

SMG Risk Assessment Form

| | | | | | |
|---|----------|--|--|--------------------------------------|--------------------------------------|
| Nature / type of task being assessed and location/s | | Mission to Mars – workshop offsite | | | |
| Date of Assessment | 02/03/20 | Date by when assessment must be reviewed | 02/03/21 | Assessment Completed by / Department | Anais Radiere – 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 | |
| Spillage of liquids could cause a slipping hazard | Major spillages on floor are to be wiped up immediately with absorbent paper. | 2 | 1 | 2 | Y | | Tolerable | All staff | Ongoing | |
| Alka-Seltzer Rockets: Rocket could hit volunteer or audience, causing injury | Experiment is performed at a safe distance from the audience. Volunteers are instructed to stand back once the rockets are prepared. Presenter to ensure that the ceiling is of adequate height before experiment. | 2 | 1 | 2 | Y | | Tolerable | All staff | Ongoing | |
| Alka-Seltzer Rockets: Volunteer could eat Alka-Seltzer tablets | Presenter to instruct volunteers not to eat the tablets. Tablets are safe to eat in small quantities. | 1 | 1 | 1 | 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:.....Beth Linfield.....

Date:.....02/03/2020.....

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