



Farmington City Parks, Recreation, & Trails Department:
The Play-Well TEKnologies Lego Camp Program
Risk Management Plan
2016: Version 1

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Risk Management Officer

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PRT 3520

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1.0 Philosophy/Policy Statements

1.1 Our Philosophy: Farmington City Parks & Rec Department

This Risk Management Plan (RMP), is set to protect the the Parks and Recreation department of Farmington City while they implement the Play-Well Lego Summer Camp to children ages 5-12. Play-Well's certified instructors/assistants and Farmington's Parks and Rec staff/volunteers will be able to provide the highest level of service with qualified instructors and safety-ready staff to provide the highest standard of care possible for the youth of Davis County, Utah. We are committed to protect the children not only from physical harm and ourselves from future liabilities but to also protect the children from emotional harm by creating a safe space for mental development as the qualified instructors enable a supportive, nurturing, fun, and educational environment that spins failure as a step on the way to success while teaching open communication and relationship development between participants free from bullying.

1.2 Our Philosophy: Play-Well TEKnologies

At Play-Well, we believe that play reveals who you are, and who you are inspires your work. There was a time when our play was our work. Remember when you were a kid, and your imagination had no limits? Through play, you expressed your creativity, solved problems, and explored the world.

We believe that establishing a culture of play helps create that environment. In our experience, organizations that play well create the conditions for exploration, unconventional thinking, and innovation. That culture of play allows for big risks and also failure, as resiliency is a crucial part of the journey towards success.



1.3 Policy Statements

1.3.1 Farmington City Parks, Recreation, and Trails Department Policies

- As of April 29, 2016, Miri Gubler will be acting as temporary risk management coordinator
- Farmington City Parks and Rec is authorized to host the Play-Well Lego Summer Camp under the management of Play-Well Utah area manager, Brianna Laffey
- Waivers and participant agreements must be signed by legal guardians and kept filed for 5 years
- Each class held in Farmington City will be \$140 for Residents, \$155 for Non-Residents
- Registration can occur online at Farmington.utah.gov or in person
- Each new policy requires a signature from each Parks and Recreation employee acknowledging the new policy and its immediate effectiveness
- Parks and Rec employees will not be instructing in the summer camp but rather helping supervise and maintaining host facility and initiating sign-up and waivers

1.3.2 Play-Well Policies

- Contact Brianna Laffey for further information



2.0 Needs Assessment

Our main need is to: protect people from people, protect people from the environment, and protect the environment from people.

2.1 Needs Assessment

Farmington City and Play-Well have similar needs being mostly focused around protecting people from people, or in this case...children from children, children from people, and children from themselves. Together, we aim to solve problems through play!

2.1.1 Farmington City Parks and Recreation

Farmington's needs are simple and include risk management policies, providing a safe facility for 4 play-well camps, tables, chairs, waivers, participation agreements, and safety supervisors with CPR/First-Aid certification. Bring the people!

2.1.2 Play-Well LEGO Camp

Play-well's needs include a regional area manager, certified instructors and assistants, camp curriculum and activities, and LEGO materials (approximately 100,000 pieces). Tens of thousands of pieces of LEGO, a customized organizational play challenge that fits host organization's goals, and experienced organizational play facilitators who are all about play.

2.2 Strengths and Weaknesses

2.2.1 Farmington City Parks, Recreation, and Trails Department	
Strengths	Weaknesses
Staff is CPR/First-Aid certified	Staff not Play-Well certified
Good available facility (Community Center)	Programs based on local sign-up (low/high cycles) – not consistent yearly
Doesn't need specialized equipment	
Big Parks department	

2.2.2 Play-Well TEKnologies	
Strengths	Weaknesses
Certified instructors/assistants	
Already-designed curriculum	
LEGO materials	
Mobility & flexibility of programs	
Mission: play while solving/learning	



3.0 Goals and Objectives

It is the responsibility of every employee to continuously support the goals and objectives of the City of Farmington Parks and Recreation Department and Play-Well TEKologies. Personal goals and objectives for individual assignments and teams will be rewarded by Lagoon Amusement Park Day-Passes. Individual employees taking on the responsibilities of the agency and offering feedback will help us to reach our goals and objectives set for the summer of 2016.

3.1 Goals for Summer of 2016

3.1.1 Farmington City Parks and Recreation Department Goals

- To have greater staff cohesiveness to create more enthusiasm for the Parks department's programs
- Increase local interest and sign-up of LEGO Camps and have more curriculum

3.1.2 Play-Well TEKologies Goals

- To inspire creative collaboration
- Challenge the resiliency of your staff through play
- Remind your staff that work can be fun and challenging at the same time

3.2 Objectives for Summer of 2016

3.2.1 Farmington City Parks and Recreation Department Objectives

- All employees will be First-Aid/CPR certified for Summer 2016 programs
- The Farmington Community Center facility will conform with state and federal health guidelines
 - It will be inspected once a year, mid-April, by a professional from the Utah Safety Council, before summer programs begin
- To increase participation and classes of Play-Well from 4 classes to 8 classes by summer 2017
- To secure policy direction regarding this risk management plan from a legal entity by June 1, 2016

3.2.2 Play-Well TEKologies Objectives of LEGO Workshops

- A greater sense of understanding and connection between your staff, as they will now know how others play, and in turn, how they best work
- A willingness to tackle problems from a play perspective, embracing failure as part of the process of finding the solution
- A rejuvenated staff who rediscovers what they find fun about their job and their organization



4.0 Site and Facility Development

4.1 Farmington Community Arts Center

Where: 120 South Main Street
 Farmington, Utah 84025
 Phone: 801-451-0953
 Lego Camp: Located in basement



Figure 4a Photo from farmington.utah.gov/leisure_services/community_arts_center

4.2 Facility Reporting Sheet

Building inspection and regulation compliance will take place once every year around mid-April, this review will be transferred to the Utah Safety Council.

Semi-formal hazard reviews by the Farmington City Parks and Rec department will happen frequently in-between the rotating programs throughout the summer, assessing hazards specific to each type of program. Reviewers will use the following form and submit it to the Parks and Rec administrative office for retention and filing purposes.

Facility:	
Date of Review:	
Reviewer Name & Title:	
High Priority Concerns:	
Low Priority Concerns:	
Additional Notes:	
Reviewer Signature & Date:	



4.3 Facility Hazards

A review of the exterior and interior hazards associated with the Farmington City Community Center will be conducted once before summer programs begin, any time between mid-April to mid-May, and continually throughout the summer in between rotating program schedules. The review will be done by a Parks and Recreation employee, who is not looking for building codes and ADA regulations but for discrete hazards of the Center. They will use the form from 4.2 and will submit it to the administrative offices of the Parks and Rec department, maintaining an electronic copy and faxing a copy to the administrative offices of Play-Well (for the Lego Camp inspections). Then timely action will be taken, within a two-week window, to reduce noticeable and foreseeable risks and hazards before classes begin.

4.3.1 Exterior Hazards

Exterior hazards will consist of a review of any serious holes or protrusions in the lawn of the facility, as well as sidewalk and parking lot condition with any major cracks or upheavals. Reviewer will work with the landscaping team to identify aesthetic plants and flowers in case of participant allergies and the accompanying bees, wasps, hornets, or other stinging and biting insects that could cause severe allergic reactions.

