

SMG Risk Assessment Form

Nature / type of task being assessed and location/s		It Take Guts – show offsite			
Date of Assessment	20/01/17	Date by when assessment must be reviewed	20/01/18	Assessment Completed by / Department	Heather Patrick – 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 taping over/to floor with '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	
Cornflour demonstration. Experiment uses a blowtorch to ignite a cloud of cornflour. A cloud of cornflour is created by blowing through a rubber pipe and funnel, and ignited in the air. Can cause burns. Also a fire risk.	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. Presenter must wear safety goggles. 2 metre clearance is necessary between apparatus and ceiling of the room. Fire sensors that respond to heat but be turned off.	3	2	6	Y		Trivial	All staff	Ongoing	

Chemicals involved in show – vinegar, sodium bicarbonate, washing detergent, washing up liquid. If chemicals are swallowed or splashed in eyes this could result in injury.	Keep in bottles and use as intended, following safe procedures. Keep chemicals away from children.	1	1	1	Y		Trivial	All Staff	Ongoing	
Ingesting food (i.e. the mixed-up food created in show) If food is swallowed this could cause discomfort as it has not been hygienically prepared.	Ensure staff and audience do not eat the food and it is cleared away immediately after the show.	1	1	1	Y		Trivial	All Staff	Ongoing	
Floors – may become slippery if liquids are spilt Staff and audience may slip on wet floors, causing injuries	Keep all spillages to a minimum. Use 'blue roll' absorbent tissue to mop up any major spillages as soon as they happen.	1	2	2	Y		Trivial	All Staff	Ongoing	
Scissors – could cause cuts in skin Staff may cut themselves when using scissors	Keep scissors away from children. Use them carefully in the show	1	1	1	Y	Keep scissors away from children. Use them carefully in the show	Trivial	All Staff	Ongoing	
'Guts model' – could cause a trip hazard. This may lead to injury of staff or audience volunteers	Do not leave the model strewn across the floor/stage. Pack it up immediately after it has been used.	1	1	1	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	-
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

