

## SMG Risk Assessment Form

Nature / type of task being assessed and location/s		Get A Grip – workshop offsite			
Date of Assessment	20/01/18	Date by when assessment must be reviewed	20/01/19	Assessment Completed by / Department	Alex Butler – 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	
Tug of war experiments – Children may fall and injure themselves. Hands may get burned due to friction With dynamics trolleys – increased risk of injury	Encourage children to not use excessive force. When using Dynamics Boards (boards with wheels), get children to kneel on them NOT stand on them.	2	1	2	Y		Tolerable	All Staff	Ongoing	

Hot glue guns Can cause burns. Electrical safety issues.can cause shock hazard Cables may prove trip hazard. Injuring audience or staff.	Warn children as to the proper use of glue guns. Prevent cables from becoming tangled. Do not overload sockets with too many glue guns (use extensions). Switch off when not in use. <b>ALL STAFF MUST FOLLOW THE GLUE GUN GUIDELINES FOR THE WORKSHOP.</b>	2	2	4	Y		Tolerable	All Staff	Ongoing	
Scissors can cause cuts.to children or staff	Warn children as to the proper use of scissors; don't let them walk around with scissors in their hands for prolonged periods.	1	1	1	Y		Trivial	All Staff	Ongoing	
Prototype testing Can cause trip hazards and injuries to audience or staff such as strains, sprains and fractures.	Ensure children do not run around in workspace and are warned of the trip hazard. Children are given clear instructions to avoid rushing forward in large groups.	2	1	2	Y	Ensure children do not run around in workspace.	Trivial	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:.....

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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
very likely - 3	Very dangerous - 3 (could cause death or widespread injuries)	3-4	Moderate	Where possible fine tune control measures	within 1 month
		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