

## Science Oxford Risk Assessment Guidelines

### Risk Assessments

A risk assessment is a careful examination of anything in the workplace, or any activities that we run, that could cause people to suffer injury or ill health. We have to complete risk assessments by law. If you develop a new show or activity, or bring a new exhibit or piece of equipment into the building then you should complete a risk assessment for it. Likewise, if you alter or adapt old activities, you should update the current risk assessments with those alterations.

### How to complete a Science Oxford risk assessment

When you complete a risk assessment, use the risk assessment template saved in 'S:\Health and Safety\Risk Assessments', and save the completed assessment as a new file in the relevant folder.

Activity	Hazard	Persons in Danger	Severity (1-5)	Likelihood (1-5)	Risk (S x L)	Control Measures	Safety Advice Given to Visitors

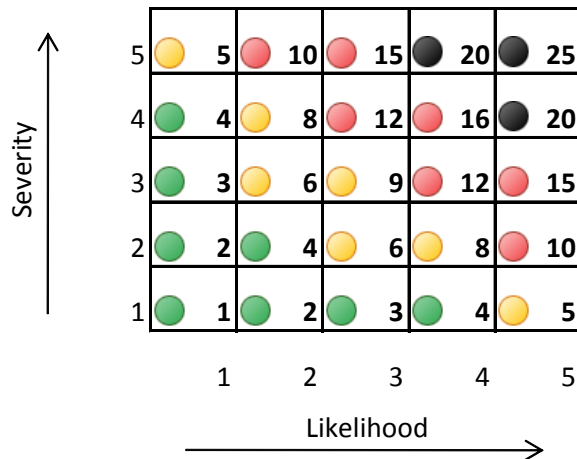
1. **Activity** – List the work tasks or activities taking place, and/or pieces of equipment involved.
2. **Hazard** – List anything that has the potential to cause harm for each activity. If your activity does not have a hazard associated with it, you don't need to include it in the risk assessment.
3. **Persons in Danger** – Specify who is in danger if the identified hazard occurs (e.g. staff/1-5 yr old children, etc.).
4. **Severity** – Estimate how severe the hazard could be, using the scale below.

Ranking	How Severe?	Description
1	Insignificant	No injury
2	Minor	Minor injuries needing first aid
3	Moderate	Up to three days' absence
4	Major	More than three days' absence
5	Catastrophic	Death

5. **Likelihood** – Estimate the likelihood of the hazard occurring, using the scale below.

Ranking	How Likely?
1	Very Unlikely
2	Unlikely
3	Fairly Unlikely
4	Likely
5	Very Likely

6. **Risk** – Risk is the combination of the likelihood of a hazardous event occurring and the consequence of the event. Multiply the severity level with the likelihood level to get the risk level. **Risk = Severity x Likelihood**. The level of risk is categorised as below.



- **17-25 – Unacceptable** – Stop activity and make immediate improvements
- **10-16 – Tolerable** – Look to improve within a specified timescale
- **5-9 – Adequate** – Look to improve at next review
- **1-4 – Acceptable** – No further action, but ensure controls are maintained

7. **Control measures** – What measures you can put in place to control the severity and/or likelihood of the hazardous event. Once you have specified your control measures, you should be able to reduce your severity and/or likelihood for a new risk rating.

8. **Safety Advice to be given to visitors/audience** – Make a note of any instructions/advice/warnings you may need to give to the visitors or audience.

## Example Risk Assessment

Activity	Hazard	Persons in Danger	Severity (1-5)	Likelihood (1-5)	Risk (S x L)	Control Measures	Safety Advice Given to Visitors
Whisper Dishes	Fall – Children have been known to climb on the frame to reach the circles with their ear or mouth, causing a fall hazard.	1-5 year olds	1	2	2	Supervision – use equipment as intended.	
Urn	Burns – Dripping/spilling water/touching the side of the urn.	Staff	2	2	4	Regularly empty water tray. Use plastic handles when lifting urn.	
	Lifting – Injuries when lifting and carrying urn.	Staff	3	2	6	Avoid moving urn where possible – fill using jugs.	
	Electrical	Staff	4	1	4	Staff maintenance	
Earthquake Wave Demo	People falling/being pushed over	All	2	2	4	Supervision – presenter explanation.	Presenter explains how demo works and tells people not to push too hard.