4.3.2 Interior Hazards

Interior hazards will consist of a review of any insecure light fixtures or furnishings. Reviewer will check tables and chairs for stability as well as emergency signs and exiting procedures.















4.4 Community Center Basement Features & Room Sizes

- Elevator access from main floor to basement
- 4 classrooms
 - 2 with vinyl flooring
 - 2 with carpeting
- Kitchen
- Multi-purpose room with hardwood flooring
- Ceramics room (for class use ONLY)
- Restrooms
- 18" training tables (for indoor use ONLY)
 - Quantity available: 12
- Oblong banquet tables (for indoor use ONLY)
 - Quantity available: 12
- Upright piano
- Sound in multipurpose room



4.5 Community Center Basement Photo Gallery

Includes all interior photos of the basement rooms, hallways, and lighting

 <p>Room #1</p>	 <p>Room #1</p>	 <p>Room #2</p>
 <p>Room #2</p>  <p>Room #2</p>	 <p>Multi-purpose Room</p>  <p>Multi-purpose Room</p>	 <p>Room #3</p>  <p>Room #3</p>
 <p>Room #4</p>	 <p>Room #4</p>	 <p>Room #4</p>
 <p>Hallway</p>	 <p>Hallway</p>	<p>Room #1: 13' x 14'</p> <p>Room #2: 13' x 14'</p> <p>Room #3: 11' x 15'</p> <p>Room #4: 11' x 14'</p> <p>Multipurpose Room: 40' x 45'</p> <p>Room #1 has the fire extinguisher</p>

4.6 Community Center Photo Gallery

Includes all exterior photos of the parking lot, sidewalk, railings, stairs, and secondary entrances/exits

4.6.1 Parking Lot and Sidewalk



4.6.2 Main Level



4.6.3 Basement Level and Stairs



5.0 Program Development

The Lego program was developed specifically by Play-Well TEKnologies and adapted to individual geographic locations under a specific Play-Well Manager. Play-Well programs are not franchised and are highly unique according to the area.

Utah's Manager is Brie Laffey.

*From the Play-Well Program Plan

The Core Engineering programs are the biggest “sandbox;” this is the safe space for kids to learn and discover the most through play. It's about the process, not the result. Themed classes and camps explore imaginative worlds that kids already know and love, such as Star Wars or Minecraft.

5.1 Hosting a Play-Well Program

5.1.1 Program Overview

The Summer Camp program format is a week long course for elementary or middle school students. Sessions are three hours per day for five days, Monday-Friday. Typically, two camps are run each week, one age group is scheduled for the morning and one in the afternoon. We provide all the materials, instructor(s) and curriculum to your location and run the entire week-long program with little to no assistance from on-site staff. The specific camp type is determined upon scheduling the camp with an Area Manager, and there are a variety of options to choose from for different age groups and themes. Varying session length and class timing may be negotiated with your local Area Manager.

5.1.2 Teaching Methodology

Students work individually, in teams, and as a group throughout the sessions. A short discussion and demonstration of the day's topic starts each session. Children are given one or two design/building assignments each day. Instructors will provide individual assistance and instruction and facilitate challenges, performance testing, competitions, and creative modifications to projects.

5.1.3 Instructors

Our instructors have varied careers and educational backgrounds (mechanical engineering, architecture, biology, art, geology, education, civil engineering, etc.). More important, though, is that all share a common enthusiasm for kids, engineering, and LEGO. Many of our instructors have been leading classes and directing summer camps for several years. The instructor may not be determined until shortly before the first class meeting. An assistant instructor will be added at our discretion for camps with higher enrollments.

5.1.4 Materials



We will provide all materials for the course each week. There is no 'take away' LEGO that goes home with the child after camp, only memories and new building skills!

5.1.5 Enrollment Min/Max

Class minimums and maximums vary by area and camp location. These numbers are contingent on room size, age level, and program type.

5.1.6 Courses

Our core programs for elementary students are PRE Engineering using LEGO and Engineering FUNdamentals using LEGO. We also offer specialty courses which incorporate themes, additional challenges and/or computer programming skills.

5.1.7 Pricing

Camp pricing varies based on area, course being offered, session duration, etc. Generally, our fees are assessed per registered student, and do not include any location fee or client markup (added at the hosting facility's discretion). Please check on current pricing with an Area Manager. Play-Well has the ability to run registration and collect fees, or we can invoice the hosting location if they elect to manage the registration process.

5.1.8 Authority

Governing authority is Play-well

Authorization and policy statement:

Play-Well TEKnologies authorizes the Farmington City Parks and Recreation Department to hold our Lego Summer Camp under the instruction of a certified Play-Well instructor to guide learning and activities with other volunteers as supervision for participants.

Any questions can be directed to **Brianna Laffey**, the Utah area coordinator for Play-Well.

Email: **brianna@play-well.org**

5.2 Summer Camp Format

Instructors typically work on 2 different engineering and architectural projects per day.

Projects typically start with an introduction and short presentation by the instructor followed by a design/building assignment. Students have access to approximately 100,000 pieces of LEGO materials to use in creating their engineering projects.

Students are introduced to engineering terminology that they are encouraged to use throughout the class when identifying pieces, posing questions, or assisting each other. Instructors circulate and assist the children in realizing their project goals.



When the participants have satisfied basic requirements of a project, they are encouraged to further explore engineering applications of the principles and construction methods by inspecting, testing, modifying, and rebuilding. At the end of each class session, students are expected to dismantle their projects and put away their materials.

Students do not take their projects home with them at the conclusion of the summer camp because the materials are re-used for other summer camps and classes.

5.2.1 Returning Campers

There are some fundamental projects that are revisited in summer camps, but our instructors offer advanced challenges and modifications for any model that will push even the most experienced Lego Maniacs to the next level! The curriculum is flexible and adjusts to the interests and experience level of the students. There are hundreds of projects to choose from and a constantly expanding curriculum, the instructors look forward to continually challenging the most advanced students to reach their full potential. Instructors encourage the students to communicate when they desire a new challenge that meets their building skill level.

5.2.2 Sign-In / Out

Parents, please sign your child in and out each day of the summer camp. To ensure the children's safety, the instructors stay in the classroom with the child until a parent / guardian is there to pick them up and sign them out. This also gives us the opportunity to get to know your family and touch base before or after class!

5.2.3 Project Pictures

Parents are encouraged to come 30 minutes before the end of class if they would like to see their child's specific project. If they cannot come early, we suggest they give their child a disposable camera, which would allow them to save a "snapshot" of their project.

5.2.4 Purchasing LEGO

Unfortunately, the Lego parts used in the summer camps and classes are not for sale. Parents are encouraged to visit the website, play-well.org, and check the 'materials' link which lists the places where we obtain pieces for our kits.

5.2.5 Snacks/Lunch Are NOT Provided

There is one break midway through class. Play-well does not provide snacks but encourage parents to provide a peanut-free snack for their child. For parents of children allergic to peanuts, there is no guarantee that Lego pieces in the kits are completely free of peanut oils.

