

SMG Risk Assessment Form

Nature / type of task being assessed and location/s		Not So Sleepy Hedgehog – storytelling 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	
Background screen may fall over, trapping or injuring employees, or public.	Only to be used by trained staff, supervised at all times, ensure the floor is flat and not to be used outside where there is wind	1	1	1	Y	Keep public a safe distance from the screen to avoid falling.	Trivial	All staff	Ongoing	
Background screen may break, or trap fingers as they are assembled or disassembled	Screen only to be assembled/disassembled by trained staff and staff to supervise screens at all times	1	1	1	Y		Trivial	All staff	Ongoing	

Mirror Ball could smash causing cuts or lacerations to staff or audience if shards are handled.	Presenters to ensure the mirror ball is packed away safely with appropriate wrapping (bubble wrap) and safety checks are performed before the show.	2	1	1	Y		Trivial	All staff	Ongoing	
Props in the performance area may cause a trip hazard	Props only to be used by presenter with public being kept a safe distance away.	2	1	2	Y		Trivial	All staff	Ongoing	
Audience volunteers may trip over each other/props when approaching the performance area	Staff to supervise children at all times and give verbal warnings, children's movement on stage kept to a minimum and no running	1	2	2	Y		Trivial	All staff	Ongoing	
Main lights switched off during performance. In limited visibility this could cause presenters or audience members to trip over.	Make sure that the presenters are aware of objects placed in the space. Let audience know when the lights will be turned off and to remain in their seats	1	1	2	Y		Trivial	All staff	Ongoing	
Torch being shined in presenter or audience eyes could cause minor eye irritation.	Presenters make sure that the torch is not pointed towards audience.	1	1	1	Trivial		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:.....

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) - 4 - Review your assessment and revise it if necessary