

RISK ASSESSMENT FORM RAGS (Research: non COSHH & Off-site)

Please ensure that the project details front sheet is attached.

Please complete all the boxes in the table below, put n/a as appropriate.

Project Title: Student Science Communicator (SSC) Activities	Project Number: n/a	Name of Chief Investigator /Assessor Karen Bultitude
Activity(ies) being assessed: Outreach activities performed by UWE students involving hands-on demonstrations	Location(s) of activity(ies): Various locations incl. UWE, local schools and public venues such as shopping centres	Technical support: n/a
Level of study/staff group: Science Communication Unit	Date of Assessment: 16 February 2010	Date of Assessment Review:
Mode of transport to off-site(fieldwork) activity: Driving + public transport	Will the researcher be lone working? No	Give details of over-night accommodation: n/a
Please confirm that the researcher will ensure that someone responsible knows their off-site location, how to contact them (mobile phone number?), what they will be doing, when they will be expected back, and will raise the alarm if they do not return as expected. Identify person (if already known):	Justin Iriajen / Mandy James will coordinate the events from UWE's perspective. All SSCs to have access to each other's mobile numbers as well as contact details for the SoLS marketing and events team.	

For support in completing this form please read the ""Guidance for Completion of Risk Assessments that can be found on the safety website.

<http://fas.uwe.ac.uk/safety/>

General Risk Assessment

Hazard	Risk description	S	Risk factors	Control measures	L	Risk Level
Slip, trip, fall	Working at an unfamiliar location	2	Tripping over obstacles, slippery surfaces.	SSCs to get familiar with location when first arrive, arrange equipment and room to avoid trip hazards etc., be careful when moving around venue.	2	4
Fire at venue	Serious injury / death if trapped by fire at an unfamiliar location	5	Suffocation / burning	SSCs to check location of appropriate equipment such as fire extinguishers and get familiar with venue evacuation procedures and location of suitable exits prior to delivering activities. No equipment to be left blocking exit routes.	1	5
Electrical	Use of electrical equipment	5	Electrocution	All electrical equipment to be regularly inspected; no bare circuitry to be used. Any suspicious equipment is to be appropriately disposed of.	1	5
First aid	Harm through accidental misuse of sharp objects etc.	2	Cuts, abrasions	Basic first aid kit to be available for use by SSCs. SSC team to get familiar with local first aid and H&S requirements in an external venue prior to delivering activities.	2	4
Liquid spills	Falling and/or slipping	2	Slippery surfaces	Paper towel carried by project team and spills immediately mopped up by operators. Demonstrations to be performed inside / over appropriate catchment containers where possible.	2	4
Methylated spirits	Very flammable. Harmful by ingestion, inhalation and skin absorption. Eye and Skin irritant.	2	Participants accidentally swallowing dangerous liquids	Anyone involved in a demonstration involving methylated spirits must wear lab coat, gloves and safety glasses. Only SSCs to handle the methylated spirits and small quantities only (<200mL) to be transported at any time. To be kept out of reach (and where possible out of sight) of audience participants. Very clear instructions to be given to any participants and at least two SSCs to be involved in delivering this demonstration / handling the audience throughout.	2	6
Glassware	Broken glass in the environment	2	Cuts	Safety style / robust glassware used where possible. All glass items only used under supervised conditions. Any broken glassware removed immediately and disposed of.	2	2
Small objects	Choke hazard	2	Participants (esp. young children at the public event) choke on small objects	Only used under supervised conditions. When small children are present all small objects are to be kept out of reach, and only operators are to perform the relevant demonstrations.	2	4
Flying objects	Some demonstrations	1	Breakage of equipment	SSCs trained in correct method of use prior to	3	3

	involve moving objects		and damage to both participants & operators from flying objects	performances; correct usage and reasoning explained to audience during performance. Relevant demonstrations only performed under supervised conditions, and away from other equipment.		
Sharp objects	Some demonstrations involve sharp objects e.g. kebab sticks, scissors	2	Danger of cuts, damage to soft body parts (e.g. eyes) if mishandled.	SSCs trained in correct method of use prior to performances; correct usage and reasoning explained to audience during performance. Relevant demonstrations only performed under supervised conditions. Location of sharp objects monitored by SSCs at all times. When small children are present all sharp objects are to be kept out of reach, and only SSCs are to perform the relevant demonstrations.	2	4
Matches and flames	Some demonstrations involve matches and small flames	2	Fire hazard	Matches only used under supervised conditions and in locations where the venue has approved their use. In the case of small children only the SSCs will light the matches. Venue fire equipment to be checked by project team prior to demonstrations (see 'fire at venue' above).	2	4
Liquids etc. unsuitable for consumption	Serious injury	5	Participants accidentally swallowing dangerous liquids	Containers stored out of reach of small children and clearly labelled as unsuitable for consumption. Containers to be clearly labelled with first aid instructions in the case of swallowing.	1	5
Verbal and/or physical threats	Interactions with unknown participants in a public place	2	Physical threat/abuse, reputational risk (accusation of improper behaviour).	Clearly explain purpose of activities if questioned, watch out for social tensions, always work in groups of at least two SSCs present at a time, do not give any personal details. Have clear university identification. Be prepared to end demonstrations at any time.	2	4
Heavy loads	Staff injury	3	Moving equipment to/from the venue and setting up	The equipment containers used are to be lifted by two people at a time. SSCs will be given advice on lifting and moving these containers in a safe manner.	1	3
Transport	Involvement in traffic accident or similar	5	Travelling to/from external venues	SSCs will travel by approved public transport (public buses and/or taxi cabs when necessary) or by car. Plenty of time will be left to travel to the venue to avoid rushing and directions and routes planned ahead of time.	1	5

Insert Additional Rows as Required

Some examples of possible hazards, for more examples see "Guidance for Completion of Risk Assessments" – Appendix 1 (hazards)

Activity/task hazards	Fire	Machinery	Posture	Stress
Behavioural	Hand tools	Manual handling	Psychological	Transport
Environment	Hot/cold	Noise/vibration	Psychological testing	Weather
Equipment	Lone working	Organisational	Slip, trip, fall	Working with vulnerable groups

RISK LEVEL	ACTION LEVEL			
SEVERITY	LIKELIHOOD	POINTS	RISK	ACTION
1 – Minor harm 2 – Minor harm needing treatment and/or recovery off the job 3 – Harm requiring short-term absence for full recovery 4 – Major harm with long-term absence and possible disability 5 – Fatality	1 – Extremely unlikely 2 – Unlikely 3 – Possible 4 – Likely 5 – Very likely	1 – 2 3 – 5 6 – 12 15 – 16 20 – 25	NEGLIGIBLE ACCEPTABLE MODERATE HIGH INTOLERABLE	No action necessary Although tolerable, apply “so far as is reasonably practicable” Some further measures required Immediate action necessary to reduce the risk Immediate action – cease the activity or do not start

Supplementary Information

Lone Working

All staff and students must adhere to the Faculty Policy on Lone Working as outlined in the Code of Practice ‘Lone Working for Faculty Staff and Students’.

Ensure that lone working has been addressed in the General Hazard section if required.

Please note that lone working by U/G students is not permitted in the Science labs.

Specific Supervision and Training: (enter none, if none)

Supervision arrangements (specify)	Multiple SSCs will attend each venue and the SoLS Marketing / Events team will be aware of their location for each activity.
Training required (specify)	The SSCs will be trained in how to perform the demonstrations as well as how best to interact with the young people and members of the public during the activities.

First Aid & Emergency procedures:

Please identify any **special** first aid/emergency procedures required or provide title of relevant SOP, (enter none, if none).

Hazard	First Aid/Emergency Procedure

Declaration

Project Supervisor

I confirm that I have discussed this risk assessment with my student and I have ensured a full understanding of the risks and relevant control measures.

Signed.....Karen Bultitude.....

Date ...16.../...02../ 2010.....

Project Student

I confirm that I have discussed this risk assessment with my supervisor and I fully understand the risks and will comply with all the control measures detailed.

Signed...n/a.....

Date ...n/a