

Health & Safety Risk Assessment Form

<b>Description of Task/Activity</b>	EXHIBITION; A PIRATE'S LIFE FOR ME	<b>Directorate</b>	People	<b>Assessor(s)</b>	Robert Stewart / Pamela McIntyre
		<b>Service</b>	Culture		
		<b>Reference No</b>	RA-ROZ-PIRATES 01	<b>Last Review Date</b>	Sept 2019

Persons Identified at Risk ( Direct and Indirect)

*Consider those especially vulnerable (young/inexperienced workers, members of the public, school pupils, the elderly, residents and contractors)*

**N.B.** New and expectant mothers require a separate risk assessment

<b>Severity</b>	<b>Likelihood</b>
1. Minor: Near miss incident or minor injury	1. Unlikely
2. Moderate: Injury / Ill health	2. Possible
3. Major: Serious injury or ill-health	3. Likely
4. Critical: Significant injuries and cases of ill-health	4. Very Likely
5. Catastrophic: Single or multiple fatality	5. Almost Certain

<b>Hazards Identified</b>	<b>Person(s) at Risk</b>	<b>Types of Loss/ Injury/Ill Health</b>	<b>Current Control Measures</b>
1 Slips /trips/falls	Staff & visitors	Sprains, bruising etc.	<ul style="list-style-type: none"> <li>• Spillages cleaned up immediately and 'wet floor' signage displayed when necessary</li> <li>• No cables trailing across walkways</li> <li>• Carpets/floor tiles are securely fixed</li> <li>• Any defects with flooring are reported to management for repair</li> <li>• Employees wear sensible footwear for conditions</li> <li>• Adequate lighting in place</li> </ul>

Health & Safety Risk Assessment Form

				<ul style="list-style-type: none"> <li>• Staff trained first aid and emergency procedures</li> <li>• Safe wheelchair access to all areas of exhibition has been considered and built into our plans.</li> </ul> <p><b>Exhibition specific control measures:</b></p> <ul style="list-style-type: none"> <li>• Steps on cases (throughout exhibition) are painted in a contrast colour to the case, so are defined. Steps are fixed to the cases to prevent slippage or movement.</li> <li>• Island – Edge of the island has been chamfered as far as practicable to ensure smooth transition from wooden floor to MDF base to prevent tripping as much as possible.</li> <li>• Ship (tripping up blue sea foam) - Blue foam is a very visible bright colour and has been fixed to the floor to prevent slippage or movement.</li> </ul>
2	Moveable props within displays	Staff & visitors	Trapping fingers or items falling on toes	<ul style="list-style-type: none"> <li>• The V&amp;A have identified these and they are fixed with screws to prevent movement or are safely contained within the confines of the exhibition</li> <li>• CCTV coverage</li> <li>• Displays are periodically checked to ensure stability, etc.</li> </ul>
3	Unknown weight of displays on floors plus visitor numbers	Staff & visitors	Floor giving way	<ul style="list-style-type: none"> <li>• Heavy items placed on areas close to walls</li> <li>• Structural Engineer contacted; see additional recommendations.</li> </ul>
4	Children climbing onto scenery, ship etc. or Visitors injuring themselves on scenery/exhibition	Visitors/ children	Bumps, sprains, cuts, abrasions, etc.	<ul style="list-style-type: none"> <li>• Ship has been designed to be difficult for children to climb on with wooden barriers at suitable heights</li> <li>• Wooden Barrels throughout the exhibition are heavy and are difficult to move</li> <li>• All sharp edges rounded and sanded smooth.</li> <li>• Hut on island has been designed and built as a very low-rise structure to minimize injury if climbed and has smooth MDF floor to prevent injury from splinters</li> </ul>

Health & Safety Risk Assessment Form

				<ul style="list-style-type: none"> <li>All scenery is made from wood/ MDF. All sharp corners have been taken off and the wood/ MDF rounded were necessary / applicable</li> <li>Employees will monitor exhibition and manner in which visitors use exhibition space, advising visitors where necessary not to touch scenery, etc.</li> </ul>										
5	Electricity	Employees, Member of the public	Electric shock	<ul style="list-style-type: none"> <li>The electric shock risk is low and the CMs are included standard</li> <li>3 x Screens on walls have been installed to the manufacturers recommendation and have insulated cables and will be safely hidden behind the monitors</li> <li>'Audioboxes' have all electrical components enclosed in boxes and are fixed with security fittings to prevent access.</li> <li>Motion activated speakers are installed in an elevated position out of public reach and installed using manufacturers recommendations. Cables and plugs are hidden</li> <li>The 'Rock pool' illuminated wall case cabling will be hidden</li> </ul>										
<b>Risk Rating Number (RRN) with existing Control Measures:</b>				<table style="width: 100%; text-align: center;"> <tr> <td style="border: 1px solid black; width: 30px; height: 30px;">1</td> <td style="width: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 30px;">2</td> <td style="width: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 30px;">3</td> </tr> <tr> <td>Severity</td> <td>x</td> <td>Likelihood</td> <td>=</td> <td>Risk Rating</td> </tr> </table>	1		2		3	Severity	x	Likelihood	=	Risk Rating
1		2		3										
Severity	x	Likelihood	=	Risk Rating										
<b>HIGH:</b> <input type="checkbox"/> High = 12 to 25		<b>MEDIUM:</b> <input type="checkbox"/> Med = 4 to 10		<b>LOW: X</b> Low = 1 to 3										

