#### 

#### Risk Assessment Form

| **Equipment / Activity / Area being assessed** | Building Bridges show and workshop | **Risk Assessment No** | **LE-28** |
| --- | --- | --- | --- |
| **Location** | Theatre and MakeCreate | **COSHH assessment** |  |
| **Who is exposed?** |  | | |
| **Date of assessment** | 14 March 2024 | | |
| **Assessor’s name and job title** | Rachael Bevan, Head of Learning and Inspiration | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Hazard** | **Control Measures already in place to control the risk** | **What additional Control Measures are required?** | **Risk rating (High, Medium, Low)** | **Completed/ Escalated to:** |
| 1 | Poor housekeeping and general untidiness  Slips, trips, and falls | Regular checks and quick tidy-ups of the space to be conducted daily by Enablers.    Props and resources to be set up at a suitable distance from the audience and ensuring walkways are kept clear.  Fire exits to be kept clear at all times.  Any mess or damages that can't be tidied or repaired to be reported to the on-duty Technician.  First aider on site at all times during museum opening hours. |  | L = 1  S = 1  R = 1 |  |
| 2 | Use of electrical equipment  Shocks, burns | All equipment is PAT compliant and subject to annual testing.  Only staff should operate the equipment.  The AV cupboard is to be kept closed when not in use. |  | L = 1  S = 2  R = 2 |  |
| 3 | Stairs and foldable seats  Trips, falls, misbehaviour | Lights to kept high while audience members find their seats.  Audience will be asked to remain in their seats for the duration of the show.  First aid kits and trained personnel will be available at all times. | Grown ups to remain in close supervision of the children in their care at all times.  Enabler can stop the show if children run around or misbehave. | L = 2  S = 1  R = 2 |  |
| 4 | Use of cross strut demonstration  Cuts, trapped fingers, splinters | The cross strut is to be visually checked by the Enabler before use and any defects reported to the on-duty Technician ASAP.  Cross strut is to be locked in position before moving.  Volunteers are given clear instructions about how to handle it.  Enabler stays nearby for assistance. |  | L = 2  S = 2  R = 4 |  |
| 5 | Use of craft materials  Slips and trips; cuts | Enablers will constantly ask participants to keep their work area tidy.  Ensure walkways and exits are clear.  There will be sufficient time between sessions to clean up and tidy up.  Child-friendly scissors provided.  First aid kit and trained staff available. |  |  |  |
| 6 | Use of freestanding trestle tables and chairs in MakeCreate    Bumping into tables; tables moving/being moved; tables collapsing; climbing on tables or chairs to see better. | Tables will be set up as per instructions and not moved once in situ. Tables have sliding rings to keep the legs in place.  Visitors will be asked by Enablers to not lean or climb on the tables.  Only if necessary, depending on the height level of the tower, an adult will be allowed to climb in a chair.  There will always be a person with first aid training to assist in the event of a fall.  Any defects to be reported to DM and Facilities ASAP. |  |  |  |
| 7 | Unsupervised room | The theatre space will be locked and inaccessible to the public when not in use.  Show resources should be stored away when not in use. |  | L = 1  S = 2  R = 2 |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Sign-off of risk assessment**

|  |  |
| --- | --- |
| **Review by Line Manager (Name, job title and date)** | Liz Peniston Content & Experience Director 140324 |
| **Next Review date** | March 2025 |

**Signed by members of the delivery team:**

| **Name** | **Signature** | **Date** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |