

Outreach visit to the Department: Risk Assessment

Sub-department	Outreach	Date of Assessment	4/11/2023
Group leader	Sian Tedaldi	Activity date(s)	2023/2024
Risk assessor	Sian Tedaldi	Date submitted to safety team	29/22/23
Supervisor (if relevant)		Date of next review	4/11/2024

Event/activity arrangements

Project	Physics Access and Widening Participation
Activity/event	In person workshops
Brief description	Hands-on activities involving small groups and low hazard materials or educational equipment.
Who is delivering the activity	Outreach staff, tutors, postgraduates students, trained undergraduate students
Who is responsible for the activity	Outreach staff: Sian Tedaldi, Lena Shams, Kat O'Brien Skerry
Specific activities	Examples include workshops for Marie Curious and the Beecroft Roadshow
Audience (e.g ~ age, numbers)	Up to 35 students aged 11-19 years
Duration of activity	1 hour sessions
Venue	Classrooms or teaching rooms in the Department, schools and community centres
Environment (e.g. busy science fair, classroom session in science lab)	Demonstrations presented at the front of the group or small group activities

Outline of risks

General risks and safeguarding

Ref. No.	Hazard (during normal operations)		Equipment	Persons at risk	Existing controls	Risk* (N, L, M or H)
	Cause	Consequence				
1	Slips, trips and falls	Injuries such as cuts, bruises, fractures and dislocations.		Young people and volunteers	<ul style="list-style-type: none"> Keep bags and coats clear of walking areas Clear up materials after use 	(L,L) L
2	Lack of guidance when making models out of household equipment, using educational toys or handling physics toys Examples e.g. making a model of the solar system with playdough, cutting out shapes, measuring equipment.	Personal injury such as cuts and scratches.	Various	Young people and volunteers	<ul style="list-style-type: none"> Only toys and equipment that is readily available and safe for use by young people will be used e.g. string, straws, educational toys. Young people given clear instructions on how to use equipment. Safety instructions for educational products will be followed and communicated. Young person will be supervised during activities and given clear instructions for their use. No specialised equipment or cutting equipment will be used by students unless appropriated risk assessed in a supporting document. Appropriate scissors will be used for the task. 	(L,L) L
3	Misuse of equipment and inappropriate behaviour within the workshop by young people	Injury such as cuts and bruises, crush hazards from the telescope or burns from the discharge lamps	Various e.g. scissors, discharge lamps, telescope	Young people and volunteers	<ul style="list-style-type: none"> In most cases, visitors aged 16 or under should supervised by a teacher or a dedicated group leader. Accompanying teachers are informed in advance of the event that they are responsible for visitors' behaviour. Teachers sent the risk assessment in advance of the event. If behaviour looks to put other people at risk then visitors will be asked to leave. 	(M,N) L
4	Inappropriate use of electronic and electrical equipment	Electrocution	e.g. lamps, cameras, screens, computers	Young people and volunteers	All equipment to be used have all been electrically approved and PAT tested. There are to be no modifications to this equipment.	(N,S) N

**(likelihood, severity) Risk*