

# Work Task List

Company: BCLC	Department: Youth and Children's /Buzz	Location: Main Hall
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Location	People	Equipment	Activities
Main Hall	Staff	Tables, Chairs,	Messy Play
	Volunteers	Paint , paper, crayons, chalk, glue, glue stick	
	Visitors	Water, jelly	
	Children	Fish bubble lamp, fibreoptic light, glow sticks, moving image light lamp, silk aterial, rain sticks, furry gloves	Sensory Tent
		Slide, soft mats, soft play shapes	Soft Play/slide
		Kitchen, toy food, dress up clothes, table, chairs	Role Play
		Book case, books, soft sofas, cushions, blankets	Reading Corner
		Soft mat, sponge blocks, plastic road, cars	Construction/small world
		Large foam road sections, ride on cars	Play road
		Sand pit, bucket, sand,	Sand crafting
		Tables, chairs, hot and cold drinks, food ( purchased form Oasis coffee shop)	Eating area
	Invited Guest		Invited Guest <i>one will be done on the day</i>

## Hazard Checklist

Company: BCLC		Department: Youth and Children's/Buzz		Location: Main Hall	
Work Activity	Description of the hazard	Number and occupation of people affected	Risk assessment recommended		
Messy Play	Swallowing/choking On jelly	Up to 40	yes		
Messy Play	Tripping over chair/table legs	Visitor's, Volunteer's, Staff and children/young people Max number: 40	yes		
Messy Play	Shape Pencil	Visitor's, Volunteer's, Staff and children/young people Max number: 40	yes		
Messy Play	pens	Visitor's, Volunteer's, Staff and children/young people Max number: 40	yes		
Messy Play	Scissors	Visitor's, Volunteer's, Staff and children/young people Max number: 40	Yes		
Messy Play	paper	Visitor's, Volunteer's, Staff and children/young people Max number: 40	Yes		
Messy Play	Paints	Visitor's, Volunteer's, Staff and children/young people Max number: 40	Yes		
Messy Play	glue	Visitor's, Volunteer's, Staff and children/young people Max number: 40	Yes		
Messy Play	stencils	Visitor's, Volunteer's, Staff and children/young people Max number: 40	Yes		
Messy Play	wool	Visitor's, Volunteer's, Staff and children/young people Max number: 40	Yes		

Messy Play	Crayon's	Visitor's, Volunteer's, Staff and children/young people Max number: 40	Yes
Messy Play	Chalk	Visitor's, Volunteer's, Staff and children/young people Max number: 40	Yes
Sensory tent	Sensory light's with electrical cables, Bubble Fish tube with electrical cable, Glow stick's, Glowing plastic string's, Plastic filled with liquid number's, silk blankets, sensory tent, sensory tent's cover's and frame	Max of 10	Yes
Sand pit	Sand pit frame legs, sand, buckets and spades, plastic sheet underneath frame.	Max of 5	yes
Children's Kitchen/role play	Kitchen equipment fallen onto the floor, open and closing door's on kitchen, climbing on the frame	Max of 10	yes
Reading Corner	Books falling, bookshelf, sofa, blankets, teddies and puppets.	Max of 40	yes
Constriction area	Building block's (soft and hard), soft mat,	Max of 20	yes
Play road	Toy car's, road mats, push along buggies	Max of 20	yes
Eating area	Table's/chair's, choking on food, food allergies, slip's on spilt drink's/food that as fallen onto the floor.	Max of 50	
High chair's	Falling out, cleaning, catching fingers in clip	Max of 8 in chairs	yes

