

## SMG Risk Assessment Form

Nature / type of task being assessed and location/s		Supercool 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 & 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	
<b>Liquid nitrogen:</b> Contact with nitrogen could cause frost burns	Proper storage and handling equipment to be used at all times. All staff trained on proper usage. Follow transportation guidelines as listed on COSHH form. When moving a dewar, choose route to minimise manual handling risk. Do not allow untrained persons access unless supervised. Audience must be seated a minimum of 3 m away from where the nitrogen will be used. Protective screen must be placed around area where nitrogen is used. Gloves and goggles to be worn at all times. Nitrogen may be delivered by courier to the venue in advance of the show. If this is the case, the client should direct the courier to put the dewar in a secure, well-ventilated area, out of reach of children.	1	2	2	Y		Tolerable	All staff	Ongoing	

Liquid nitrogen could spill while being transported from van to stage area and cause frost burns	Dewar will be firmly strapped to a wheeled trolley and escorted by at least two members of staff. Staff will move slowly and pay close attention to movement of the dewar. Any public approaching the dewar will be politely asked to stand back.	1	2	2	Y		Tolerable	All staff	Ongoing	
<b>Bottle trick:</b> Overfilling of bottle may lead to jet of liquid nitrogen being produced, possibly causing frost burns	Do not overfill plastic bottle – maximum level is one-third full. Wear protective equipment (gloves, goggles, ear protectors) and keep children well away.	1	2	2	Y		Tolerable	All staff	Ongoing	
<b>Cloud in a bucket:</b> Audience could come in contact with nitrogen, resulting in frost burns	Presenter will take extra care when moving around holding the bucket. Clear safety warning will be given, instructing audience not to trip presenter and to keep hands away from the bucket. Staff will ensure that children under 7 are closely supervised by an adult if taking part.	1	2	2	Y		Tolerable	All staff	Ongoing	
<b>Banana hammer:</b> Banana could shatter and cause an eye laceration. Volunteer could get frost burns from touching banana/liquid nitrogen.	Volunteer is to wear eye goggles and cryogenic gloves during experiment. Volunteer will be given clear instruction by presenter.	1	2	2	Y		Tolerable	All staff	Ongoing	
Boiling water from kettle could spill and cause injury	Ensure kettle is in proper working order. Make sure it is easy to reach and that there are no trailing cables that may impede access. Keep hot water away from children.	2	1	2	Y		Tolerable	All staff	Ongoing	
<b>Smashing Pete:</b> Plasticine may fly into eye causing laceration	All volunteers must wear eye protection and cryogloves. Safety screen must be used to prevent pieces going towards audience.	1	2	2	Y		Tolerable	All staff	Ongoing	
<b>Conduction experiment:</b> Volunteers may fall over when pushed	Make sure volunteers are well away from the props on the tables (min. 1.5m). Performer to exercise caution in this demonstration.	2	1	2	Y		Tolerable	All staff	Ongoing	
Lava lamp could cause burns when touched	Do not touch the lava lamp while hot. If it is necessary to do so, use protective gloves.	2	1	2	Y		Tolerable	All staff	Ongoing	

Presenter could get food poisoning when ingesting ice cream or Ryvita	All food is bought and used by the use by date. Fresh or unsealed food kept separate from all other props.	1	1	1	Y		Trivial	All staff	Ongoing	
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**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:.....

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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