

SMG Risk Assessment Form

Nature / type of task being assessed and location/s		Medical Marvels			
Date of Assessment	09/007/2019	Date by when assessment must be reviewed	09/07/2020	Assessment Completed by / Department	Laura Meade – 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 containing 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	
Object handling collection - general	Suitable objects (no sharp edges etc.) selected for appropriate audience and participants are instructed in correct object handling procedure to prevent misuse of objects. Presenters will be on hand to offer additional supervision and guidance on handling objects as needed.	1	1	1	Y		Trivial	All staff	Ongoing	
Electroshock machine- contains small metal parts and wires which could cause injury	Small parts, sharp edges and wires removed from the object prior to session delivery.	1	1	1	Y		Trivial	All staff	Ongoing	

Wearable items (surgeon cap, earphones, pollution mask) could cause spread of illness	Items will be washed/sterilised between sessions and replaced as needed.	1	1	1	Y		Trivial	All staff	Ongoing	
Accidental breakage of ceramic or glass objects could cause injury	Participants will be instructed in correct object handling procedure to prevent misuse. Participants will handle objects over tables to prevent object falling on the floor and breaking.	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:.....Laura Meade.....

Date:.....09/07/2019.....

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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) - 3 -Review your assessment and revise it if necessary