

## CHILDREN'S SERVICES RISK ASSESSMENT TEMPLATE FORM RATF-001

## Activities Using Swings

To be completed using: Children's Services Safety Guidance Procedure SGP 01/07 (Risk Assessment)

<b>Location / Site</b>	Purbrook Infant School
<b>Activity / Procedure</b>	Swings, trapeze, ropes.
<b>Assessment date</b>	01/10/18
<b>Assessment serial number</b>	Insert local serial/identification number for future reference

<b>Identify hazards</b>	Record all hazards that could cause harm or injury – add appropriate detail about the type and location of hazards
<b><u>Off the ground</u></b>	<ul style="list-style-type: none"> <li>Falling from the swing/trapeze/rope.</li> </ul>
<b><u>Rope breaking</u></b>	<ul style="list-style-type: none"> <li>Falling from the swing/trapeze/rope.</li> </ul>
<b><u>Branch/attachment breaking</u></b>	<ul style="list-style-type: none"> <li>Falling from the swing/trapeze/rope.</li> </ul>
<b><u>Bumping/collision</u></b>	<ul style="list-style-type: none"> <li>Swinging into other children whilst using.</li> </ul>
<b><u>Rope friction injury</u></b>	<ul style="list-style-type: none"> <li>Rope burn</li> <li>Splinters</li> </ul>
<b><u>Visibility of swing/trapeze/rope</u></b>	<ul style="list-style-type: none"> <li>Bumping head</li> <li>Tripping</li> </ul>

<b>Identify people at risk</b>	Circle boxes where persons may be affected by hazards
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**CHILDREN'S SERVICES HEALTH & SAFETY**

<b>Employees</b>	<b>YES</b>	<b>NO</b>
<b>Visitors</b>	<b>YES</b>	<b>NO</b>
<b>Contractors</b>	<b>YES</b>	<b>NO</b>
<b>Vulnerable persons</b>	<b>YES</b>	<b>NO</b>
<b>Pupils</b>	<b>YES</b>	<b>NO</b>

<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<p><b><u>Off the ground</u></b></p> <ul style="list-style-type: none"> <li>• When setting up make sure that the height of the swing/trapeze/rope is appropriate for the size of the child that is using it. They should be able reach it or get on and off without needing to be lifted or stand on anything.</li> <li>• Wear sensible shoes and outdoor clothing.</li> <li>• Drop zone will be clear of any hard or sharp objects.</li> <li>• Area around the swing/trapeze/rope to be kept trimmed back and free of growth.</li> </ul>			
<p><b><u>Rope breaking</u></b></p> <ul style="list-style-type: none"> <li>• Rope to be used will be fully checked by the Forest School Leader before use and when putting away-replace if showing signs of wear.</li> <li>• Only the Forest School Leader will set up the swing/trapeze/rope using appropriate knots.</li> <li>• The Forest School Leader will check that the rope is secure during use.</li> <li>• Only one child at a time to use the swing/trapeze/rope.</li> </ul>			
<p><b><u>Branch/attachment breaking</u></b></p> <ul style="list-style-type: none"> <li>• The Forest School Leader will identify a suitable branch or attachment for holding weight.</li> <li>• The branch or attachment will be checked before use.</li> <li>• The wooden seat/trapeze will be checked before use and replaced if showing signs of wear.</li> <li>• Only one child at a time to use the swing/trapeze/rope.</li> </ul>			
<p><b><u>Bumping/collision</u></b></p> <ul style="list-style-type: none"> <li>• Only one child to use the swing/trapeze/rope at a time.</li> <li>• If children are waiting they are to stand to one side-4 children at this activity with 1 adult at a time.</li> </ul>			

**CHILDREN'S SERVICES HEALTH & SAFETY**

- Children should swing within their own capabilities and not so that the swing/trapeze/rope is at an extreme angle.
- All participants of the session should be made aware that the area is being used for swinging and understand that they cannot play in the drop zone or walk through.

**Rope friction injury**

- Users should not slide their weight down the rope.
- Ropes should be kept in good condition and checked prior to use.
- If holding a wooden bar (trapeze) the bar should be checked for rough edges, cracks and splinters.

**Visibility of swing/trapeze/rope**

- Ropes should be clearly visible.
- Loose ends of rope will be tied up and placed out of the way.
- No ropes should be across the ground unless brightly marked.
- Participants in the session will be made aware of where the activity is taking place and where the drop zone area is.
- Participants will be made aware that they must not tamper with the ropes.

<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Assessor's comments</b>	Insert comments relevant to findings as appropriate

<b>Name of assessor</b>	<b>Signature of assessor</b>	<b>Date</b>
Lucy Rolfe		02/10/18

<b>Manager's comments</b>	Insert comments relevant to assessment as appropriate

<b>Name of manager</b>	<b>Signature of manager</b>	<b>Date</b>
Lara Jelliff		02/10/18

CHILDREN'S SERVICES HEALTH & SAFETY

<b>Risk assessment reviews</b>	Set future review dates & sign/comment upon completion
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<b>Review date</b>	<b>Reviewed by</b>	<b>Reviewer signature</b>	<b>Remarks</b>
12/09/19	Lucy Rolfe		
10/11/20	Lucy Rolfe		
13/09/21	Lucy Rolfe		
30/09/22	Lucy Rolfe		