



BLUE DUO EVENTS

SOFT PLAY RISK ASSESSMENT

Soft play, Wheelybugs & Didicars

A practical control document for the safe delivery, setup, supervision, cleaning and removal of soft-play equipment and non-powered ride-on toys.

DOCUMENT CONTROL

OWNER

Blue Duo Events

PREPARED BY

Matt Morton, Co-Owner

VERSION

1.0 | 04 Aug 2026

REVIEW

Aug 2027

01 Purpose, scope & use

A general baseline - every booking still requires a site-specific dynamic assessment



What this covers

Transport, siting, floor protection, assembly, soft-play use, ball-pool use, Wheelybugs, Dedicars, supervision, hygiene, emergencies and pack-down.



Who may be harmed

Children, supervisors, installers, customers, venue staff and members of the public - including people with additional needs or reduced mobility.



CONTROL PRINCIPLE

Use only on a clean, dry, level floor in a controlled area. Separate ride-ons from soft play and pedestrians. If equipment, spacing or supervision is unsuitable, do not open or stop use.

02 Roles & competence



Controller / duty holder

Maintains equipment records, instructions, inspection and cleaning arrangements, suitable insurance, trained staff and a site-specific assessment.



Installer

Confirms floor condition, layout, barriers, clearances, equipment integrity and segregated ride-on route; records checks before handover.



Operator / attendant

Maintains constant active supervision, enforces age, size and behaviour rules, controls ride-on traffic and stops unsafe use.



Customer / venue

Provides accurate site information, protects the setup, follows hire conditions and does not move equipment or admit users outside agreed limits.

03 5 × 5 risk matrix

Risk = likelihood × severity. Record the residual score after controls are in place.

		1	2	3	4	5	Likelihood 1 Rare 2 Unlikely 3 Possible 4 Likely 5 Almost certain Severity 1 Insignificant 2 Minor injury 3 Medical treatment 4 Major injury 5 Fatal / multiple serious
LIKELIHOOD ↑	5	5 MED	10 HIGH	15 HIGH	20 STOP	25 STOP	
	4	4 LOW	8 MED	12 HIGH	16 STOP	20 STOP	
	3	3 LOW	6 MED	9 MED	12 HIGH	15 HIGH	
	2	2 LOW	4 LOW	6 MED	8 MED	10 HIGH	
	1	1 LOW	2 LOW	3 LOW	4 LOW	5 MED	
		SEVERITY →					

DECISION RULE 1-4 proceed and monitor | 5-9 improve where practicable | 10-15 senior review before work | 16-25 STOP

04 Before leaving base

- Confirm the booked inventory, user age range, venue dimensions, access route, floor type, operating period and supervision arrangements.
- Inspect foam shapes, covers, seams, bases, ball pool, balls, mats and connectors. Check Wheelybug handles/castors/bolts and Didicar steering, seat, wheels, fasteners and safety wheels; quarantine defects.
- Pack clean floor mats, barriers, signs, cleaning materials, equipment checklist, handling aids and suitable containers that prevent damage or contamination in transit.
- Confirm competent crew and safe loading. Verify emergency contact, first-aid arrangements, fire exits, venue restrictions and whether the floor needs protection or a test for wheel marking.

05 Site survey & safe setup

01

CONTROL THE AREA

Keep children and customers clear during unloading and setup. Maintain unobstructed fire exits, doors, venue routes and emergency access.

02

CHECK THE FLOOR

Use a clean, dry, smooth, level floor free from steps, slopes, water, debris, sharp edges and fragile fixtures. Confirm floor loading and protection needs with the venue.

03

LAY THE PLAY ZONE

Install clean, flat, slip-resistant mats beneath the complete soft-play area. Close gaps, secure edges and keep hard furniture, walls, radiators and glass outside the fall/clearance zone.

04

ASSEMBLE & CONTAIN

Build the ball pool and shapes as intended. Place heavier pieces low, prevent unstable stacking and use barriers/signs to define entrances, exits and the supervision position.

05

SEGREGATE RIDE-ONS

Create a separate one-way or controlled ride-on route on a smooth, level, dry surface. Keep clear of soft play, queues, doors, steps, slopes, tables and pedestrian pinch points.

06

TEST BEFORE OPENING

Count and inspect all items. Roll each Wheelybug and Didicar slowly through the route; confirm steering, castors, fasteners, stopping space, visibility and that wheels do not mark the floor.

06 Pre-use acceptance check

☐ Inventory and condition recorded☐ Mats flat; edges and gaps controlled☐ Shapes stable; no exposed hard parts☐ Wheelybug handles/castors/bolts secure☐ Floor dry, level and suitable for wheels☐ Age/size rules and signage displayed☐ Instructions and limits available☐ Ball pool secure; balls clean and contained☐ Ride-on route physically separated☐ Didicar steering/wheels/fasteners secure☐ Clearances and stopping space adequate☐ Emergency route and communications ready

07 Safe soft-play operation

- One suitably briefed adult provides constant, active supervision. Add supervisors where the layout, number of children, mixed ages or additional needs make one person insufficient.
- Apply the agreed capacity and age/size range. Separate babies and toddlers from larger or more energetic children and from all ride-on traffic.
- Shoes off in the padded soft-play zone; socks remain on. Empty pockets and remove sharp items, jewellery or accessories likely to injure users or damage equipment.
- No food, drink, chewing gum, face paint, pens, pets or outdoor toys in the play area. Stop use for sickness, bodily-fluid contamination or unsafe wet/slippery surfaces.
- No throwing balls or foam shapes, diving into the ball pool, climbing barriers, building unstable towers, rough play, pushing or carrying children on equipment.
- Keep balls within the enclosure and remove stray balls immediately from floors and ride-on routes. Maintain a clear entrance, exit and supervisor sightline.
- Recheck mat edges, gaps, barriers, foam shapes, ball containment and equipment condition throughout the session and after any collision, spill or rearrangement.

08 Wheelybugs & Didicars



Wheelybug rules

Use on smooth, level, dry floors. Suitable size for the child; recommended rider limit 25 kg. One seated rider, shoes on, both feet near the floor; never stand, tow or use as a walking aid.



Didicar rules

Genuine Didicar: age 3+ and maximum 120 kg. One seated rider facing forward with feet on footrests. No pushing, towing, racing, deliberate collisions or use on slopes/steps.

RIDE-ON CHECK LOG - suggested minimum

TIME	ROUTE / FLOOR	WHEELYBUGS	DIDICARS	INITIALS

Record before opening and after any impact, spill, wheel jam, loose fastener, floor marking or route change. Remove defective toys immediately and do not improvise repairs.

09 Emergency actions

COLLISION / FALL

Stop all play and ride-ons. Prevent further movement, assess the casualty, give first aid within competence and call 999 for serious injury. Preserve the area and record witnesses.

CHOKING / MISSING ITEM

Stop play, raise the alarm and follow first-aid training. Call 999 for airway obstruction. Quarantine the area and account for balls, detachable parts and damaged equipment.

ILLNESS / CONTAMINATION

Close and isolate the affected zone. Use appropriate PPE and bodily-fluid cleaning procedure; bag waste safely. Do not reopen until surfaces are cleaned, disinfected and dry.

FIRE / EVACUATION

Stop play, direct children and adults to the venue assembly point, leave equipment and do not delay for belongings. Call 999 and account for the group.

EQUIPMENT / FLOOR FAILURE

Stop use and quarantine any torn foam, exposed core, loose wheel/handle/fastener, steering fault, unstable barrier, wet floor or damaged mat. Release only after competent repair and repeat checks.

10 Pack-down, cleaning & transport

- Close the play and ride-on areas and prevent re-entry. Account for all children before dismantling or moving equipment.
- Collect and count loose balls and small items first. Use containers that prevent spillage; keep balls off pedestrian routes during pack-down.
- Clean and dry foam shapes, mats, ball pool, balls, Wheelybugs and Didicars using compatible products. Follow the manufacturer's instructions for fabric-covered Wheelybugs.
- Inspect covers, seams, foam, mat edges, connectors, handles, castors, wheels, steering and fasteners. Photograph and quarantine defects or contamination.
- Use team handling and trolleys for bulky stacks. Do not overload bags or create unstable loads; keep the route and fire exits clear.
- Protect equipment from crushing, sharp items, moisture and dirt in transit. Complete the inventory and cleaning record before the next hire.

11 Risk register - key hazards

HAZARD / EVENT	PEOPLE	CORE CONTROLS	I	R
Manual handling / crush	Installers	Team lift bulky mats/pools, use trolley and route plan; keep stacks stable.	12	4
Vehicle movement / unloading	Crew, public	Segregated unloading zone, banksman where needed and controlled access.	15	5
Unsuitable floor / nearby hazards	Users, public	Dry, smooth, level floor; clear steps, slopes, water, glass, heat and hard furniture.	20	5
Mat gaps / displaced equipment	Users	Full floor coverage, closed joints, secured edges and regular layout checks.	16	4
Falls / unstable stacking	Users	Age-appropriate layout; heavy pieces low; no towers, barriers or rough play.	16	6
Ball pool diving / entrapment	Children	Depth/capacity control, no diving or buried children; active supervision.	16	6
Stray balls / trips	All persons	Contained pool, immediate retrieval and clear entrances, exits and ride-on route.	12	4
Mixed ages / collision	Children	Separate babies/toddlers and energetic users; capacity and behaviour control.	16	6
Ride-on / pedestrian collision	Users, public	Segregated controlled route, one rider per toy, speed and direction rules.	20	6
Wheelybug tip / defect	Children	25 kg limit; correct size; smooth floor; both feet low; handle/castor/bolt checks.	15	5
Didicar collision / overturn	Users	Age 3+, max 120 kg; flat route; seated forward; no slopes, racing, pushing or towing.	20	6
Pinch / loose or small part	Children	Pre-use fastener and component check; immediate quarantine and item accounting.	15	5
Floor marking / property damage	Venue	Test surface, agree protection, clean wheels and stop if marking or damage occurs.	9	3
Unsupervised access	Children	Constant attendance, defined boundaries and prompt closure/pack-down.	15	3
Infection / contamination	Users, crew	Cleaning regime, hand hygiene, illness exclusion and bodily-fluid procedure.	12	4

12 Site-specific dynamic assessment

Complete before opening and whenever circumstances change

BOOKING / VENUE / DATE

EQUIPMENT SET / INVENTORY REVISION

FLOOR, ACCESS AND PROTECTION

SOFT-PLAY CAPACITY / AGE RANGE

USER GROUP / ACCESSIBILITY NEEDS

STAFFING AND SUPERVISION PLAN

RIDE-ON ROUTE AND OPERATING LIMITS

EMERGENCY ACCESS / ASSEMBLY POINT

ADDITIONAL HAZARDS AND CONTROLS

AUTHORISATION TO OPEN

HANDOVER / AUTHORISATION

I confirm the equipment and site controls have been checked, recorded and explained. The inflatable may open only while all stated conditions remain satisfied.

Name / signature: _____ Date/time: _____ Operator: _____

13 Reference & review

- Blue Duo equipment inventory, cleaning records, hire agreement, manufacturer instructions and venue/site-specific information.
- Wheelybug guidance: correct size, smooth level dry floor, one rider, adult supervision and recommended maximum rider weight of 25 kg.
- Didicar guidance: genuine Didicar, age 3+, maximum rider weight 120 kg, adult assembly and smooth, flat operating surface.
- Review annually, after an incident or near miss, equipment/instruction change, significant guidance change, or when experience shows controls are ineffective.