

## Risk Assessment Form

<b>Equipment / Activity / Area being assessed</b>	Habitats The adventures of Terra	<b>Risk Assessment No</b>	LE-37
<b>Location</b>	Theatre	<b>COSHH assessment</b>	
<b>Who is exposed?</b>	Staff, Audience.		
<b>Date of assessment</b>	14/08/2024		
<b>Assessor's name and job title</b>	Franco Ferrari-Accardi, STEM Learning Manager		

<b>Risk = Likelihood of injury x Severity of injury</b>	<b>R = L x S</b>	<b>Low risk = 0 – 6</b>	<b>Medium risk = 7 – 12</b>	<b>High risk = 13 – 25</b>
---	------------------	-------------------------	-----------------------------	----------------------------

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

	<b>Hazard</b>	<b>Control Measures already in place to control the risk</b>	<b>What additional Control Measures are required?</b>	<b>Risk rating (High, Medium, Low)</b>	<b>Completed/ Escalated to:</b>
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 = 2 S = 1 R = 2	
2	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	
3	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	

4	Use of electrical equipment: Computer, microscope.  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.  Cables are kept tidy and not in walking routes.		L = 1 S = 2 R = 2	
5	Use of materials - Microscope - Resin bugs - Feathers - Spray bottle and water - Plastic balls  Misuse – could be thrown or used to hit	Enabler gives clear instructions to the volunteers on what to do with the materials  Enabler to remove them from use if the volunteers misbehave and ask volunteers to sit back down.		L = 2 S = 2 R = 4	
6	Enablers not being aware of or adhering to any of the above measures	All Enablers who deliver this show receive appropriate training and are asked to read and sign this risk assessment.		L=2 S=2 R=4	

### Sign-off of risk assessment

<b>Review by Line Manager (Name, job title and date)</b>	Rachael Bevan, Head of Learning and Inspiration, 19.08.2024
<b>Next Review date</b>	19.08.2025