Risk assessment form

Company: BCLC		Department: Youth and Children's/Buzz		Location: Main Hall		
Work activity	Hazard, hazardous event and expected consequence	People affected	Assessment of risk			Are risk controls required?
			Likelihood level	Consequence level	Risk level	
Messy Play	Swallowing/choking On jelly	Up to 40	1	5	5	<b>Yes</b> , parents know child's food allies, this will be supervised at all time
Messy Play	Tripping over table/chair leg's, causing head injuries and bumps and cuts	Up to 40	2	4	8	YES, no running around the area where the table and chairs are
Messy Play	Pencil on the floor, causing people to slip/trip. Which could lead head injury, bumps and burses	Up to 40	2	4	8	Yes, a watch full eye to be kept on the being any pencils falling on the floor
Messy Play	Users, chewing/eating pencil, which could lead choking	Up to 40	1	4	4	Yes,
Messy Play	Shape pencils piercing users skin Which could led to and open wounds	Up to 40	1	4	4	yes
Messy Play	Shape pencils being stabbed into somebody's body, cursing open cut's/wounds	Up to 40	1	5	5	Yes
Messy Play	Children's colouring Pen's/lid's are left on the floor causing slips and trips	Up to 40	1	4	4	Yes
Messy Play	Children's colouring Pen's being chewed, could make the pen leek and lead to ink poisoning.	Up to 40	1	4	4	Yes
Messy Play	Children's scissor's that have fallen onto the floor, could cause trips or slip's	Up to 40	1	4	4	Yes
Messy Play	Scissor's cutting through flesh, would cause open cut's/wound's	Up to 40	1	3	3	Yes
Messy Play	Scissor's being stab into somebody's body would curse open wound's	Up to 40	1	5	5	yes

Messy Play	Paper that has fallen onto the floor could cause slips	Up to 40	2	4	8	Yes
Messy Play	Paper cuts, causing open cut.	Up to 40	1	3	3	Yes
Messy Play	Paint falls onto the floor and causing slip's	Up to 40	1	4	4	Yes
Messy Play	Uses eating paint, could lead to upset stomach and not feeling very well	Up to 40	1	3	3	Yes
Messy Play	Paint getting onto skin and causing irritation's (rashes)	Up to 40	1	3	3	Yes
Messy Play	Paint getting into eyes and causing irritation	Up to 40	1	3	3	yes
Messy Play	Glue stick's being consumed could cause sickness	Up to 40	1	3	3	Yes
Messy Play	Glue stick's that have fallen on the floor could cause trip's/falls	Up to 40	1	4	4	Yes
Messy Play	Stencils that have fallen onto the floor could trips.	Up to 40	1	4	4	Yes
Messy Play	Wool that is loose on the floor could cause trip.	Up to 40	1	4	4	Yes
Messy Play	Crayons being chewed on could cause user to choke. If the crayon breaks	Up to 40	1	5	5	Yes
Messy Play	Crayon's that have fallen onto the floor could cause trip's	Up to 40	1	4	4	Yes
Messy Play	Chalk that has that has fallen onto the floor could cause trip's	Up to 40	1	4	4	Yes
Sensory Tent	Moving image light- Participant tripping over it, causing head injury, bumps and burses.	Up to 40	2	4	8	Yes. Parents asked to make sure their child is using the for the equipment of what it was made for staff to over see
Sensory Tent	Moving image light- Electric wire left loose causing participants to trip.	Up to 40	1	4	4	Yes

	Leading to head injuries, bump's or burses					
Sensory Tent	Moving image light- Water being spilt on wires/the light, causing electric shock.	Up to 40	1	5	5	Yes
Sensory tent	Fibrotic Light- Participant tripping over Light, causing head injury, bumps and burses.	Up to 40	2	4	8	Yes
Sensory Tent	Fibrotic Light- Electric wire left loose causing participants to trip. Leading to head injuries, bump's or burses	Up to 40				Yes
Sensory Tent	Fibrotic Light-Water being spilt on wires/the light, causing electric shock.	Up to 40	1	5	5	Yes
Sensory Tent	Bubble tube fish tank- Participant tripping over object, causing head injury, bumps and burses.	Up to 40	2	4	8	Yes
Sensory Tent	Bubble tube fish tank- Water being spilt on wires/the light, causing electric shock.	Up to 40	1	5	5	Yes
Sensory Tent	Bubble tube fish tank- participant leaning on/pushing over the bubble tube fish tank, causing the water to pour out with could cause slips. Leading to head injuries, bump and burses.	Up to 40	2	4	8	Yes
Sensory Tent	Bubble tube fish tank- Participant leaning on/pushing over the bubble tube fish tank, causing the water to pour out onto any electrical equipment, causing electric shock.	Up to 40	1	5	5	Yes
Sensory tent	Bubble tube fish tank- Participant leaning on/pushing over the bubble	Up to 40	2	4	8	Yes

	tube fish tank, causing it to fall onto other participant's, causing head injuries, bumps and bruises.					
Sensory Tent	Plastic glow strings, could cause the participant to trip. Head injuries bumps and buses.	Up to 40	2	4	8	Yes
Sensory Tent	Participant's using Plastic glow to hit other participants with. This would cause wipe lash mark's, eye injuries	Up to 40	1	4	4	Yes
Sensory tent	Participant's chewing on plastic glow strings could lead to choking	Up to 40	1	5	5	Yes
Sensory Tent (Plastic glow string)	Participants, getting it caught around their neck causing the person to, pass out, Loss breath	Up to 40	1	5	5	Yes
Sensory Tent (plastic number's filled with liquid)	Participant trip/slipping over when numbers are on the floor, causing head injuries, bump's or burses	Up to 40	1	4	4	Yes
Sensory Tent (plastic number's filled with liquid)	Participant chawing on object and causing the liquid to spill causing slips, head injuries, bumps and bruises.	Up to 40	1	4	4	Yes
Sensory Tent (plastic number's filled with liquid)	Participant chawing on object and causing the participant to swallow some of the liquid, causing Sickness/illness	Up to 40	1	4	4	Yes
Sensory Tent (plastic number's filled with liquid)	Participant throwing at other people would cause eye injuries and cut's	Up to 40	1	4	4	Yes
Sensory Tent Silk blanket's	Participant tripping over blankets, causing head injuries, bumps and burses	Up to 40	1	4	4	Yes
Sensory Tent Silk Blanket's	Participant getting blanket caught/tied around their neck causing	Up to 40	1	5	5	Yes

	them to pass out, loss of breath					
Sensory Tent	Participants tripping over frame legs, causing head injuries, bumps and bruises.	Up to 40	2	4	8	Yes
Sensory tent	Sensory tent frame collapsing, causing participants inside the tent, head injuries, bumps and bruises	Up to 40	1	4	4	Yes
Children's Kitchen/Role play	Participants tripping over frame, causing head injuries, bumps and bruises.	Up to 40	2	4	8	Yes. Parents asked to make sure their child is using the for the equipment of what it was made for staff to over see
Children's Kitchen/Role play	Participants tripping/slipping over kitchen equipment (plastic food and plastic kitchen appliances, causing head injuries, bump's or bruises.	Up to 40	2	4	8	Yes
Play road	Participant's tripping over equipment, causing head injuries, bumps and bruises	Up to 40	2	4	8	Yes Parents asked to make sure their child is using the for the equipment of what it was made for staff to over see
Play road	Participants throwing equipment at each other, causing head and eye injuries.	Up to 40	2	4	8	Yes
Soft Play	Participant's tripping over, soft play equipment. Causing head injuries bumps or bruises	Up to 40	2	4	8	Yes
Soft play	Participants chawing on soft play cushion zips. Damaging teeth, zip breaking off and choking.	Up to 40	1	5	5	Yes
Eating area	Participant's tripping over table legs. Head injuries bump and bruises.	Up to 40	2	4	8	Yes
Eating area	Participant's tripping over chair legs. Head injuries bump and bruises.	Up to 40	2	4	8	Yes



Eating area	Participant's fallen of chairs. Head injuries bump and bruises.	Up to 40	2	4	8	Yes
Eating area	Participant's climbing onto tables and falling off. Head injuries bump and bruises.	Up to 40	1	4	4	Yes
Eating area	Participant choke on something there are eating.	Up to 40	1	5	5	Yes
Eating area	Participant spill hot beverages onto themselves or anyone around them. Server burn marks	Up to 40	1	4	4	Yes
Eating area	Participants slip on any liquid/food that has spilt/dropped onto the floor. Head injuries bump and bruises.	Up to 40	2	4	4	Yes
Eating area	Participants, have an allergic reaction to something they have eaten/drink.	Up to 40	1	5	5	Yes
Eating area	Children falling of high chairs. Head injuries bump and bruises.	Up to 40	1	4	4	Yes
Eating area	Participant's tripping over high chairs. Head injuries bump and bruises.	Up to 40	2	4	8	Yes
Sand craft	Sand getting in eyes					
Sand craft	Sand on the floor					
Sand craft	Buckets and sand craft shapes					

Date:	Review period:	date of next review:
Assessors name:	Position:	signature: