

SMG Risk Assessment Form

Nature / type of task being assessed and location/s		Slime Time – 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	
Glue used during workshop - Ingestion Illness due to consuming glue.	Use standard non-toxic PVA washable glue. Used by participants under constant adult supervision.	2	1	2	Y		Trivial	All staff	Ongoing	
Glue used during workshop - Spillage Getting glue on themselves and/or their clothes	Use standard non-toxic PVA washable glue. Used by participants under constant adult supervision	2	1	2	Y		Trivial	All staff	Ongoing	

<p>Borax - A mild irritant. Participant and staff might get a rash from it. This is especially a problem for people who already have a skin complaint.</p> <p>Pregnant women should avoid handling Borax. Borax is now deemed to be a possible mutagen (which may harm unborn children).</p>	<p>Staff and participants briefed of the dangers at the start of the workshop. Outreach officer informs teacher in charge that no pregnant teachers should be involved in handling the slime in the workshop.</p> <p>Officers make water and borax solution before start of the workshop. Officers wear goggles, gloves and aprons when making solution.</p> <p>Everyone wears gloves and aprons to avoid the borax coming into contact with their skin.</p> <p>Staff constantly supervise the use of borax and control distribution of powder. Children do not handle borax powder.</p> <p>Staff and participants debriefed on how to use the slime at home. Slime packets collected up and left with teacher over night- pupils can collect it the next day.</p>	2	2	4	Y		Tolerable	All staff	Ongoing
<p>Glue/Borax solution - Skin irritation due to contact with borax</p> <p>Participant and staff might get a rash from it. This is especially a problem for people who already have a skin complaint</p>	<p>The participants sit down during this part of the workshop.</p> <p>Officers make water and borax solution before start of the workshop. Officers wear goggles, gloves and aprons when making solution.</p> <p>Everyone wears gloves and aprons to avoid the borax coming into contact with their skin.</p> <p>Staff constantly supervise the use of borax and control distribution of powder. Children do not handle borax powder.</p>	2	2	4	Y		Tolerable	All staff	Ongoing
<p>Slime being handled after the workshop –</p> <p>Slime getting into the eyes/mouth</p> <p>Irritation from handling</p>	<p>Participants instructed not to remove slime from the plastic bags provided for next 12 hours to give it time to settle in to the slime. Participants are warned that they should be careful with it and if they handle it they should wash their hands afterwards.</p> <p>There is only a small amount borax in the slime,</p>	2	2	4	Y		Tolerable	All staff	Ongoing

	which would not be harmful if ingested.									
Latex	Latex allergy	2	2	4	Y	A warning is given at the start of the workshop to alert Latex allergy sufferers of the use of latex. They then have the option of staying or stepping out while the latex is being shown.	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:.....

Version 1; 03.2014

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