

Equipment / Activity / Area being assessed	Mission Control KS1 workshop	Risk Assessment No:	ED-I309
Location	Imagination Space	COSHH assessment:	Isopropanol Alka seltzer
Who is exposed?	Presenters and Audience Members from schools groups including children aged 5-7		
Date of assessment:	May 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.		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	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 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

3	Whoosh bottle demo – see separate RA No ED-I215 Fire Injury to presenters & audience	ALL STAFF MUST FULLY COMPLY WITH THE H&S PROCEDURES AS SET OUT IN ED-I215 ED-I215 Destination Space whoosh bottle demo.docx	ED-I215 is for use in theatre. Same control measures apply for use in Imagination Space Enablers must remember to ask Duty Tech to isolate smoke heads in I.Space. The Demo should take place in front of the sink and children sat at the two closest tables are asked to stand by the wall next to the projector	L = 2 S = 2 R = 4 Low risk	P&L Team/ Duty Manager/Duty VSAM
4	Testing reaction of Alka-Seltzer tablet + lime juice, water & vinegar. Possible ingestion of liquids and/or tablets Liquid spillages	Children asked to follow instructions carefully and reminded not to put anything in their mouths. Any spillages to be cleaned up immediately.	Alka-Seltzer tablets being used do not contain paracetamol or aspirin	L = 1 S = 1 R = 1 Low risk	P&L Team/ Duty Manager/Duty VSAM

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:	6.6.19
Next Review date:	The next time the workshop is planned to be delivered

Signed by members of the delivery team:

Name	Signature	Date
Felicity Clark	Signed	6.6.19
Max Bownas	Signed	6.6.19
Rebecca Wise	Signed	6.6.19
Darren Fearnley	Signed	6.6.19
Daniel Blamires	Signed	6.6.19
Jill Ward	Signed	6.6.19

Signed by VSAMs:

Name	Signature	Date
Ben Healey	Signed	6.6.19
Jennie Staniland	Signed	6.6.19
Georgina Wightman	Signed	6.6.19
Rachel Skinner	Signed	6.6.19