

# LRI Children's Hospital

## UHL Children's Hospital Play Roof Guidelines

Staff relevant to:	Play Specialists, Nurses, Health Care Assistants, Nursing Associates, Medical staff, Physiotherapists, Occupational Therapists, Hospital School Staff and other Allied Health Professionals within UHL Children's Hospital.
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Author: Reviewed by:	E Phillips, C Davda E Phillips, C Davda
Trust Ref:	C44/2019

### **1. Introduction and Who Guideline applies to**

This guideline has been developed to enable the children and young people who are being cared for by the Children's Hospital to safely and appropriately utilise the outside rooftop play area. Having access to the outdoors supports children and young people's holistic development and aids recovery.

This document is intended to provide guidance and information for all health professionals working within the Children's Hospital.

**Related documents:**

- [Toys and Meaningful Activities Decontamination UHL Guideline](#) UHL Trust Ref: B41/2006
- [Fire Safety UHL Policy](#) UHL Trust Ref: A7/2002

### **2. Guideline Standards and Procedures**

- The play roof is available for use by any member of the Children's Hospital staff to support patients and their families wishing to utilise the outdoor area. That staff member will be responsible for checking the area and ensuring that

the daily safety check list and register have been completed. (For documents see appendix 1 & 2)

- Play roof can be accessed daily (including weekends) providing a daily safety check has been completed (see appendix 1) by the first member of staff accessing the play roof. The play roof must not be used if the condition of any of the equipment or environment is considered unsafe/faulty.
- Any health and safety issues must be reported immediately to the play co-ordinator via telephone ext. 17549 and estates ext. 17888.
- Keys to play roof doors can be accessed in ward 10 and ward 14 key cupboard.
- Both access doors (on ward 10 and ward 14) must remain unlocked at all times for safety reasons. This access is used as a fire exit.
- Please use ward 10 or ward 14 to access to the play roof area, being mindful of disruption and Infection Prevention regulations.
- Any child or young person nursed in isolation due to infection must not access the play roof.
- Play roof only to be used by Children's Hospital patients, their siblings and families, accompanied by a member of children's hospital staff at all times.
- Ratio for adults to children must be assessed individually based on each patient's dependency. Prior to any group activity or event exceeding 15 people, a risk assessment (see appendix 3) must be carried out by the member of children's Hospital Staff arranging the activity (Copies will be kept in folder, located in conservatory and accessible on INsite)
- Permission from nursing or medical staff to leave wards based on individual dependency and needs prior to accessing play roof must always be obtained. This must be clearly stated next to patients name on the Patient Status at a Glance board, and documented clearly in the patient's medical notes, stating who gave consent.
- No medical intervention to take place on play roof unless discussed with senior nurse or doctor.
- All persons accessing the play roof must be signed in and out of the play roof register which will be situated in a folder in the conservatory.
- Play roof must be reserved for exclusive use for any patient who is immuno-compromised. (Please communicate this to the wider play team).
- All equipment must be stored inside conservatory when not in use.

- All toys and equipment must be cleaned in accordance with toy washing policy after each patient use and documented on appropriate chart, this is located in conservatory.
- During days when it is hot and sunny, sunscreen and sunhats must be worn by any child or young person accessing the play roof. These can be patients own or provided by the hospital if necessary, documentation in patient's notes must be completed to reflect this. If consent is not given for sun cream/sunhats access to the play roof will be declined at that time.
- All members of children's hospital staff accessing the play roof must make themselves aware and familiar with the UHL fire procedure/summoning emergency assistance, and location of telephone (ext 17799) in conservatory before use.
- No food or drink allowed on play roof without authorisation (due to nil by mouth restrictions)
- Strictly no smoking (including e-cigarettes) or alcohol at any time.

### **3. Education and Training**

No new or additional training is required to implement this guideline.

