

Equipment / Activity / Area being assessed	Living in Space KS1 Show	Risk Assessment No:	ED-I305
Location	Eureka! Studio theatre or Imagination Space	COSHH assessment:	N/A
Who is exposed?	Presenters and Audience Members from schools groups including children aged 5-7		
Date of assessment:	November 2019		
Assessor's name & job title:	Jenny Parker, Play & Learning Manager		
Next Review date:	As & when significant changes occur		

	Hazard	Control Measures already in place to control the risk	What additional Control Measures are required?	Risk rating (H, M, L)	Completed/ Escalated to:
1	General room set up: Trailing cables from computer and props on tables could present trip hazard.	Any scenery, props and resources to be set up to minimise hazards and placed at suitable distance from the audience. Fire exits to be kept clear at all times. First aider on site at all times during museum opening hours.	Parents/guardians/teachers to remain in close supervision of the children in their care at all times.	L = 3 S = 2 R = 6 Low risk	P&L Team/ Duty Manager/Duty VSAM
2	Unsupervised room	Imagination Space – door must be locked at all unstaffed times Theatre – both doors must be locked at all unstaffed times. High risk items to be stored in projection room during break periods. Overnight, equipment should be packed away and stored in the projection room.	All staff to be vigilant in making sure Imagination Space & Theatre doors are locked when room not staffed. To be checked by Duty VSAM daily.	L = 2 S = 2 R = 4 Low risk	P&L Team/ Duty Manager/Duty VSAM

3	Electrical Shocks	Those stated in Electrical RA & General Electrical Precautions risk assessment: ..\..\Operations & Technical (O&T)\Q&T 030 Electrical Precautions.doc All cables to be checked for damage when setting up.		L = 2 S = 5 R = 10 Medium risk	P&L Team/ Duty Manager/Duty VSAM
4	Firing the Paper rocket over audience could hit someone and cause injury	Launcher should be angled to fire over the audience. Pressure should be kept low, suggested pressure is below 20psi, but it should be trialled in the intended performance space first. Presenter to manage volunteer closely to be sure they don't over pressurise the launcher. The rocket for this demo should be made from paper only without added weight or reinforcement.	Compressed air rocket launcher to be stored in projection room & this room locked in between sessions (i.e. over lunch when the theatre is not staffed)	L=3 S=2 R=6 Low Risk	P&L Team/ Duty Manager/Duty VSAM
5	Dizzy Docking Game, volunteer could fall over and bump into something	When spinning the volunteer the presenter must use an open space and stay close to them to help guide them, should they stumble.		L=2 S=2 R=4 Low Risk	P&L Team/ Duty Manager/Duty VSAM
6	Life Saver Water Bottle Demo, Bacteria could be shared	Instructions for the bottle should be followed. No one should taste the filtered water, purely for visual demonstration only.		L=1 S=1 R=1 Low Risk	P&L Team/ Duty Manager/Duty VSAM
7	Bernoulli Blower Game, Hairdryer could become hot, trailing cables and audience members could become a tripping hazard to the volunteer	Hair dryer must be used on the cool setting to avoid overheating and any parts getting hot. Cable cover to be used over extension lead cable. Hairdryer trailing cable should be managed by the presenter following the volunteer. Make sure the basket is placed with a clear path between it and the volunteer to avoid tripping.	Hairdryer to be kept under the table and away from the life saver water bottle demo.	L=2 S=2 R=4 Low Risk	P&L Team/ Duty Manager/Duty VSAM

8	Poo Balloons, Balloons could burst hitting someone; a cabled vacuum cleaner would trail cables creating a tripping hazard. Large plastic bag could present a suffocation risk. Popped balloons could present choking hazard.	Balloons should not be over inflated, to avoid bursting. Cordless vacuum cleaner to be used, to avoid trailing cables. Plastic bag should be kept away from children.	Should any balloons pop, remnants of balloon to be disposed of immediately.	L=2 S=2 R=4 Low Risk	P&L Team/ Duty Manager/Duty VSAM
9	Sleeping Bag Demo, Volunteer could stumble getting in, skin could be pinched in zip	Bottom half of the sleeping bag should be unzipped so it can be placed over the volunteer's head, as opposed to them trying to get into it. Presenter should take care not to catch any skin on themselves or the volunteer when zipping it up.		L=2 S=1 R=2 Low Risk	P&L Team/ Duty Manager/Duty VSAM
10	Building a Space Suit, Volunteer could fall putting suit or boots on	Either the presenter or an adult volunteer should help the child volunteer to get in and out of the suit and boots. A chair could be provided for them to sit on while dressing up.		L=2 S=2 R=4 Low Risk	P&L Team/ Duty Manager/Duty VSAM
11	Testing the Perspex samples, Bright light could damage volunteers eyes if shone directly in face and exposed too long	The bright light should not be shone directly at the volunteer when testing the clear Perspex.		L=2 S=2 R=4 Low Risk	P&L Team/ Duty Manager/Duty VSAM
12	Repairing the Solar Panel, Volunteer could trip over audience while moving through them, the mirror could fall and break.	Encourage the audience to make a clear path for the astronaut volunteer. Alternatively, the presenter could guide them around the edge of the audience, rather than through it. Ask a teacher volunteer to hold the mirror but should it be dropped and break, move children away immediately and call for assistance in clearing the glass.		L=3 S=2 R=6 Low Risk	P&L Team/ Duty Manager/Duty VSAM

13	Parachute, Children getting excited may jump or run about, tripping and injuring themselves or others.	Encourage children to stay sitting when using the parachute, to avoid tripping. Gather in the parachute as soon as you are finished with the demonstration.		L=3 S=1 R=3 Low Risk	P&L Team/ Duty Manager/Duty VSAM
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Risk Rating Scale

Risk = Likelihood of injury x Severity of injury

R = L x S

Low risk = 0 – 6, Medium risk = 7 - 12, High risk = 13 - 25

		S = Severity of injury					
		No injury or illness (0)	Minor injury or illness (1)	First aid injury or illness (2)	“3 day” injury or illness (3)	Major injury or illness (4)	Fatality, disabling injury, etc (5)
L = Likelihood of injury	Zero to very low (0)	0 = Low	0 = Low	0 = Low	0 = Low	0 = Low	0 = Low
	Very unlikely (1)	0 = Low	1 = Low	2 = Low	3 = Low	4 = Low	5 = Low
	Unlikely (2)	0 = Low	2 = Low	4 = Low	6 = Low	8 = Medium	10 = Medium
	Likely (3)	0 = Low	3 = Low	6 = Low	9 = Medium	12 = Medium	15 = High
	Very likely (4)	0 = Low	4 = Low	8 = Medium	12 = Medium	16 = High	20 = High
	Almost certain (5)	0 = Low	5 = Low	10 = Medium	15 = High	20 = High	25 = High

Sign-off of risk assessment

Reviewed by Operations Team on:	01.11.19
Next Review date:	Next time the workshop is delivered