

SMG Risk Assessment Form

Nature / type of task being assessed and location/s					
Date of Assessment	16/01/2015	Date by when assessment must be reviewed	16/01/2016	Assessment Completed by / Department	Michael Odd – Outreach and Resources
How many people could be at risk?	30+	What category of person may be at risk (e.g. employee, contractor, public, young, old, special needs?)	Employee Contractor/Volunteers Public Young Old Special needs		

Hazard (What is the hazard, who might it harm and how?)	Current controls (what is already in place to reduce the likelihood of harm or make any harm less serious)	L	S	LxS	Risk Acceptable (Y/N)	Further actions required (what else is required to reduce risks to as low as is reasonably practicable)	Residual risk	Action by	Time scale	Complete
Inappropriate handling of heavy boxes of props could lead to injury to employees	Employees are made aware of the weight of boxes and appropriate techniques for handling heavy objects. Heavy boxes are labelled 'heavy'.	2	1	2	Y	All employees to receive manual handling training	Trivial	All staff	Ongoing	
Cables can become a trip hazard leading to injuries caused by trips and falls.	All cables to be secured against tripping by 'gaffer tape' or equivalent. Employees and public made aware of areas where cables are.	2	1	2	Y		Trivial	All staff	Ongoing	
Poorly maintained electrical AV equipment could cause an electric shock to users.	Equipment is stored securely and handled carefully. Whenever electrical equipment is used it is checked before use for signs of damage or wear.	2	1	2	Y	Electrical equipment to be PAT tested in accordance with Museum policy.	Trivial	All staff	Ongoing	
Tablecloth Tricks - Lacerations to staff or public caused by handling small pieces of broken crockery	Make sure audience are seated at a safe distance. Presenter must have practised this demo until competent, and will use the correct equipment to dispose of any broken props	2	2	4	Y		Trivial	All staff	Ongoing	
Tablecloth Tricks - Injuries due to any flying crockery	Make sure audience are seated at a safe distance. Presenter must have practised this demo until competent.	2	1	2	Y		Trivial	All staff	Ongoing	
Shot Put demos - Shot puts are 4kg each. Might drop onto feet.	Presenter trained to use proper judgement as to whether the volunteer is able to handle the weight. Never pick volunteer under 5 years. Show correct stance and supervise at all times while handling the	2	2	4	Y		Tolerable	All staff	Ongoing	

	shot put								
Shot Put demos - Shot puts may strike audience causing injury	Presenter will instruct the volunteers carefully. Ensure the audience is seated at a safe distance and the throw aimed well away from audience. Show correct stance and supervise at all times while handling the shot put.	2	2	4	Y		Tolerable	All staff	Ongoing
Water Rocket demo Water from rocket may cause slip hazard and injuries due to slips and falls.	Tissue to be placed under water rocket to absorb excess water. Area cleaned of any excess water before continuing.	2	2	4	Y		Trivial	All staff	Ongoing
Water Rocket demo - Rocket may fire into audience causing minor injury due to impact	Make sure floor is flat and level. Ensure area above rocket is free of obstructions. Ensure the audience is seated at a safe distance. Ensure rocket is only filled up to marked level. Tape Phil the Frog to rocket to ensure soft impact.	2	1	2	Y		Tolerable	Tolerable	Ongoing
Magnets demo - Volunteers fingers getting caught between two powerful magnets. Causing bruising or fractures.	Presenter will instruct volunteers the correct technique to hold magnets. Volunteers under supervision at all times.	2	2	4	Y		Tolerable	All staff	Ongoing
Magnets demo Volunteers may drop magnets on feet causing injuries or fractures.	Presenter will instruct volunteers the correct technique to hold magnets. Volunteers under supervision at all times.	2	2	4	Y		Tolerable	All staff	Ongoing

You must ensure all actions are prioritised according to the level of risk. The higher the level of risk the higher priority the action/s should be given. Prioritisation should be reflected in the assigned time scale for completion. The table below provides further guidance.

Manager's Name:.....

Date:.....

assessment values		classification of risk rating (LxS = score)		action from risk rating	
likelihood (L)	Severity (S)	score	risk rating	action	Example time scales
unlikely - 1	Marginal - 1 (slight injury, minor first aid)	1	Trivial	No further action required	-
likely - 2 (to occur at some time)	Dangerous - 2 (serious injury or damage)	2	Tolerable	Keep control measures under review	within 3 months
		3-4	Moderate	Where possible fine tune control measures	within 1 month
very likely - 3	Very dangerous - 3 (could cause death or widespread injuries)	6	Substantial	Urgent control measures needed	within 7 days
		9	Intolerable	Stop activity until risk reduced	immediately

- **NOTE:** Where the activity or task is a one off event – the ‘time scales for action’ may need to be amended to ensure that safety controls are implemented before the activity takes place.
- Your assessment will need to consider who may be affected by the hazard/s – i.e. children or the elderly may be most at risk.
- Please remember you are not expected to risk assess activities that are outside of your knowledge, expertise or experience.
- Further information and assistance can be obtained from the SMG Health & Safety Advisor.

Remember

Hazard means anything that can cause harm.

Risk is the chance, high or low that somebody will be harmed by the hazard

Five Steps to Risk Assessment

- 1) Look for the hazards:
- 2) Decide who might be harmed
- 3) Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done
- 4) Record your findings.
- 5) - 3 -Review your assessment and revise it if necessary