

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?	Staff and visitors		
Date of assessment	14 March 2024 Review August 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

		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	Annual PUWER inspections for seating Lights to be 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	<p>Use of cross strut demonstration</p> <p>Cuts, trapped fingers, splinters</p>	<p>The cross strut is to be visually checked by the Enabler before use and any defects reported to the on-duty Technician ASAP.</p> <p>Cross strut is to be locked in position before moving.</p> <p>Volunteers are given clear instructions about how to handle it.</p> <p>Enabler stays nearby for assistance.</p>		<p>L = 2 S = 2 R = 4</p>	
5	<p>Use of craft materials</p> <p>Slips and trips; cuts</p>	<p>Enablers will constantly ask participants to keep their work area tidy.</p> <p>Ensure walkways and exits are clear.</p> <p>There will be sufficient time between sessions to clean up and tidy up.</p> <p>Child-friendly scissors provided.</p> <p>First aid kit and trained staff available.</p>		<p>L = 2 S = 1 R = 2</p>	
6	<p>Use of freestanding trestle tables and chairs in MakeCreate</p> <p>Bumping into tables; tables moving/being moved; tables collapsing; climbing on tables or chairs to see better.</p>	<p>Tables will be set up as per instructions and not moved once in situ. Tables have sliding rings to keep the legs in place.</p> <p>Visitors will be asked by Enablers to not lean or climb on the tables.</p> <p>Only if necessary, depending on the height level of the tower, an adult will be allowed to climb in a chair.</p> <p>There will always be a person with first aid training to assist in the event of a fall.</p> <p>Any defects to be reported to DM and Facilities ASAP.</p>		<p>L = 2 S = 2 R = 4</p>	
7	<p>Unsupervised room</p>	<p>The theatre space will be locked and inaccessible to the public when not in use.</p> <p>Show resources should be stored away when not in use.</p>		<p>L = 1 S = 2 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