### **4. Monitoring Compliance**

<b>What will be measured to monitor compliance</b>	<b>How will compliance be monitored</b>	<b>Monitoring Lead</b>	<b>Frequency</b>	<b>Reporting arrangements</b>
Completion of daily check sheet	Audit of check sheet records compared to play roof activity register	Play specialists	Monthly	Play team co-ordinator
Completion of risk assessment for each child	Audit of risk assessment forms compared to play roof register	Play specialists	Monthly	Play team co-ordinator

### **5. Supporting References**

[Toys and Meaningful Activities Decontamination UHL Guideline](#) UHL Trust Ref: B41/2006  
[Fire Safety UHL Policy](#) UHL Trust Ref: A7/2002

## **6. Key Words**

Play Roof, Play Specialist

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**The Trust recognises the diversity of the local community it serves. Our aim therefore is to provide a safe environment free from discrimination and treat all individuals fairly with dignity and appropriately according to their needs. As part of its development, this policy and its impact on equality have been reviewed and no detriment was identified.**

<b>CONTACT AND REVIEW DETAILS</b>	
<b>Guideline Lead (Name and Title)</b> E Phillips – Play specialist C Davda – Senior play specialist	<b>Executive Lead</b> Chief Nurse
<b>Details of Changes made during review:</b> Both access doors (on ward 10 and ward 14) must remain unlocked at all times for safety reasons. This access is used as a fire exit – previously stated lock after use. All toys and equipment must be cleaned in accordance with toy washing policy after each patient use. – added after each patient use Play roof must be reserved for exclusive use for any patient who is immuno-compromised. (Please communicate this to the wider play team) – removed use white board for communicating this. Updated extension numbers and related documents Play roof register updated	

Appendix 1.



**PLAY ROOF DAILY CHECKLIST**

**Date** \_\_\_\_\_

**Checked by** \_\_\_\_\_

<b>ENVIRONMENT, EQUIPMENT OR RESOURCE</b>	<b>SAFE</b>	<b>UNSAFE/ FAULTY</b>	<b>COMMENTS</b>
Perimeter Fence And Panels			
Access Gates Locked & Secure			
Static Equipment			
Floor Surface			
Conservatory Interior			
Phone Working			
Play Equipment			

**ADDITIONAL COMMENTS –**

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Appendix 2.

## PLAY ROOF REGISTER

**Please ensure all children and accompanying adults are booked in  
and out for fire regulations.**

DATE	NAME OF PATIENT	WARD OR AREA	ACCOMPANYING ADULTS	ENTRY TIME	EXIT TIME

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### GENERAL HEALTH and SAFETY RISK ASSESSMENT FORM

<b>Title of Risk assessment</b>	
<b>CMG/Corporate Directorate</b>	
<b>Speciality</b>	
<b>Department/Section</b>	
<b>Activity Location</b>	
<b>Work Activity</b>	
<b>Persons affected</b>	
<b>Manager</b>	
<b>Overall risk rating</b>	<span style="color: green; font-weight: bold;">LOW</span> <span style="margin-left: 100px; color: orange; font-weight: bold;">MEDIUM</span> <span style="margin-left: 100px; color: red; font-weight: bold;">HIGH</span>
<b>Date of Assessment</b>	

### GENERAL HEALTH and SAFETY RISK ASSESSMENT FORM

No	What are the Hazards?	Who might be harmed <u>and</u> how?	What are the existing control measures?	Risk (S x L = R)	What further action is necessary to reduce the risk

<b>Name of Assessor:</b>	<b>Signature:</b>	<b>Date:</b>
<b>I accept that this is a suitable and sufficient assessment of the hazards and risks within this activity and that the remedial actions will be implemented as detailed below.</b>		
<b>Manager's Name:</b>	<b>Signature:</b>	<b>Date:</b>



**GENERAL HEALTH and SAFETY RISK ASSESSMENT FORM**
**ACTION LIST**

No	What further action is necessary to reduce the risk?	Action by whom?	Date for completion	Date completed	Target Rating
1					
2					
3					
4					
4					

REVIEW:	NEXT REVIEW DATE	REVIEWED BY	SIGNATURE	DATE

**All actions have now been completed to reduce the risks listed above. I consider that any residual risk falls within acceptable/tolerable levels:**

<b>Manager's Name:</b>	<b>Signature:</b>	<b>Date:</b>
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