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** | | | | | **Mineral crystals activity for 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 Mineral Crystals – a public engagement exhibit.  Setup: Transporting activity boxes and equipment, setting up the activity (involving handling heavy but breakable mineral specimens).  Running: Public engagement involving observing mineral crystal specimens, led by trained demonstrators.  Packing up: Packing away the activity (involving handling heavy but breakable mineral specimens). | | | | | | | | | | | |  | | | | |
| 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 in suitable waste.  Place contents carefully into boxes and ensure any fragile items are suitably wrapped.  Do not overfill boxes. | | Medium | Medium | Medium | Yes | | None | |  |  |  |  | |  | |  |
| Physical injury | Heavy mineral specimens | Staff, students, members of public | | Heavy specimens dropped on fingers or toes | Mineral specimens handled under supervision of a trained demonstrator.  Only trained demonstrators to handle the heaviest mineral specimens; otherwise they are left stationary on the table. | | Low | Low | Low | Yes | | None | |  |  |  |  | |  | |  |
| Stabbing | Sharp mineral specimens may present stab hazard | Staff, students, members of public | | Scratches and punctured skin | Advise participants to handle pieces slowly and carefully, being careful to avoid sharp points and edges on the specimens.  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 | |  |  |  |  | |  | |  |
| 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 | |  |  |  |  | |  | |  |