GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

| Site | | | **Public engagement events** | | | **Department** | | | | | **School of Chemistry** | | | | | | | **Version / Ref No.** | | **1** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity Location** | | | **Indoor or outdoor** | | | **Activity Description** | | | | | **Giant Interactive Crystal Growth – hands-on public engagement** | | | | | | | | | | |
| **Assessor** | | | **Hamish Yeung** | | | **Assessment Date** | | | | | **02/07/24** | | **Date of Review** | | | | | **02/07/25** | | | |
| **Academic / Manager Name** | | | **Hamish Yeung** | | | **Signature** | | | | | **Hamish Yeung (02/07/2024)** | | | | | | | | | | |
| Description of activity assessed: | | | | | Setting up, running and packing up of Giant Interactive Crystal Growth: a hands-on interactive activity for public engagement  Setup: Transporting activity boxes and equipment, setting up the activity.  Running: Public engagement involving building a large model of a crystal, led by trained demonstrators.  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 | Loading and unloading activities from car | Staff, students | | Back injuries from lifting and lowering heavy objects | Use gripper gloves for heavy loads and multiple objects.  Observe good practice in manual handling; e.g., lift from the legs and keep back upright.  Handle heavy objects with multiple people. | | Medium | Low | Low | Yes | | None | |  |  |  |  | |  | |  |
| Physical injury | Packing and unpacking heavy boxes, potentially containing broken parts after transit | Staff, students | | Back injuries from lifting and lowering heavy objects.  Skin piercing from sharp broken objects. | When lifting boxes, observe good practice in manual handling; e.g., lift from the legs and keep back upright.  Handle heavy objects with multiple people.  Take care when opening boxes and inspect visually before reaching in in case contents have broken in transit.  If contents have broken, carefully remove from box and dispose of.  Place contents carefully into boxes and ensure any fragile items are suitably wrapped.  Do not overfill boxes. | | Medium | Medium | Medium | Yes | | None | |  |  |  |  | |  | |  |
| Falling and tripping | Uneven, wet or muddy floor | Staff, students, members of public | | Bodily injury – e.g., bumps, fractured wrists | Demonstrators to wear suitable footwear for the conditions.  Take care when moving around the activity. | | Medium | Low | Low | Yes | | None | |  |  |  |  | |  | |  |
| Falling and tripping | Raised edge of foam activity mat | Staff, students, members of public | | Bodily injury – e.g., bumps, fractured wrists | On uneven ground, secure edges of mat with duct tape.  Position the mat at least 1m away from other objects, such as tables, to allow for space to walk around.  Take care when moving around the mat. | | Medium | Low | Low | Yes | | None | |  |  |  |  | |  | |  |
| Swallowing and Choking | Toys with small parts | Children | | Swallowing or choking on small toy parts (Zoobs) | Manufacturers recommended age is 6+; advise adults to closely supervise children below the age of 6.  Do not give pieces to any unsupervised child below the age of 6.  Remove and dispose of any broken pieces.  Do not put pieces in the mouth. | | Low | Medium | Low | Yes | | None | |  |  |  |  | |  | |  |
| Pinching | Zoob toys may pinch fingers during connecting; broken pieces may present stab hazard | Staff, students, members of public | | Pinched fingers | Advise participants to connect pieces slowly and carefully.  Manufacturers recommended age is 6+; advise adults to supervise children below the age of 6.  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 | Place floor mat for activities at least 1m away from any tables.  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 | People getting down and up from floor | Staff, students, members of public | | Bad backs, hips and knees.  Bumping head on table | Place floor area for activities at least 1m away from tables.  Advise participants to get down and get up slowly in their own time. | | Low | Low | Low | Yes | | None | |  |  |  |  | |  | |  |
| Physical injuries | Repetitive strain from repeated assembly/disassembly of construction toys and jigsaw puzzles | Staff, students | | Sore fingers and joints | Take regular breaks.  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 | |  |  |  |  | |  | |  |