

SMG Risk Assessment Form

Nature / type of task being assessed and location/s		Science Communication – 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 & 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	Tolerable	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		Tolerable	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.	Tolerable	All staff	Ongoing	
Spillage of liquids could cause a slipping hazard	Major spillages on floor are to be wiped up immediately with absorbent paper.	2	1	2	Y		Tolerable	All staff	Ongoing	
Egg drop trick: Wooden board could hit someone when trick is performed	Students are instructed always to hit board away from other people.	2	1	2	Y		Tolerable	All staff	Ongoing	
Egg drop trick: Glasses could smash if dropped, with risk of glass shards injuring students	Only plastic cups to be used. Cups will be cleaned up immediately if broken.	3	1	3	Y		Moderate	All staff	Ongoing	

Alka-Seltzer Rockets: Rocket could hit volunteer or audience, causing injury	Experiment is performed at a safe distance from the audience. Volunteers are instructed to stand back once the rockets are prepared. Presenter to ensure that the ceiling is of adequate height before experiment.	2	1	2	Y		Tolerable	All staff	Ongoing	
Alka-Seltzer Rockets: Alka Seltzer tablets could be eaten, causing injury	Presenter to instruct volunteers not to eat the tablets. Follow Material Safety Data Sheet (MSDS) if tablet is ingested	1	1	1	Y		Trivial	All staff	Ongoing	
Airzooka: Elastic could snap, injuring volunteer	Students using airzooka are instructed on how to use it properly.	1	1	1	Y		Trivial	All staff	Ongoing	
Tablecloth Trick: Lacerations to staff or public caused by handling small pieces of broken crockery	Make sure audience are seated at a safe distance when trick is performed. Staff will thoroughly instruct students on how to perform demo before allowing them to try it. Staff will supervise practise of this trick. Appropriate equipment will be used to dispose of any broken props.	2	2	4	Y		Moderate	All staff	Ongoing	
Tablecloth Trick: Injuries due to any flying crockery	Make sure audience are seated at a safe distance when trick is performed. Staff will thoroughly instruct students on how to perform demo before allowing them to try it. Staff will supervise practise of this trick.	2	1	2	Y		Tolerable	All staff	Ongoing	
3 cup trick: Powder could be ingested, causing stomach upset	Students instructed not to eat the powder. Follow instructions on MSDS if ingested.	1	2	2	Y		Tolerable	All staff	Ongoing	
Shape memory metal: Presenter may burn hand while using lighter to bend metal	Trained staff only to perform experiment. Wear heatproof glove to avoid burns. Keep hair tied back. Keep non-trained people at a safe distance and do not allow them to handle the safety lighter.	1	2	2	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
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) - 4 -Review your assessment and revise it if necessary