

Equipment / Activity / Area being assessed	Minibeast Show	Risk Assessment No	P&L 05
Location	Eureka! Theatre & 1855 offices	COSHH assessment	
Who is exposed?	School groups, Eureka! staff		
Date of assessment	October 2024		
Assessor's name and job title	Jenny Goodall – Play & Learning Officer		

Risk = Likelihood of injury x Severity of injury	R = L x S	Low risk = 0 – 6	Medium risk = 7 - 12	High risk = 13 - 25
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		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	General room set up: Trailing cables and props on tables could present trip hazard to both presenter & volunteers	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. Volunteers to be guided around any trip hazards present when making their way up to stage. Volunteers to be given clear instruction by the Enabler doing the demonstration.	L = 3 S = 2 R = 6 Low risk	P&L Team/Duty VSM Completed – RS

2	Electric shock from electrical equipment	<p>All Eureka! equipment to be PAT tested regularly.</p> <p>Extension leads & multi-adaptors – use of these should be kept to a minimum, connecting each appliance directly to a wall socket whenever possible.</p> <p>Extension leads must be fully unwound prior to use, otherwise overheating can occur. Extension leads must never be daisy chained.</p>	Visual checks of equipment each time in use. Anything of concern reported to Technicians and not to be used.	<p>L = 1 S = 5 R = 5 Low risk</p>	<p>P&L Team/ Duty Tech</p> <p>Completed – RS</p>
3	Unsupervised room – visitors accessing equipment & causing themselves or others harm	<p>Theatre – both doors must be locked at all unstaffed times. High risk items to be stored in projection room during break periods.</p> <p>Overnight, equipment should be packed away and stored in the projection room.</p>	<p>All staff to be vigilant in making sure Theatre doors are locked when room not staffed.</p> <p>To be checked by Duty VSM daily.</p>	<p>L = 2 S = 2 R = 4 Low risk</p>	<p>P&L Team/Duty VSM</p> <p>Completed – RS</p>
4	<p>Use of 1855 ground floor offices:</p> <ul style="list-style-type: none"> Hot radiators Heavy doors 	<p>Sit down & watch activity so children shouldn't be given opportunity to get close to radiators.</p> <p>Enablers/teachers to hold open heavy doors.</p>	Parents/guardians/teachers to remain in close supervision of the children in their care at all times.	<p>L = 2 S = 4 R = 8 Medium Risk</p>	<p>P&L Team/Duty VSM</p> <p>Completed – RS</p>

Sign-off of risk assessment

Review by Line Manager (Name, job title and date)	Jenny Goodall, P&L Officer, October 2024
Review by Operations Team on:	Rachel Skinner, Head of Visitor Services, 25.09.25
Next Review date:	

Signed by members of the delivery team:

Name	Signature	Date