4	Remind organiser re access
7	Vehicle movement on site (arrival & departure)	Vehicle movement hazards	2	5	10	Slow approach; organiser confirms area is clear; banksman used if required. Where visibility is restricted, the organiser may be asked to assist in confirming the area is clear of children and obstacles. The driver retains full responsibility for all vehicle movements.	1	3	3	Arrival/departure reminders
8	Fire / emergency inside bus	Fire/smoke/emergency evacuation	2	5	10	Electrics inspected; clear exit; extinguisher onboard	1	2	2	Annual review of fire safety equipment and extinguisher checks.
9	Electrical equipment (lighting, music, sockets)	Electrical shock/trip hazard	3	4	12	PAT tested; cables protected; restricted access	1	2	2	Keep PAT logs accessible
10	Adverse weather (heat, cold, high winds, ice)	Extreme temperatures/weather	3	4	12	Ventilation/heating; extreme weather policy	2	2	4	Maintain weather guidance
11	Cleaning products	Cleaning products; exposure to chemicals.	1	2	2	All cleaning products are child-safe where possible and stored securely away from children at all times. Any cleaning is completed before the session or away from children.	1	2	2	Update COSHH sheets
12	Safeguarding & child protection	Safeguarding risks	2	5	10	DBS checks; no lone working; The Soft Play Bus is staffed by one host. A responsible adult from the organiser's group must remain at the bus entrance at all times to supervise children entering, exiting and during play. The host may enter the bus from time to time to check on children, support safe play and ensure the environment remains safe, but is never left alone with a single child. Parents/organisers remain responsible for supervising the children and for all toileting needs etc	1	3	3	DBS updated every 3 years
13	Behaviour / aggression towards staff or others	Aggression/behavioural issues	3	4	12	Session can end if unsafe; incident log	2	2	4	Maintain incident log
14	Use of portable generator (if hired as an add-on)	Burns, fire risk, fumes, trip hazards from cables.	3	5	15	Generator only used when hired and set up outside, well-ventilated and away from the bus and public. Hot surfaces kept inaccessible. Fuel kept sealed and stored safely. Cables covered or routed away from walkways to prevent trips. Staff handle, start or refuel the generator. Generator positioned on stable, flat ground, Generator placed away from public. Ventilated. Cables protected. Fuel stored safely. Generator weighs approx. 24kg. Staff do not manually lift the generator. Customers may voluntarily assist only if they feel physically able. If no one can assist moving the generator into position, we will not be able to use it	1	3	3	Review generator handling procedure annually