



RISK ASSESSMENT GENERAL External Events not on site.		
External science events which may consist of shows, a rock hunt, activities, and educational materials to be distributed	Date of last review: 11 May 2022	Current version: v1.0

General points about this risk assessment	
<ul style="list-style-type: none"> <li>- All CSC staff have had manual handling training</li> <li>- All CSC staff have received a health and safety briefing</li> <li>- All CSC staff have a first aid qualification</li> <li>- The hazards and risks in this assessment are laid out in order of risk level</li> <li>- The risk level has been assessed using the matrix (right)</li> </ul>	

		Severity level			
		Low	Medium	High	High
Occurrence	High	Medium	High	High	High
	Medium	Low	Medium	High	High
Low	Low	Low	Medium	Medium	Medium

Risk: Severity level x Occurrence level

Equipment / situation	Hazard	Risk(s)	Initial risk level	Group(s) affected	Control measures	Action in case of incident	Residual risk level	Comments
General equipment	Blocked aisles/exit routes	Trip hazards in normal running and especially in case of evacuation	Medium	CSC Staff/ Volunteers/ Public	Walkways to be kept clear, during both installation and pack-down and also during the event opening times.	Assess injury and refer to first aider as appropriate. Complete an accident report even if a near miss and no harm occurs.	Low	
Whole event	Manual handling	Possibility of musculoskeletal problems and/or injuries, e.g. back pain from handling heavy and/or awkward objects	Medium	CSC Staff	All work involving manual handling assessed on an individual task basis, staff to perform on the spot risk assessments where required. Only trained staff to be involved in manual handling. A trolley should be used to transport kit boxes or other heavy items.	Assess injury and refer to first aid as appropriate. Complete an accident report even if a near miss and no harm occurs.	Low	
Electrical equipment	Faulty or damaged equipment	Electric shocks or burns	Low	CSC Staff	No use of mains electricity, only portable battery powered PA system. All portable electrical equipment over one year old must be tested annually for electrical safety and labelled with the date of the test. Electrical cables and plugs should be regularly visually inspected by the user for damage. Any defective equipment should be reported immediately to a Manager, then suitably labelled and taken out of use until the repair has been effected. Electrical equipment must always be operated in accordance with manufacturers' instructions.	Assess injury. Do not touch person affected without turning off electrical supply. Call 999 if needed. For minor burns hold affected area under cold running water for at least 10 minutes if possible. For severe burns seek medical attention immediately.	Low	
Evacuation	Rush of people for the exits	Crush injuries	Low	CSC Staff/ Volunteers/ Public	Safe entry, exit, and re-entry to the event will be made clear by combination of signs around the pop-up venue, and verbal warnings from front-of-house staff, and CSC staff performing shows. The event area will not be closed in by rope, walls, screens, etc., only marked by posts, signs, etc. allowing easy exit routes from the pop-up event area.	CSC staff to raise alarm in the event of discovering in accordance with venue protocol	Low	
Hand sanitiser	Spillage of hand sanitiser	Slips trips and falls	Low	CSC Staff/ Volunteers/ Public	Regularly check hand sanitiser station to make sure it is tidy	Clear up spills immediately. Assess injury and refer to first aider as appropriate. Complete an accident report even if a near miss and no harm occurs.	Low	
General equipment	Equipment obstructing walkways	Slips trips and falls	Medium	CSC Staff/ Volunteers/ Public	Show area and visitor sitting area and isles should be kept clear of obstructions. Any spillages or objects left out should be cleaned up/moved immediately. During shows one staff member responsible for show area, one member responsible for rest of event space. Entire event space will be checked before, between, and after events.	Assess injury and refer to first aider as appropriate. Complete an accident report even if a near miss and no harm occurs.	Low	
Safeguarding of children and vulnerable adults	Interaction with staff/members of the public	Safeguarding concern	Low	CSC Staff/ Volunteers/ Public	Contact with children in this context is on a one-off basis. All children under the age of 12 should be accompanied by an adult at all times. Injury risks to children/vulnerable adults are discussed elsewhere in this and the accompanying documents. All volunteers and staff will be briefed on the key points for the safety and welfare of children and vulnerable adults attending the event. This to include: taking care not to be left alone with a child/vulnerable adult, including especially not taking any child/vulnerable adult to the toilet, not making suggestive or otherwise inappropriate remarks to a child/vulnerable adult even in jest, avoiding physical contact with children/vulnerable adults.	If a child/vulnerable adult makes an accusation of any kind of mistreatment against anyone (whether a CSC volunteer/staff member or a third party), they should be allowed to make their statement without being asked any leading questions, the person receiving the allegation should make notes as far as that is possible of what they are told, when, and under what circumstances which they should report as soon as possible to one of the CSC first aiders, who will decide what course of action to take. Any accusation against a member of staff or volunteer will be reported to the local authority designated officer immediately. Accusations against third parties should be dealt with in a way that does not increase the immediate risk to the accusing child/vulnerable adult.	Low	
Anti-social behaviour	Interaction with staff/members of the public	Risk(s) associated with upset members of public and/or other anti-social behaviour	Low	CSC Staff/ Volunteers/ Public	Limit number of tickets and thus visitors to the event. Have one staff member available as crowd control who can steward patrons during the event. Be clear online, using signs, and verbally of any rules or expectations of crowd especially with regards safety around Covid-19 transmission.	Staff never put themselves at any risk of harm. Always try and de-escalate situations if possible. CSC staff have full right and responsibility to stop event if agreed between staff that continuing to do so might be unsafe. If necessary call police to help with situation.		
Fire	Fire in event space	Burns, smoke inhalation	Low	CSC Staff/ Volunteers/ Public	CSC staff members to familiarise themselves with venue's protocols for what to do in the event of a fire.	CSC staff to follow instructions from premises staff. CSC staff to raise alarm in the event of discovering in accordance with venue protocol.	Low	

Sign off		
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