5.2.6 Outdoor Breaks

Depending on the weather, instructors may take their groups outside to eat snacks during the break. At this time, kids are allowed to run around and play if there is a sufficient amount of space at the site. Please feel free to send your child with a hat/sunscreen if you choose (please apply sunscreen before class begins).



5.3 Farmington City Program Specifics (2 Sessions in June & July)

JUNE CAMPS

5.3.1 Construction Vehicles and Machines using LEGO

Ages 5 – 6

June 13th – June 17th 2016

9am – 12pm (Mon-Fri)

Construction Vehicles and Machines



Dig into engineering with big trucks, construction vehicles, and super machines. Explore the engineering terms, concepts, and vocabulary behind large-scale building machines. Build and learn about steamrollers, bulldozers, wrecking balls, tower cranes, and more while playing with your favorite building

system: LEGO!

 Ages 5-7, Grades K-2

 Prerequisites: None

 Select Play-Well Locations

5.3.2 Engineering Challenge using LEGO

Ages 7 – 12

June 13th – June 17th 2016

1pm – 4pm (Mon-Fri)


Engineering Challenge



Are you ready for the Engineering Challenge? Learn to build mechanical devices such as a scissor lift, air compressor, or drawbridge in this advanced course for our strongest LEGO® builders. Then work in teams to accomplish a large-scale mission such as a minifigure rescue or a Rube Goldberg

machine!

 Ages 9-12+, Grades 3-6+

 Prerequisites: Engineering
FUNdamentals or equivalent

 All Play-Well Locations

JULY CAMPS

5.3.3 Pre-Engineering: Mine, Craft, Build using LEGO

Ages 5 – 6

July 11th – July 15th 2016


9am – 12pm (Mon-Fri)


Pre-Engineering: Mine, Craft, Build



Bring Minecraft to life using tens of thousands of LEGO®! Build engineer-designed projects such as a motorized Creeper, a portal to the Nether, and a moving Minecart! Create your favorite Minecraft objects with the guidance of an experienced Play-Well instructor.

Whether you are new to Minecraft and LEGO or a seasoned veteran, you'll be hooked on the endless creative possibilities.

 Ages 5-7, Grades K-2

 Prerequisites: None

 Select Play-Well Locations

5.3.4 Engineering FUNdamentals: Mine, Craft, Build using LEGO

Ages 7 – 12

July 11th – July 15th 2016

1pm – 4pm (Mon-Fri)


Engineering FUNdamentals: Mine, Craft, Build



Bring Minecraft to life using LEGO! Build a motorized walking Creeper, a terrifying Ghast, and a motorized Minecart! This project-based camp, designed by Play-Well instructors, combines the basic format of our core engineering-themed programs based on the world of Minecraft.

Students will explore real-world concepts in physics, engineering, and architecture while building their favorite Minecraft objects. Students will have a blast, even without any prior experience with Minecraft or LEGO.

 Ages 7-12, Grades 2-5

 Prerequisites: None

 Select Play-Well Locations

5.3.5 SNACKS ARE NOT PROVIDED for any Camp

Parents need to be in charge of packing snacks and/or lunch for their children.

- ALLERGY WARNINGS: Advise parent to not pack anything peanut related (no PB&Js), just for the consideration of other participants who may have peanut allergies
- Play-Well and Farmington City do not guarantee equipment or facilities being completely free of peanut or any other food allergens.

5.4 Farmington Summer Camp Registration

There are 2 ways to register:

- On-line Registration:
<http://webtrac.farmington.utah.gov/wbWSC/webtrac.wsc/wbsplash.html?wbp=1>
May be done by using the “register” button located on the right hand side of each page. For new users – click on the button “Click here to register” continue to the area that says “First time/New users”, fill out the information concerning your family and you are set to register online
You may also call the office to set up an account and receive sign-in information over the phone
Visa or Mastercard payments are accepted over the Internet
- Walk-In Registration:
May be done by visiting the Parks & Recreation office located at 720 West 100 North in Farmington, Monday – Friday, 8am – 5pm. The office is closed on all legal holidays
Cash, check, Visa or Mastercard payments are accepted
Please note that reservations or class spaces cannot be held without payment

5.5 Staff Certification

Instructors teach progressively and teach along the researched principles of early human development *and* in accord with the participant’s skill and experience level.

- Play-Well has authorized the Lego Camp at the Farmington Community Arts Center location under area manager: Brie Laffey
- Play-well staff is in charge of instructor certification and they are responsible for providing the LEGO equipment
- Farmington Parks and Rec staff are responsible for tables, chairs, sign-up, waivers, and participant drop-off/pick-up

5.5.1 Play-Well Instructors

Job Qualifications:



- Experience teaching K-6 students in a classroom or summer camp setting is a plus
- Flexible schedule with availability between 1pm and 5pm during the school year. During the summer, must be available to work from 9am to 5pm
- Vehicle to transport the Play-Well teaching kit
- Dependability, promptness, and flexibility
- Good rapport with children
- The ability to maintain discipline while directing the design and building experience
- Thorough understanding of basic scientific and engineering principles
- Love of tinkering and problem solving
- Bachelor's degree in engineering and/or teaching-related field is desired (open to undergrad and graduate students, with completed degrees or degrees-in-progress)
- Secure place to store Play-Well teaching kit
- Ability to carry 60 lb. bins on a consistent basis
- An inquisitive, fun-loving personality. We like people who are curious about how things work!
- Your responsibility as instructors is to never leave any student bored or unchallenged!

If selected, you will start as an assistant instructor while you train, and run your own classes only after you have mastered the curriculum.

5.5.2 Play-Well Summer Assistants

Teaching assistants must be over the age of 14. Assistants help the lead instructor with the basic operations of the camp, guide students through their projects, and help supervise cleanup and sign in/sign out each day.

Job Qualifications:

- Be at least 14 years of age
- Have reliable transportation
- Have a flexible summer schedule
- Have experience working with children
- Dependable and prompt
- Able to lift 30 – 50 lbs.
- Have an interest in engineering and architecture
- Have experience building with Legos



5.5.3 Farmington City Parks and Recreation Staff

Need basic CPR/First-Aid certification, this will be provided at the Community Center at the beginning of the summer before programs start.

Staff will be in charge of facility risk management, table and chair set-up/take-down, waiver and participation agreement processing and filing, and participant safety supervision.

5.5.4 Farmington City Volunteers

Parks and Rec Volunteer Coordinators: Bryan White & Sylvia Clark

See Appendix B for volunteer application form.



6.0 Supervision

6.1 Play-Well TEKnologies

Forms and other files directly related to summer camp participation will be faxed or e-mailed from the Farmington administrative office.

6.1.1 Administrative Office

224 Greenfield Avenue, Suite B
San Anselmo, California 94960
Phone: 415-578-2746
Fax: 415-460-5108

6.1.2 Senior Managers

President: Tim Bowen (tim@play-well.org)

Administrative Systems & Human Resources: Lisa Doering (lisa@play-well.org)

Program Operations: Amy Good (amy@play-well.org)

Information Technology: Steve Halford (steve@play-well.org)

Marketing: Jeffrey Harry (jeff@play-well.org)

Curriculum & Training: Alex Shullman (alex@play-well.org)

6.1.3 Utah Area Management

Manager/Coordinator: Brianna Laffey (brianna@play-well.org)

Phone: 720-515-7309

6.2 Farmington City Parks and Recreation

Phone: 801-451-0953

Fax: 801-451-7063

Parks and Recreation Director: Neil Miller

Parks Superintendent: Colby Thackeray

Parks Maintenance: Kael Knowlton

Parks Maintenance: Brandon Carlile

Parks Maintenance: Jae Horrocks

Parks Maintenance/Recreation Coordinator: Matt Cahoon

Recreation Coordinator/Supervisor/Pool Manager: Sylvia Clark

Recreation Coordinator/Supervisor: Bryan White

Recreation Coordinator: Jeff Sackolwitz

Recreation Coordinator/Supervisor/Gym Manager: Dailee Gardner

Arts & Special Events Coordinator: Stefanie Gallagher

Secretary: Louise Odysseus

Secretary: Rachel Ball



7.0 Establishment of Rules, Regulations, and Procedures

7.1 Farmington City Community Center Rules & Regulations

Persons using the Community Center shall conduct themselves in a lawful and socially acceptable manner in accordance with the following regulations:

- No foul or abusive language is permitted at any time
- Shoes and shirts are required
- No smoking or use of drugs or alcohol shall be permitted
- Youth parties are permitted ONLY when supervised by a sufficient number of responsible adults

7.1.1 Use Regulations

Persons using the Community Center shall adhere to the following regulations:

- a. **No open flames, lighted candles, portable electric heaters or other fire hazards are permitted and only on electrical appliance or lighting fixture may be used on each outlet**
- b. No glitter, rice, confetti, graphite, paint, hay, straw, cornstalks, grass, palm fronds, untreated Christmas trees or other similar materials are permitted
- c. Your own personal or hired DJ that provides microphones and other equipment may be used within the Community Center, but may not be used outside the building
- d. Authorized personnel ONLY is allowed in the Sound and Lighting balcony area and permitted to access equipment. Storing, placing, or using the balcony area for personal use is prohibited. Sound and lighting technicians are available for a minimal fee during your event with at least 48-hour prior paid notice
- e. Pictures, plaques, blinds, drapes, light fixtures, holiday decorations and other city property shall not be moved or removed to install other decorations. *Draperies should NOT be unfastened at any time*
- f. **Hallways, stairways, exits and other traffic areas are to remain free of tables, chairs, boxes, and other items at all times**
- g. *No nails, tacks, or other items may be used in the wood work or walls, and no items may be strung or attached to the walls of the Community Center*
- h. Deposit on the kitchen provides use of the facility ONLY, no kitchen utensils or supplies are available. Users need to provide any utensils, pots/pans, dishrags or dish towels. Kitchen is permitted for use ONLY with a prior deposit made at least 24 hours BEFORE the event
- i. The person and/or entity reserving the facility is responsible for the conduct of the participants and guests



- j. Pets or animals are not permitted in the Community Center, other than seeing-eye dogs
- k. No gambling is permitted
- l. Light refreshments, lunches, and dinners are allowed in designated areas, but red base punch, grape juice, or other liquids which could seriously stain or damage carpets or floors are not allowed
- m. Persons shall be limited to use only those areas properly reserved
- n. The rental of the facility comes with the use of tables and chairs ONLY. All parties are responsible for their own tablecloths and kitchen utensils
- o. No activities which endanger the public health and safety are permitted
- p. Children attending the activities shall be supervised by an adequate number of responsible adults at all times
- q. Any additional rules or regulations may be adopted by the city pertaining to the use of the Community Center

7.1.2 Clean-Up

Meetings and activities shall end on time with sufficient time scheduled for cleanup. Time used to clean up over the scheduled allotted time will be deducted from deposit. Clean up time should be scheduled into the use fee.

It shall be the responsibility of the individual or group using the Community Center to clean up the area(s) used by them, including the parking lot.

The following items need to be cleaned up before leaving the facility:

- Discard all trash into the dumpster on the north side of the building
- Clean all table tops and counters
- Put tables and chairs away in proper areas
- Dust and mop the area and pick up any dirt collected
- Spot clean the floor where necessary
- Check hall, stairways, lobby, restrooms, kitchen, and parking lot for debris
- Check with custodian/security personnel before leaving facility

7.2 Play-Well TEKnologies Rules & Regulations

Play-Well has separate rules and regulations guiding program and curriculum development, instructor training, and equipment. Please refer to Brie Laffey.



8.0 Safety Inspections and Investigations

8.1 Farmington City Parks & Recreation: Lego Summer Camp Safety

The Parks and Rec department is in charge of facility safety inspections. Building regulations and ADA requirement inspections will be done once a year between mid-April and mid-May. This inspection risk is being transferred over to the Utah Safety Council.

Minor safety inspections will be done by Parks and Rec staff who will run an inspection and submit a report between every new camp or program hosted at the Farmington Community Center. This includes the interior and exterior of the Center:

8.1.1 Interior

Inspect fire extinguishers, fire exits, elevator/stairs, tables, chairs, first-aid kits w/instructions, AEDs, inhalers (2), and Epi-pens (3)

8.1.2 Exterior

Inspect property to check for bee/wasp/hornet hives, tripping hazards like sprinkler heads, holes, tree branches.

8.1.3 Filing & Reporting Procedure

File each report at the Parks and Rec Office and fax copies to Play-Well Administrative offices

Safety Inspections Inventory									
Titles of Inspection	On File		In Use		Needs Updating/ Needs to be Developed			Frequency of Inspection	Inspector Signature
	Yes	No	Yes	No	Yes	No	Date	Dates	
Building Inspection Interior									
Building Inspection Exterior									
First-Aid Kits, AED's, Epi-Pens									
Community Center Tables & Chairs									



8.1.4 Register for AED

Register on the Davis County Sheriff's website or in the office

AED Registry



AED - AUTOMATIC EXTERNAL DEFIBRILATOR

Anyone can save a life with automatic external defibrillator (AED) equipment. The machine absolutely can make the difference between life and death. An AED can give heart patients a fighting chance and keep them alive until emergency crews arrive. Quick public access to AEDs is key to the successful outcome.

AED information registered on this web site is stored in the Davis County Sheriff's Office 911 Center computer aided dispatch (CAD) system. This will ensure our emergency dispatchers have information regarding the location of AEDs at or near you. This will save precious time in the event of a cardiac emergency.

If you have any question please [contact us](#).

To register please use the forms below:

[AED Buyer Registration Form](#)

[AED Seller Registration Form](#)

Figure 8a Register for AED's at the Davis County Sheriff's website

8.2 LEGO Safety Inspections

LEGO has maintained a great record of product recall, the last one being in 2009 over five years ago. No recent safety notifications from national or regional authorities.






“In our laboratory, we test that the product meets and goes beyond compliance with the strictest global safety and quality standards. The most difficult part, however, is to imagine the many different ways children will use our products and to proactively integrate this into the design of LEGO products.”

– Thomas Tarp, product integrity director of the Lego Group.



Figure 8b Photo credit: <http://www.lego.com/en-us/aboutus/responsibility/responsibilityreport2014/impactofthebrick/safe-high-quality-products>

8.2.1 Lego Safety Assessment

- Making our safety assessment: we screen scientific research and legislation for updates and approve the raw materials we want to use
 - As an example, we have the full ingredients list of every raw material and decoration ink we use. Any material we use must live up to the strictest legislation and be approved in our state-of-the-art chemical safety assessment. To date, we have evaluated and approved more than 2,000 raw material recipes. 
- Testing new LEGO products: we send the individual LEGO elements and the entire model through various chemical, physical, electrical, hygiene and flammability tests
 - As an example of a chemical test, we make a total content analysis to determine that no substances are present above legal limits or internally adopted limits. 
 - As an example of a physical test, we simulate a young child stepping on LEGO elements by dropping a metal bar with a force equivalent to 15 kilograms on the element to ensure that it does not break or splinter during play. 
- Producing LEGO elements: throughout production, we conduct tests to check the quality and safety of LEGO elements
 - For example, on the production line we pull the head of every LEGO® DUPLO® figure with a force equivalent to 12 kg strength. This ensures that no small parts detach during play. 
- Interacting with consumers: we gather learning, scientific developments and consumer feedback
 - For example, every year we receive input from more than 1.6 million consumers about our products – this helps us ensure we continue to improve the quality and safety of our products. 

We base our state-of-the-art safety assessment on scientific knowledge and apply processes and tests that take us beyond the requirements of laws and standards. Additionally, we hire independent third-party labs to perform supplementary tests on our products. [Read more about our Corporate Policies for, e.g. Quality and Environment.](#)

*Information gathered from the LEGO official website



9.0 Accident Reporting and Analysis

9.1 Accident Reporting

We have two types of accident reports:

- Employee Incident/Accident
- Participant Incident/Accident

9.1.1 Employee Accident Reports

See Utah's OSHA guidelines in section 9.4

Find Form 301 see Appendix C

9.1.2 Participant Accident Reports

Find the Accident/Incident Report see Appendix D

9.2 Types of Accidents

Both physical and psychological risks are present in the Community Center facility and the LEGO Camp program

9.2.1 Physical

Inside the facility:

Tripping (concussion (low frequency, high severity), bruises/scrapes (high frequency, low severity))

Allergic Reaction (food allergy, specifically peanut reaction (low frequency, high severity))

Outside the facility:

Tripping (concussion (low frequency, high severity), bruises/scrapes (high frequency, low severity))

Allergic Reaction (bee/bug sting (low frequency, high severity), seasonal allergies (high frequency, low severity))

During the Camp:

Choking on LEGO parts (low frequency, medium severity)

9.2.2 Psychological

During the Camp:

Failure to make relationships and connect socially

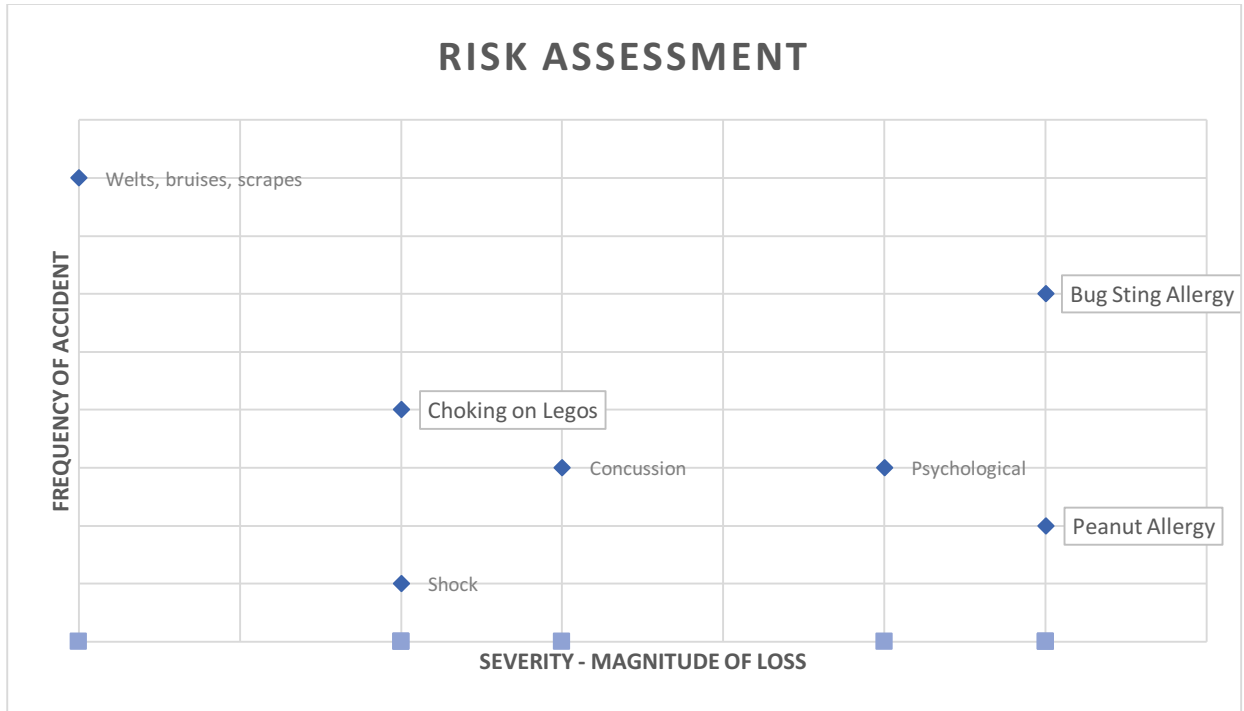
Failure to succeed in learning principles, feeling left out and stupid

Unable to achieve a project

(All depend, but have low frequency, ranging severity)



9.3 Foreseeable Risks Chart



9.4 Utah OSHA Reporting

UOSH Office

Where: 160 East 300 South, 3rd Floor
PO Box 146650
Salt Lake City, Utah 84114-6650

Compliance: 801-530-6901

Consultation: 801-530-6855

Part Number: 1904

Part Title: Recording and Reporting Occupational Injuries and Illness

1904.29(a)

Basic requirement. You must use OSHA 300, 300-A, and 301 forms, or equivalent forms, for recordable injuries and illnesses. The OSHA 300 form is called the Log of Work-Related Injuries and Illnesses, the 300-A is the Summary of Work-Related Injuries and Illnesses, and the OSHA 301 form is called the Injury and Illness Incident Report.

Implementation

1904.29(b)(1)

What do I need to do to complete the OSHA 300 Log? You must enter information about your business at the top of the OSHA 300 Log, enter a one or two line description for each recordable injury or illness, and summarize this information on the OSHA 300-A at the end of the year.

1904.29(b)(2)

What do I need to do to complete the OSHA 301 Incident Report? You must complete an OSHA 301 Incident Report form, or an equivalent form, for each recordable injury or illness entered on the OSHA 300 Log.

1904.29(b)(3)

How quickly must each injury or illness be recorded? You must enter each recordable injury or illness on the OSHA 300 Log and 301 Incident Report within seven (7) calendar days of receiving information that a recordable injury or illness has occurred.

1904.29(b)(4)

What is an equivalent form? An equivalent form is one that has the same information, is as readable and understandable, and is completed using the same instructions as the OSHA form it replaces. Many employers use an insurance form instead of the OSHA 301 Incident Report, or supplement an insurance form by adding any additional information required by OSHA.

1904.29(b)(5)



May I keep my records on a computer? Yes, if the computer can produce equivalent forms when they are needed, as described under §§ 1904.35 and 1904.40, you may keep your records using the computer system.

1904.29(b)(6)

Are there situations where I do not put the employee's name on the forms for privacy reasons? Yes, if you have a "privacy concern case," you may not enter the employee's name on the OSHA 300 Log. Instead, enter "privacy case" in the space normally used for the employee's name. This will protect the privacy of the injured or ill employee when another employee, a former employee, or an authorized employee representative is provided access to the OSHA 300 Log under § 1904.35(b)(2). You must keep a separate, confidential list of the case numbers and employee names for your privacy concern cases so you can update the cases and provide the information to the government if asked to do so.

1904.29(b)(7)

How do I determine if an injury or illness is a privacy concern case? You must consider the following injuries or illnesses to be privacy concern cases:

1904.29(b)(7)(i)

An injury or illness to an intimate body part or the reproductive system;

1904.29(b)(7)(ii)

An injury or illness resulting from a sexual assault;

1904.29(b)(7)(iii)

Mental illnesses;

1904.29(b)(7)(iv)

HIV infection, hepatitis, or tuberculosis;

1904.29(b)(7)(v)

Needlestick injuries and cuts from sharp objects that are contaminated with another person's blood or other potentially infectious material (see § 1904.8 for definitions); and

1904.29(b)(7)(vi)

Other illnesses, if the employee voluntarily requests that his or her name not be entered on the log.

1904.29(b)(8)

May I classify any other types of injuries and illnesses as privacy concern cases? No, this is a complete list of all injuries and illnesses considered privacy concern cases for Part 1904 purposes.

1904.29(b)(9)

If I have removed the employee's name, but still believe that the employee may be identified from the information on the forms, is there anything else that I can do to further protect the employee's privacy? Yes, if you have a



reasonable basis to believe that information describing the privacy concern case may be personally identifiable even though the employee's name has been omitted, you may use discretion in describing the injury or illness on both the OSHA 300 and 301 forms. You must enter enough information to identify the cause of the incident and the general severity of the injury or illness, but you do not need to include details of an intimate or private nature. For example, a sexual assault case could be described as "injury from assault," or an injury to a reproductive organ could be described as "lower abdominal injury."

1904.29(b)(10)

What must I do to protect employee privacy if I wish to provide access to the OSHA Forms 300 and 301 to persons other than government representatives, employees, former employees or authorized representatives? If you decide to voluntarily disclose the Forms to persons other than government representatives, employees, former employees or authorized representatives (as required by §§ 1904.35 and 1904.40), you must remove or hide the employees' names and other personally identifying information, except for the following cases. You may disclose the Forms with personally identifying information only:

1904.29(b)(10)(i)

to an auditor or consultant hired by the employer to evaluate the safety and health program;

1904.29(b)(10)(ii)

to the extent necessary for processing a claim for workers' compensation or other insurance benefits; or

1904.29(b)(10)(iii)

to a public health authority or law enforcement agency for uses and disclosures for which consent, an authorization, or opportunity to agree or object is not required under Department of Health and Human Services Standards for Privacy of Individually Identifiable Health Information, 45 CFR 164.512.

[66 FR 6130, Jan. 19, 2001; 66 FR 52034, Oct. 12, 2001; 67 FR 77170, Dec. 17, 2002; 68 FR 38607, June 30, 2003]

*Taken from OSHA.gov



10.0 Emergency Procedures

- Large-scale environmental hazards will be transferred to the Davis County Sheriff's department.
- Facility emergencies, such as a fire, will be mitigated by the Parks and Rec staff who will organize the evacuation.
- Participant emergencies, such as CPR/First-Aid, will also be mitigated by the Parks and Rec staff who all have their certification and can respond immediately while also transferring some risk to the emergency responders in the area by immediately dialing 911.

10.1 Large Environmental Emergency Scenarios

Farmington Utah is located in Davis County

Specific hazards relating to Davis County are:

- Earthquakes (located along the Wasatch Front fault line)
- Extreme Weather
 - Last big windstorm was Winter of 2011
- Floods
- Hazardous Materials
- Influenza Pandemic
- Terrorism
- Tornadoes
- Wildfire

Parks and Rec staff will immediately contact a dispatcher from the Davis County Sheriff's department who have a bigger emergency plan put in place for such large-scale emergencies.



10.2 Farmington City Fire Department

Where: 82 North 100 East
 Farmington City, Utah 84025
 Phone: 801-451-2842
 Emergencies: 911
 Fire Chief: Guido Smith
 Employees: 2 full-time, 33 part-time
 *Provides emergency medical services for the city such as ambulances
 They operate under an ALS (advanced life support) Transport State



Figure 10a Photo from farmington.utah.gov/fire/main

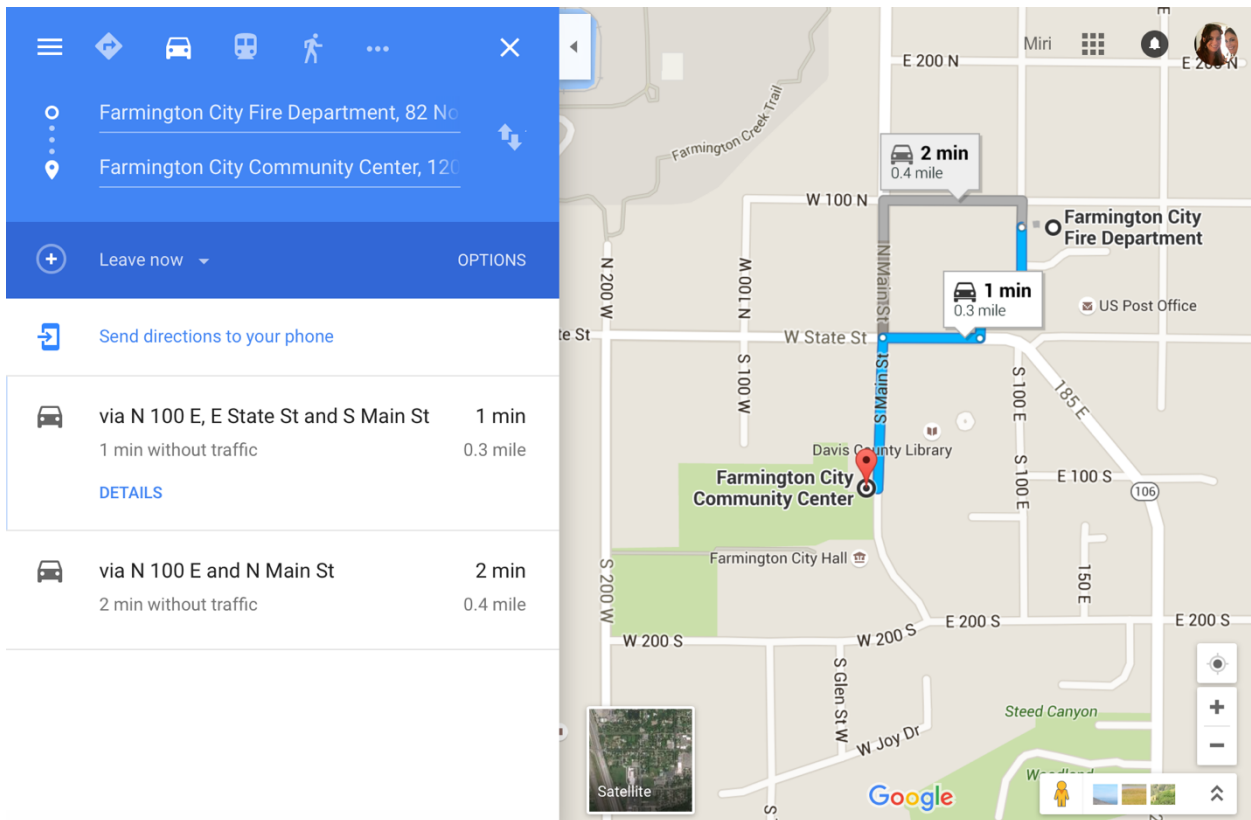


Figure 10b Routes and estimated travel times from the fire department to the community center



10.3 Farmington City Police Department

Where: 286 South 200 East
Farmington, Utah 84025

Phone: 801-451-5453

Dial 0 when menu starts to reach a dispatcher

Police Chief: Wayne D. Hansen



Figure 10c Photo from farmington.utah.gov/police/main

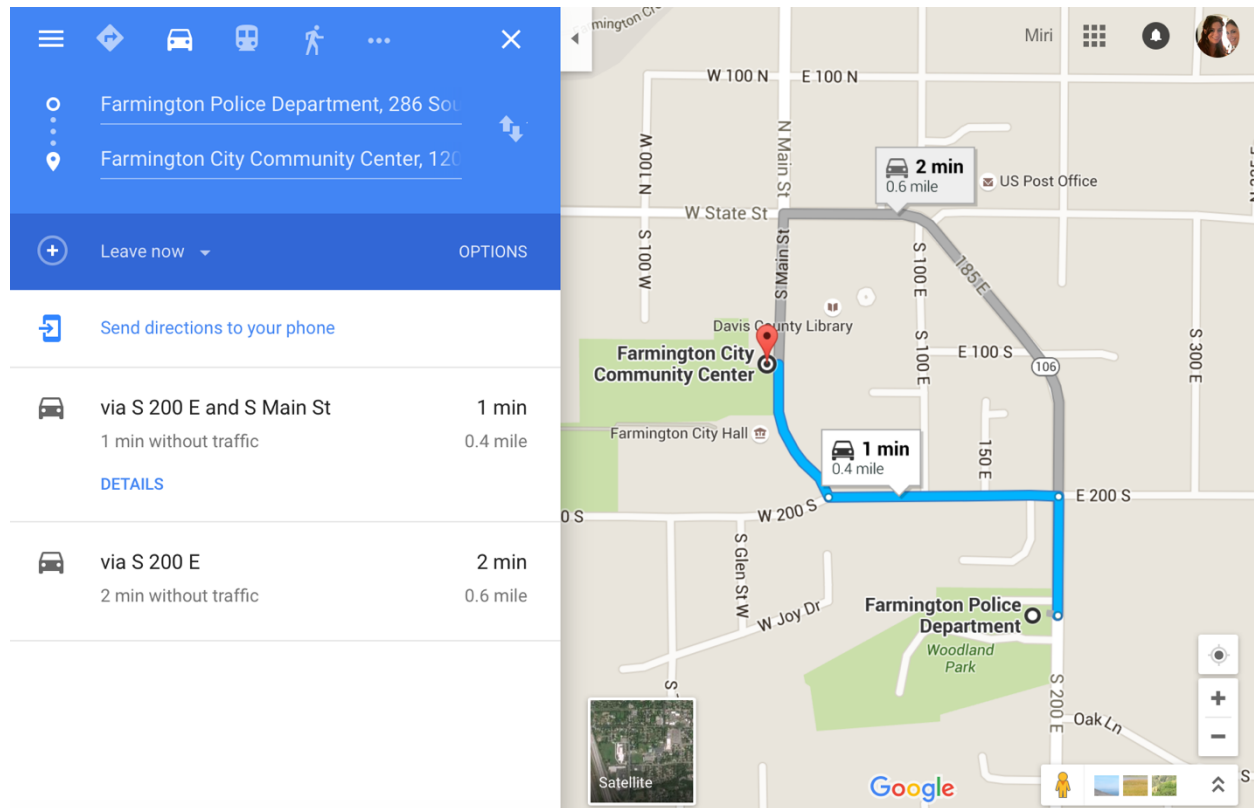


Figure 10d Routes and estimated travel times from the police department to the community center



10.4 Farmington City Parks and Recreation Emergency Preparedness

Where: 720 West 100 North
Farmington, Utah 84025
Phone: 801-451-5108
Coordinator: Paul White



Figure 10e Photo from farmington.utah.gov/public_works/main

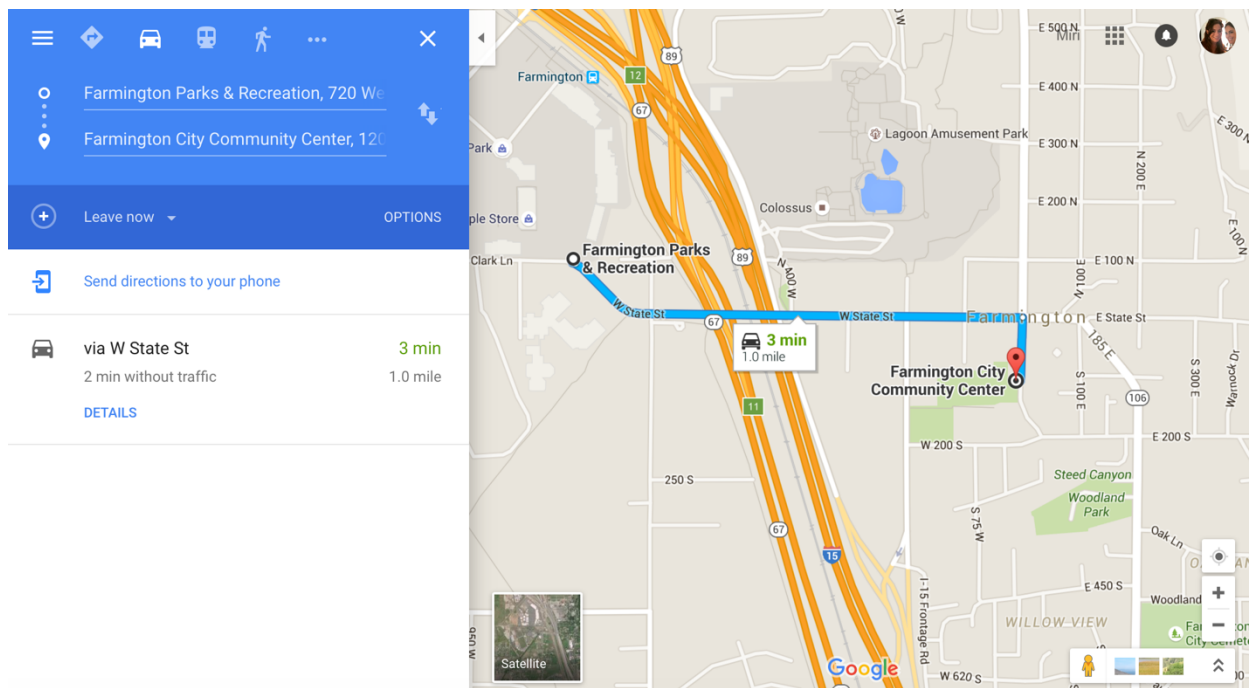


Figure 10f Routes and estimated travel times from the Parks & Rec headquarters to the community center



