SMG Risk Assessment Form

Nature / type of task being assessed and location/s	Bubbles – 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	
Slippery floor/ground due to bubble mix (not applicable to carpeted venues) could cause injuries due to falls, sprains, fractures, concussion etc	Staff must ensure they keep the area as non-slippery as possible. Have a plenty of blue roll handy. Keep wet area as clear as possible. Keep audience away from wet areas. Brief children to stay in their seats for the show's duration.	2	2	4	Y		Tolerable	All staff	Ongoing	
Ingestion of bubble mix, other substances causing vomiting, general illness	The mix contains a low concentration of washing up liquid and glycerol. A member of trained staff will supervise the activity at all times. An adult must accompany children under 12 years.	2	1	2	Y		Trivial	All staff	Ongoing	

Excess mix around bubble hoop may cause slip hazard	A member of trained staff will supervise the activity at all times. The bubble hoop will be on a quick dry sheet. Any excess bubble mix will be cleared up. Slippery surface signs must be displayed.	2	2	4	Y		Tolerable	All staff	Ongoing	
Allergic reactions to bubble mix can cause rashes	Warn audience beforehand that bubble mix contains detergent.	1	2	2	Y		Trivial	All staff	Ongoing	
Puncturing of pressurised gas containers (helium) may cause injury	Routinely check the gas cylinders. Discard if there is doubt. Keep cylinders in their boxes during transit if individual canisters used; avoid contact with extreme temperatures and sharp implements.	3	1	3	Y		Trivial	All staff	Ongoing	
Pressurised gas (helium) Inhalation of helium can cause asphyxiation	Inhalation of helium is not to be encouraged, as it can be highly dangerous. On no account is this to be performed. Turn tap on canister/genie container off when not in use.	3	1	3	Y		Trivial	All staff	Ongoing	
Solid Carbon Dioxide (Dry Ice) is a very cold substance (193K), can cause frost burns	Wear suitable protective gloves. Handle with a spoon by trained member of staff NB: not part of current regular programme	2	2	4	Y		Tolerable	All staff	Ongoing	
Liquids (water or bubble mix) coming into contact with the electrical parts of the light box (output 12V DC 2.5a) can cause electric shock	When ever using the light box, place it under the durable plastic protector at all times, only turn the light box on when needed. NB: not part of current regular programme	2	2	4	Y		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	-
		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