SMG Risk Assessment Form

Nature / type of task being assessed and location/s		Material World – show 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	
Stretching silly putty - Volunteers could pull too hard and fall backwards.	Presenter will give volunteers a verbal warning not to pull too hard. Trip hazards will be removed from the area.	2	1	2	Y		Trivial	All staff	Ongoing	
Blind Fold - Blind Folded volunteer could fall over or off stage.	Presenter stay close to volunteer and make sure that they don't move around while blind folded.	2	1	2	Y		Trivial	All staff	Ongoing	
Exploding paint tin demo - Tin lid could hit presenter or audience.	Demo will be conducted at least 3 metres from audience. Presenters will be trained on using kit safely. Presenters will wear goggles, and make sure flammable material is kept well away.	2	2	4	Y	Presenters will be trained on using kit safely.	Tolerable	All staff	Ongoing	

Exploding paint tin demo - Flame could burn presenter.	Presenters will be trained on using kit safely. Presenters will wear goggles, and make sure flammable material is kept well away.	2	2	4	Y	Presenters will be trained on using kit safely.	Tolerable			
Handling solid carbon dioxide (Dry Ice) – Cryoburns for presenter or volunteer	Anyone handling CO2 must wear goggles and cryogloves.	2	1	2	Y	Presenters will be trained on correct use of PPE	Tolerable	All staff	Ongoing	
Burns using gas burner, burning iron and copper - Burner may leak and ignite. Presenters may burn themselves on flame. Sparks may burn presenter or surrounding area.	Presenters will be trained in using the burner, and wear heatproof gloves and goggles. Heat proof mats will be laid out on the table and combustible materials will be removed from surrounding area.	2	2	4	Y	Presenters will be trained on correct use of PPE	Trivial	All staff	Ongoing	
Burns using gas burner, burning iron and copper - Presenters may burn themselves on flame.	Presenters will be trained in using the burner, and wear heatproof gloves and goggles. Heat proof mats will be laid out on the table and combustible materials will be removed from surrounding area.	2	2	4	Y	Presenters will be trained on correct use of PPE				
Burns using gas burner, burning iron and copper - Sparks may burn presenter or surrounding area.	Presenters will be trained in using the burner, and wear heatproof gloves and goggles. Heat proof mats will be laid out on the table and combustible materials will be removed from surrounding area.	2	2	4	Y	Presenters will be trained on correct use of PPE				
Blowtorch may leak and ignite or presenter may be burnt by the blowtorch.	Blowtorch must be stored and used correctly. Presenters will be trained in using the blowtorch, and wear heatproof gloves and goggles.	2	2	4	Y	Presenters will be trained on correct use of PPE	Tolerable	Tolerable	Ongoing	
Presenter may be burnt by exothermic reaction as Potassium chlorate may explode if misused.	Presenters will wear heatproof gloves and goggles. Test tube will be behind safety screen, pointed at the safety screen, and the area checked for people or flammable objects.	2	2	4	Y	Presenters will be trained on correct use of PPE				
Presenter may be burnt by Matter ejected from the test tube during the reaction.	Presenters will wear heatproof gloves and goggles. Test tube will be behind safety screen, pointed at the safety screen, and the area checked for people or flammable objects. All materials will be checked for contaminants. Method statement document and safety instruction sheet are available on request.	2	2	4	Y	Presenters will be trained on correct use of PPE				
Spillage from Mentos cannon - Coke will spill onto floor and may cause slips or	Matting will be put on floor, and spillage will be cleared up by tech assistant immediately during show. Audience will be warned if it is necessary for them to walk through the area afterwards.	2	2	4	Y		Tolerable	All staff	Ongoing	

falls.										
Explosion -Hydrogen Balloon - Hydrogen may ignite unexpectedly. Explosion may ignite surroundings.	All presenters will be trained in using hydrogen. Correct equipment will be used (flame-retardant string and latex balloon) and venue checked for suitability – high ceilings and enough space for flame. Presenter will wear ear defenders and ignite from a distance. Hydrogen cylinder may be delivered to the venue by courier in advance of the show. If so, it will be delivered in a portable gas cage, which the client should lock up in a secure, well-ventilated area (preferably outside), away from oxidant gases, other oxidants, any sources of ignition or children. Method statement document and MSDS are available on request.	2	2	4	Y	Presenters will be trained on correct use of PPE	Tolerable	All staff	Ongoing	
Explosion -Hydrogen Balloon - Hydrogen may ignite unexpectedly. Explosion may damage hearing.	All presenters will be trained in using hydrogen. Correct equipment will be used (flame-retardant string and latex balloon) and venue checked for suitability. Presenter will wear ear defenders and ignite from a distance. Audience will be instructed to put fingers in their ears.	2	2	4	Y	Presenters will be trained on correct use of PPE	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	-
		2	Tolerable	Keep control measures under review	within 3 months
likely - 2 (to occur at some time)	Dangerous - 2 (serious injury or damage)	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) - 4 -Review your assessment and revise it if necessary