GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

| Site | | | **Public engagement events** | | | **Department** | | | | | **School of Chemistry** | | | | | | | **Version / Ref No.** | | **1** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity Location** | | | **Indoors and outdoors** | | | **Activity Description** | | | | | **Jigsaw Puzzle Nucleation - outreach activity for public engagement** | | | | | | | | | | |
| **Assessor** | | | **Hamish Yeung** | | | **Assessment Date** | | | | | **01/07/24** | | **Date of Review** | | | | | **01/07/25** | | | |
| **Academic / Manager Name** | | | **Hamish Yeung** | | | **Signature** | | | | | **Hamish Yeung (01/07/2024)** | | | | | | | | | | |
| Description of activity assessed: | | | | | Setting up, running and packing up of Jigsaw Puzzle Nucleation: a hands-on interactive activity for public engagement.  Setup: Transporting activity box and equipment, setting up the activity.  Running: Public engagement involving assembling puzzles in different ways.  Packing up: Packing away the activity. | | | | | | | | | | | |  | | | | |
| Hazard Assessment | | | | | Control Assessment | | | | | | | | | | | | Actions | | | | |
| Hazard Category | Hazards Identified | Who might be harmed? | | How might people be harmed? | Existing Control Measures | | Initial Risk Rating | | | Are these adequate?  Yes/No | | Changes to/ Additional Controls | | Residual Risk Rating | | | Owner | | Due  Date | | Action Complete |
| S | L | R | S | L | R |
| Physical injury | Packing and unpacking plastic box | Staff, students | | Back injuries from lifting and lowering heavy objects. | When lifting box, observe good practice in manual handling; e.g., lift from the legs and keep back upright.  Take care when opening box and inspect visually before reaching in in case contents have broken in transit.  Place contents carefully into boxes and ensure any fragile items are suitably wrapped.  Do not overfill boxes. | | Medium | Low | Low | Yes | | None | |  |  |  |  | |  | |  |
| Swallowing and Choking | Toys with small parts | Children | | Swallowing or choking on small toy parts (e.g., jigsaw puzzles) | Jigsaw puzzle recommended age is 3+; advise adults to closely supervise children below the age of 3.  Do not give pieces to any unsupervised child below the age of 3.  Do not put pieces in the mouth.  Remove and dispose of any broken pieces. | | Low | Medium | Low | Yes | | None | |  |  |  |  | |  | |  |
| Physical injury | Congestion – people, tables, equipment and activities in close proximity | Staff, students, members of public | | Bruising on elbows, knees, heads or other extremities | Ensure a gap of at least 1m between tables to allow free movement of people.  Ensure tables are placed such that participant areas are obvious and only demonstrators can go behind them.  Keep area clear by storing activities not in use in their boxes and placing boxes out of the way, e.g., under tables. | | Low | Medium | Low | Yes | | None | |  |  |  |  | |  | |  |
| Physical injuries | Repetitive strain from repeated assembly/disassembly of jigsaw puzzles | Staff, students | | Sore fingers and joints | Take regular breaks if doing activity for a prolonged time.  Use gripper gloves to reduce exertion.  Stop if you feel any soreness. | | Low | Medium | Low | Yes | | None | |  |  |  |  | |  | |  |
| Allergic reaction | Allergic reaction to stickers | Staff, students, members of public | | Development of itchy, red raised skin | When giving out stickers, advise participants to place them on clothing, avoiding skin. | | Low | Low | Low | Yes | | None | |  |  |  |  | |  | |  |
| Paper cuts | Paper cuts from paper and card materials | Staff, students, members of public | | Paper cuts to fingers from paper and card materials | Handle paper and card materials with care.  Do not run fingers along edges of paper materials. | | Low | Low | Low | Yes | | None | |  |  |  |  | |  | |  |