# SMG Risk Assessment Form

<table>
<thead>
<tr>
<th>Nature / type of task being assessed and location/s</th>
<th>Glorious Blood show - offsite</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Assessment</td>
<td>02/03/20</td>
</tr>
<tr>
<td>Date by when assessment must be reviewed</td>
<td>02/03/21</td>
</tr>
<tr>
<td>Assessment Completed by / Department</td>
<td>Anais Radiere – Outreach &amp; Resources</td>
</tr>
</tbody>
</table>

- **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?)
- **Inappropriate handling of heavy boxes of props could lead to injury to employees**
  - **Current controls**
    - Employees are made aware of the weight of boxes and appropriate techniques for handling heavy objects. Heavy boxes are labelled ‘heavy’.
  - **Current controls**
    - 2
  - **S**
    - 1
  - **LxS**
    - 2
  - **Risk Acceptable (Y/N)**
    - Y
  - **Further actions required**
    - All employees to receive manual handling training
  - **Residual risk**
    - Tolerable
  - **Action by**
    - All staff
  - **Time scale**
    - Ongoing

- **Cables can become a trip hazard leading to injuries caused by trips and falls.**
  - **Current controls**
    - All cables to be secured against tripping by ‘gaffer tape’ or equivalent. Employees and public made aware of areas where cables are.
  - **Current controls**
    - 2
  - **S**
    - 1
  - **LxS**
    - 2
  - **Risk Acceptable (Y/N)**
    - Y
  - **Further actions required**
    - Tolerable
  - **Action by**
    - All staff
  - **Time scale**
    - Ongoing

- **Poorly maintained electrical AV equipment could cause an electric shock to users.**
  - **Current controls**
    - Equipment is stored securely and handled carefully. Whenever electrical equipment is used it is checked before use for signs of damage or wear.
  - **Current controls**
    - 2
  - **S**
    - 1
  - **LxS**
    - 2
  - **Risk Acceptable (Y/N)**
    - Y
  - **Further actions required**
    - Electrical equipment to be PAT tested in accordance with Museum policy.
  - **Residual risk**
    - Tolerable
  - **Action by**
    - All staff
  - **Time scale**
    - Ongoing

- **Glassware could drop and subsequent shards could cause lacerations**
  - **Current controls**
    - Appropriate protective packaging when stored in boxes must be used. Unsupervised children to be kept away from glassware.
  - **Current controls**
    - 2
  - **S**
    - 1
  - **LxS**
    - 2
  - **Risk Acceptable (Y/N)**
    - Y
  - **Further actions required**
    - Tolerable
  - **Action by**
    - All staff
  - **Time scale**
    - Ongoing

- **Spillage of liquids could cause a slipping hazard**
  - **Current controls**
    - Major spillages on floor are to be wiped up immediately with absorbent paper.
  - **Current controls**
    - 2
  - **S**
    - 1
  - **LxS**
    - 2
  - **Risk Acceptable (Y/N)**
    - Y
  - **Further actions required**
    - Tolerable
  - **Action by**
    - All staff
  - **Time scale**
    - Ongoing

- **Cornflour shower: Experiment could cause burns to presenter or audience**
  - **Current controls**
    - To be performed well away from public and any hanging fabrics (e.g. stage curtains). Performer holds ignited blowtorch well away from face. Kept out of reach of children at all times.
  - **Current controls**
    - 1
  - **S**
    - 2
  - **LxS**
    - 2
  - **Risk Acceptable (Y/N)**
    - Y
  - **Further actions required**
    - Tolerable
  - **Action by**
    - All staff
  - **Time scale**
    - Ongoing
Presenter must wear safety goggles. 2 metre clearance is necessary between apparatus and ceiling of the room. Fire sensors that respond to heat to be turned off.

**Platelet demo:**
Volunteers may trip over leafblower cable while performing experiment and fall

Volunteers are given clear instructions before the experiment to avoid careless running. Presenter to ensure that cable is kept safely away from volunteers during the demonstration.

**Limewater demo:**
Limewater may be harmful if ingested

Presenter must give the volunteer clear instructions not to ingest the limewater and monitor them during the experiment.

<table>
<thead>
<tr>
<th>Assessment values</th>
<th>Classification of risk rating (LxS = score)</th>
<th>Action from risk rating</th>
<th>Example time scales</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>likelihood (L)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>unlikely - 1</td>
<td>score</td>
<td>risk rating</td>
<td>action</td>
</tr>
<tr>
<td>likely - 2</td>
<td></td>
<td>Trivial</td>
<td>No further action required</td>
</tr>
<tr>
<td>very likely - 3</td>
<td></td>
<td>Tolerable</td>
<td>Keep control measures under review</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Moderate</td>
<td>Where possible fine tune control measures</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Substantial</td>
<td>Urgent control measures needed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Intolerable</td>
<td>Stop activity until risk reduced</td>
</tr>
<tr>
<td><strong>Severity (S)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marginal - 1</td>
<td>score</td>
<td>risk rating</td>
<td>action</td>
</tr>
<tr>
<td>slight injury, minor first aid</td>
<td>1</td>
<td>Trivial</td>
<td>No further action required</td>
</tr>
<tr>
<td>Dangerous - 2</td>
<td></td>
<td>Tolerable</td>
<td>Keep control measures under review</td>
</tr>
<tr>
<td>serious injury or damage</td>
<td>3-4</td>
<td>Moderate</td>
<td>Where possible fine tune control measures</td>
</tr>
<tr>
<td>Very dangerous - 3</td>
<td></td>
<td>Substantial</td>
<td>Urgent control measures needed</td>
</tr>
<tr>
<td>could cause death or widespread injuries</td>
<td>6</td>
<td>Intolerable</td>
<td>Stop activity until risk reduced</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
• 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