10.5 Davis County Sheriff

Where: 800 West State Street
Farmington, Utah 84025

Phone: 801-451-4457

Sheriff: Todd Richardson

Deputy: Kevin P. Fielding



Figure 10g Photo from daviscountyutah.gov

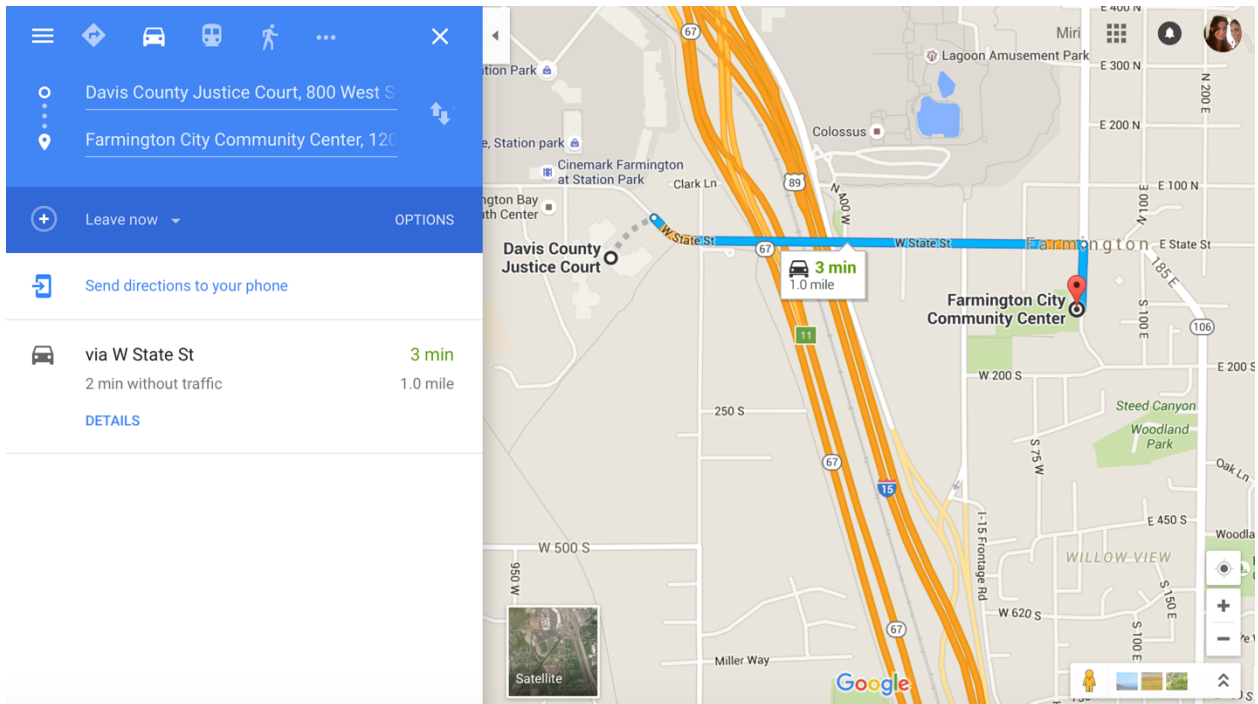


Figure 10h Route and estimated travel time from the Davis County Sheriff's office to the Community Center



10.6 Staff Emergency Training

- All Farmington City staff and volunteers will have CPR/First-Aid training and proof of a valid certification
- Parks and Rec staff will know where the First-Aid kits and AED and Epi-pens are located at the Community Center where the Lego Camp is being held
- CPR/First-Aid cards will be laminated and bound together with emergency responder local numbers and instruction
- The Parks and Rec department of Farmington will provide a free training class the beginning of summer before camps and programs start that train CPR/First-Aid for adults and for children
- Additional training will be given for emergency scenarios
- Rotating staff schedule for checking and restocking first-aid equipment
- Emergency procedure instruction sheets on laminated note cards will be located within each First-Aid kit
- There is cell service in the basement of the community center and at least one staff will have their cell-phone
- Staff will have one radio that will radio back to the Parks and Recreation Office in Farmington in case cell service is down
- Evacuation plan and maps are on the doors in the facility
- Every year a mixer/BBQ will be held before summer programming for all Parks and Rec employees/volunteers and local emergency responders (Police, Fire, Sheriff departments) so that our organization can be introduced to officers and show them appreciation



11.0 Releases, Waivers, and Agreements to Participate

- The Farmington Parks and Rec department is in charge of handling participant forms including waivers and participation agreements.
- The department will keep an electronic copy and a hard copy for five years, they will also fax or e-mail documents to the administrative offices of Play-Well for their records and risk management.

11.1 Age 5 – 6 Enrollment & Waiver

Enrollment For: Ava Apezteguia

Please read carefully and answer below:

PARENTAL AUTHORIZATION WAIVER

Indemnifying Clause.

I, the parent or guardian of the above named Participant in a Farmington City Leisure Services Program, hereby approve and authorize his/her participation in all City Leisure Services activities during the current season. I hereby assume all risks and hazards arising out of or incidental to such participation. I hereby expressly release, discharge and indemnify Farmington City, its officers, employees, representatives, sponsors, supervisors, participants and person providing transportation to the Participant to and from activities, against any claim, damages, injuries, expenses, bodily injury or property damage arising out of or resulting from Participant's participation in any Farmington City Leisure Service activities and/or being transported to or from the same, which transportation I hereby authorize.

Consent for Medical Treatment (MINOR)

As the parent or legal guardian of the above named Participant, I hereby give consent for emergency medical care prescribed by a duly licensed doctor of medicine or doctor of dentistry. This care may be given under whatever conditions are deemed necessary to preserve the life, limb or well being of the participant. I further agree and hereby certify that the above named Participant is covered under a personal/family medical accident and health care insurance program.

Rule Compliance

I agree that I and the Participant will abide by the rules established by Farmington City pertaining to participation in the City's Leisure Services program and that I will return upon request the uniform and other equipment issued to the Participant in as good a condition as when received except for normal wear and tear.

REFUND POLICY

The Leisure Services Department will withhold \$5.00 of the program registration fee, for administrative costs. Refunds that are requested after a program has started will also be prorated up to the date that a refund has been requested, whether the participant has attended any of the activities or not.

Refund checks will be sent through the mail and can take up to ten business days of the request.

Full refunds will be given if programs need to be cancelled due to lack of interest.

NO REFUNDS WILL BE GIVEN AFTER 7 (SEVEN) DAYS FROM THE COMPLETION OF THE COURSE OR ACTIVITY.

Do you accept these terms and conditions?

Agree

Disagree

