

## Risk Assessment Form

<b>Equipment / Activity / Area being assessed</b>	KaleidoLab	<b>Risk Assessment No</b>	LE-39
<b>Location</b>	Theatre	<b>COSHH assessment</b>	
<b>Who is exposed?</b>	Staff and visitors		
<b>Date of assessment</b>	19 August 2024		
<b>Assessor's name and job title</b>	Franco Ferrari-Accardi, STEM Learning Manager		

**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

	<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.  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 and darkness of the experiment: Risk of falling and distress	Annual PUWER inspections for seating  Enabler to inform the audience when the lights will go down and to reassure them that it will be only be for a short time.  The audience will be instructed to move calmly, children should not run around the theatre.  Encourage sitting when the lights are low or off.  Lights to be kept on while volunteers are invited to the stage and return to their seats.  First aid kits and trained personnel will be available at all times.		L = 3 S = 2 R = 6	

3	<p>Use of torches and laser</p> <p>Shining in eyes; eye injury; temporary visibility impairment</p>	<p>Enabler chooses well-behaved volunteers to use the torches and will stop the activity if volunteers misbehave.</p> <p>Enabler turns the torch on and instructs the volunteers to not press the button again.</p> <p>Enabler gives clear instructions to the volunteers on how to hold the torches – don't press the button, point the light at the screen only, don't point the light at the audience, their fellow volunteers, or their own eyes.</p> <p>Laser will only be manipulated by enabler</p>		<p>L = 2 S = 1 R = 2</p>	
4	<p>Sensory overload</p> <p>Bright lights, darkness, loud noises, large crowds.</p>	<p>Attendees will be informed about the noise and darkness so that they can take precautions.</p> <p>Keep music and sound effects at a reasonable volume.</p> <p>Keep access and exit routes clear in case anyone needs to leave the room at any time.</p> <p>Use simple and clear language in the presentation.</p>		<p>L = 2 S = 2 R = 4</p>	
5	<p>Use of elements of the experiments (torches, prism etc)</p> <p>Misuse – could be thrown or used to hit.</p>	<p>Enabler gives clear instructions to the volunteers on what to do with the elements</p> <p>Enabler to remove them from use if the volunteers misbehave and ask volunteers to sit back down.</p>		<p>L = 1 S = 2 R = 2</p>	
6	<p>Audience misbehaviour</p>	<p>The presentation will begin with a warning that when requested by the Enabler and prior to the lights being turned off, everyone must remain in their seats until the lights are turned back on.</p> <p>The Enabler will have the power to stop or even cancel the show if these conditions are not met.</p>		<p>L = 3 S = 2 R = 6</p>	

7	Risk of theft of electronic devices	Tablets will be handled inside the white cabinet in the theatre until they are used.  While they are in use, the Enabler will be constantly monitoring them.  At the end of the demonstration, they should be returned to the cabinet.		L = 3 S = 0 R = 0	
8	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>	D Parsley facilities manager 19/11/25
<b>Next Review date</b>	19/11/26