Health & Safety Risk Assessment Form

Additional Recommended Control Measures		Action By	Planned Completion Date	Date Implemented
1	Front of house staff to monitor manner in which visitors use exhibition space , and report to operations staff any dangerous occurrences	Staff /Operations		Nov 2019
2	A check on the treasure chest needs to be put in place at least 4 times per day to check for damage or tampering to the case	Operations		Nov 2019
3	Structural Engineer has tested floor loadings, and we are awaiting that report. We may need to respond by limiting numbers in certain rooms at busy times.	Staff	Dec 2019	

<b>Risk Rating Number (RRN) after implementation of additional Control Measures:</b>		<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>
		Severity	x	Likelihood
		=		Risk Rating
<b>HIGH:</b> <input type="checkbox"/>	<b>MEDIUM:</b> <input type="checkbox"/>	<b>LOW:</b> x		
High = 12 to 25	Med = 4 to 10	Low = 1 to 3		
<b>Name of Assessor(s)</b> <small>(PRINT)</small>	ROBERT STEWART	<b>Assessment Date</b>	Sept 2019	
<b>Assessor(s) Signature(s)</b>		<b>Review Date</b>	Nov 2019	
<b>Designation</b>	OPERATIONS ASSISTANT	<b>Assessment Reviewed by</b>		
<b>Name of Manager /Person Responsible for ensuring above is implemented</b> <small>(PRINT)</small>	Pamela McIntyre	<b>Comments:</b>		
<b>Signature</b>				
<b>Designation</b>	Project Development Officer			

## HEALTH AND SAFETY RISK ASSESSMENT GUIDANCE

<b>Hazard</b>	Hazard is an event or situation, which has the <b>potential</b> to cause harm (loss, damage, injury, ill-health, psychological harm, industrial disease or death)
<b>Risk</b>	Risk is the <b>chance, or likelihood</b> , that the harm will occur from a particular hazard
<b>Examples</b>	(i) Faulty wiring is a <b>hazard</b> , which could result in the <b>risk</b> of electrocution or fire. (ii) Verbal or Physical Abuse is a <b>hazard</b> , which could result in the <b>risk</b> of injury and / or psychological damage (iii) Exposure to hazardous substances is a <b>hazard</b> , which could result in <b>risk</b> or ill-health or industrial disease

We require to estimate how likely a risk is to materialise and how severe the consequences might be, in order to **prioritise** the necessary preventative action.

### QUANTIFICATION OF RISK

**Estimation of Severity** - The severity column should be used to estimate the severity of impact, should the risk arise.

**Estimate of Likelihood** - The likelihood column should be used to estimate the chance of the risk occurring.

Severity		Likelihood	
1	Minor	1	Unlikely
2	Moderate	2	Possible
3	Major	3	Likely
4	Critical	4	Very Likely
5	Catastrophic	5	Almost Certain

When selecting the “**severity**”, we need to consider how the risk would impact in terms of level of loss, injury or ill-health. We need to consider what is most probable, rather than what is possible.

When selecting the “**likelihood**”, we need to consider the exposure frequency, e.g. dealing with an aggressive customer, as a ‘one off’ is less likely to have an impact than being exposed to aggressive customers on a daily basis.

### Risk Rating = Severity x Likelihood

The Risk Rating Matrix outlined below is a tool with which the risk rating can be classified, and is accepted as a means of analysing South Ayrshire Council Health and Safety Risk and whether this is considered to be **HIGH, MEDIUM** or **LOW**. Risks rated at **4** or above require to be addressed, in order that they can be reduced to the lowest level reasonably practicable. Those below **4** should be continually monitored, (and addressed where resources permit).

**Risk Rating Matrix**

5	10	15	20	25
4	8	12	16	20
3	6	9	12	15
2	4	6	8	10
1	2	3	4	5

<b>High</b>	12 - 25	Immediate risk reduction required.
<b>Medium</b>	4 - 10	Risk reduction measures required.
<b>Low</b>	1 - 3	Address where resources permit and continue to monitor regularly, as risks can increase over time.