

Risk Assessment Form

Equipment / Activity / Area being assessed	Everyday Materials Show	Risk Assessment No	LE-61
Location	Theatre	COSHH assessment	
Who is exposed?	Members of staff and visitors		
Date of assessment	04.08.2025		
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
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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	Poor housekeeping and general untidiness Slips, trips, and falls	Regular checks and quick tidy-ups of the space to be conducted daily by Enablers. Any mess or damages that can't be tidied or repaired to be reported to the Facilities Manager and/or Technicians. First aider on site at all times during museum opening hours.		L = 3 S = 1 R = 3	
2	Theatre stairs. Slips, trips, and falls	The audience will be instructed to stay seated and children should not run around the theatre. Lights shall be kept in presentation mode so that visibility is not impaired. Volunteers will be given plenty of time to move from their seats to the stage floor and advised not to run. No one is permitted to sit on the stairs so emergency routes are kept clear. First aider on site at all times during museum opening hours.		L = 1 S = 2 R = 2	
3	Audience misbehaviour. Risk of injury to students and staff.	Enabler will ask the audience to remain seated and to be careful that no child interrupts the show. The Enabler will have the power to stop or even cancel the show if these conditions are not met.		L = 2 S = 2 R = 4	
4	Heat demonstration Use of hot water Burns; spillage	Enablers to fill the urn with a mix of hot and cold water from the staff kitchen. Boiling water alone is not to be used. Enablers should check the temperature of the water in the urn before carrying it to the Theatre. Enablers to fill the urn in the staff canteen and transport to the Theatre in advance. The urn should not be overfilled. A small amount of warm water is needed for the show so should not be too heavy to carry. Enablers to take care when using the urn to dispense water into the cups. Enablers should check the temperature of the base of each cup before allowing the audience to feel it. If it still feels too hot, cold water should be added.		L = 1 S = 3 R = 3	

5	<p>Heat demonstration</p> <p>Use of hot plate and pans Burns; electrical fire</p>	<p>Hot plate to be used only as instructed during training.</p> <p>Hot plate to be kept on the white trolley at all times during the show and not to be moved.</p> <p>Hot plate has non slip feet to ensure it stays in position and should be kept on the heat resistant mat.</p> <p>Both plates are to be set to the same heat setting as per demonstration instructions.</p> <p>Hot plate to be turned on for use in the demonstration only. It must be turned off completely once the demonstration is complete and left to cool before moving it.</p> <p>Only the pre-approved pans should be placed on the hot plates – nothing else should be placed on top of them, even when they are not in use and in storage.</p> <p>Heatproof gloves should be worn when handling the hot plate. If the hot plate needs to be moved before it has cooled completely (e.g. if the space needs to be set up for a different show straight after) one of the heatproof mats should be placed on the surface behind the screen and the hot plate moved whilst wearing the heat resistant gloves.</p> <p>After the demonstration is complete the pans should be moved to one of the heat resistant mats on the white trolley.</p> <p>‘Caution: Hot’ sign to be placed near the hot plate while it’s cooling down.</p> <p>Hot plate should be plugged into the mains socket in the floor. It should be switched off when not in use.</p> <p>Hot plate is a piece of new equipment and is therefore PAT compliant.</p>	<p>Hot plate will be added to PAT checklist in future.</p>	<p>L = 1 S = 4 R = 4</p>	
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6	<p>Heat demonstration</p> <p>Use of oil</p> <p>Burns; allergies; choking; pests</p> <p>Disposal and waste risk</p>	<p>Enablers to keep hair tied back and no loose clothing to be worn.</p> <p>Minimum amount of oil to be used to minimise risk of splashing and wastage. Measuring cup to be used to measure out 5ml maximum. If more than 5ml is accidentally poured into the measuring cup, it should be poured back into the bottle and not used.</p> <p>Oil should be left to cool before any cleaning can take place.</p> <p>Oil should be absorbed using kitchen roll and placed in the general waste bin. Oil should NOT be poured down the sink or drain.</p> <p>Lemon wipes available to wipe up any splashed oil or residue.</p> <p>Burns dressings are available in the first aid box located behind the projector screen.</p>		<p>L = 1 S = 4 R = 4</p>	
7	<p>Heat demonstration</p> <p>Use of corn kernels and oil</p> <p>Allergies</p>	<p>Non-nut oil to be used.</p> <p>All staff asked before training about allergies.</p> <p>The use of corn and oil is mentioned in the teacher resource pack.</p>		<p>L = 1 S = 4 R = 4</p>	
8	<p>Strength demonstration</p> <p>Use of heavy weights</p> <p>Manual handling injuries. Bruised toes and feet if dropped.</p>	<p>Bags should be kept on the floor when they are being filled up.</p> <p>Bags should be lifted over the floor away from the audience and the Enabler's own feet.</p> <p>No Enabler should strain themselves to lift the weight.</p> <p>Plastic bottles used to minimise spillages and breakages when they fall on the floor.</p> <p>Enablers are not to swing the bags. If the paper bag needs some help to rip, it should be given a gentle jolt.</p> <p>Plastic bag not to be carried for too long if the handle cuts into the Enabler's fingers.</p>		<p>L = 1 S = 3 R = 3</p>	

9	<p>Absorbency demonstration</p> <p>Use of water</p> <p>Spillage could result in slips and falls</p> <p>Children could experience shock or fear when the water gun is used</p>	<p>Kitchen roll and towels are used in the show and can be used to mop up any spillages. Dry mop available in the space.</p> <p>Demonstration to take place over the floor mat. Volunteers will be asked to wipe their feet before taking their seats.</p> <p>Enabler will advise volunteers to be careful as they take their seats.</p> <p>Walkways should be mopped using the dry mop while explaining absorbency and waterproofing.</p> <p>Wet floor sign to be kept in the Theatre.</p> <p>Only children who volunteer to be part of the demonstration will be picked. The water gun will be shown in advance of the demonstration happening.</p> <p>Volunteers will wear rain ponchos for the demonstration.</p> <p>The super soaker should be used as per training – the smallest hole for the nozzle only, a maximum of 3 pumps per object, and Enabler positioned approx 1 ft away from the end of the floor mat.</p> <p>The use of the water gun is mentioned in the teacher resource pack.</p>		<p>L = 2</p> <p>S = 2</p> <p>R = 4</p>	
10	Sensory considerations	<p>Smells – hot oil, popcorn</p> <p>Sounds – audience and Enabler shouting, tapping the spoons on the surface, music sound effects, sizzling oil, weights falling to the floor, rain ponchos rustling.</p> <p>Touch – heated cups, holding a weight (carton/bottle), water spray</p> <p>Sight – no low lights needed, bright light from projection screen, popcorn popping</p> <p>Taste – none</p> <p>All are included in the teacher pack and further details can be provided as requested.</p>		<p>L = 2</p> <p>S = 1</p> <p>R = 2</p>	

Sign-off of risk assessment

Review by Line Manager (Name, job title and date)	D Parsley facilities manager 19/11/25
Next Review date	19/11/26