

Risk assessment Bristol Neuroscience outreach activities including BN festival, school workshops

**Date of Event: 2 – 4 March 2023**

**Venue: Wills Memorial Building**

**Organisation: University of Bristol**

<b>Group/Activity</b>	<b>Identified Hazards</b> <i>e.g Cutting from scissors</i>	<b>People at risk</b> <i>e.g children</i>	<b>Risk classification</b> <i>e.g. high, medium, low</i>	<b>Precautions and protective measures</b> <i>e.g If someone is hurt contact a First Aider (eg. CPE staff or on-site security)</i>
All	Electrical shock with electrical supplies	Anyone	Low	<ul style="list-style-type: none"> <li>• Equipment to be tested for electrical safety before the event.</li> <li>• Have the materials away from the public and water as much as possible.</li> <li>• If someone is hurt contact the First Aider.</li> </ul>
All	Slips, trips, falls	Anyone	Low	<ul style="list-style-type: none"> <li>• Ensure all boxes stowed beneath table.</li> <li>• Any cables to monitors etc are taped to the floor where necessary but avoid running them across walkways.</li> <li>• If someone is hurt contact First Aider.</li> <li>• Any spillages to be mopped up immediately, if a large spillage occurs corner off and contact the porters.</li> <li>• Staff to make sure that stands do not obstruct walkways or impede fire exits, and that they are stable.</li> </ul>
All	Fire	Anyone	Very low	<ul style="list-style-type: none"> <li>• All volunteers and staff attending on the day are asked to familiarise themselves with the nearest fire exit.</li> <li>• Event helpers advised not to use the fire extinguishers unless they have been trained to do so.</li> <li>• Staff will be on site so maximum numbers not exceeded.</li> <li>• On discovering a fire activate the nearest call point or shout fire</li> <li>• Exits and fire exits clearly marked.</li> <li>• Access to exits and extinguishers to be kept clear at all times.</li> <li>• Porters and building Fire wardens in attendance to evacuate buildings.</li> <li>• Staff members or visitors requiring assistance in the event of fire should make themselves known to the porters when</li> </ul>

				<ul style="list-style-type: none"> <li>entering the building.</li> <li>Emergency evacuation arrangements will be discussed with wheel chair users and those people needing any additional support prior to the event</li> <li>Staff and volunteers to calmly escort visitors out of the building via the nearest fire exit.</li> </ul>
All	Violent incidents	Anyone	Very low	<ul style="list-style-type: none"> <li>Avoid confrontation.</li> <li>Security Services are present at the event and will provide expert help.</li> <li>Event helpers to inform a member of staff of any incidents and given access to security services number.</li> <li>Event helpers to avoid working alone, manage comfort breaks to keep maximum number of helpers on stalls.</li> </ul>
All	Welfare	Anyone		<ul style="list-style-type: none"> <li>Toilets and washbasins available in the precinct</li> <li>Water and refreshments available for volunteers.</li> <li>Event helper training.</li> </ul>
All	Lost visitors	Anyone	Medium	<ul style="list-style-type: none"> <li>Trained event helpers throughout the building.</li> <li>Use of PA system if needed to direct people to a meeting place.</li> <li>Do not give descriptive details of lost children out over the PA system.</li> </ul>
All	Health/Illness	Anyone	Low	<ul style="list-style-type: none"> <li>Visitors will put as much or little effort into activity as they chose.</li> <li>Activities will be supervised and inappropriate behaviour discouraged.</li> <li>Appropriate warnings given at individual activities depending on if there is a risk to health.</li> <li>Adequate numbers of first aiders available. Porters lodge closest contact. Call security services, all first aid trained.</li> <li>Event helpers to be briefed on who to contact in the event of illness/accident.</li> </ul>

All	Overcrowding	Anyone	Medium	<ul style="list-style-type: none"> <li>• Event helpers and staff to control numbers in rooms.</li> <li>• If Great Hall becomes congested staff event helpers will create a queuing system.</li> <li>• Event helpers to ensure visitors enter venues in a sensible manner by standing by the doors and ensuring all doorways and stairways are kept clear.</li> </ul>
All	Risks associated with infrastructure including setting up and taking down e.g. heavy objects, heat from lighting	Anyone	Low	<ul style="list-style-type: none"> <li>• Furniture including poster-boards installed on site by external supplier</li> <li>• Volunteers provided with training and induction</li> <li>• Supervision and use of warning notices where appropriate</li> </ul>
Models with small parts or heavy objects	Small parts present risk of choking, heavy object	Children	Low	<ul style="list-style-type: none"> <li>• Participants to be supervised at all times. Activity chosen to suit age group, i.e. participants are unlikely to put small parts in their mouths.</li> <li>• Supervise to ensure not dropped on feet.</li> </ul>
Preserved specimens for display	Spillage of preserving solutions and subsequent exposure	Anyone	Low	<ul style="list-style-type: none"> <li>• Specimens will be stored in low risk solutions and contained in fully sealed plastic receptacle to minimise risk of breakage.</li> <li>• Supervised at all times. Staff trained in appropriate handling of solvents. There will also be a spillage kit containing eye wash in case of exposure to the solution.</li> <li>• Signs saying they are not to be handled.</li> </ul>
Fixed samples to be handled	Exposure to low levels of fixing solutions and biological samples	Anyone	Low	<ul style="list-style-type: none"> <li>• Specimens will be stored in low risk solutions (fixed in formaldehyde and then washed in H<sub>2</sub>O to remove excess and stored in H<sub>2</sub>O)</li> <li>• Participants only allowed to handle samples if they wear gloves.</li> <li>• Participants to be supervised at all times.</li> <li>• Hand washing facilities located nearby.</li> </ul>
Activities involving small parts or	Participants may be injured.	Anyone	Low	<ul style="list-style-type: none"> <li>• Participants supervised at all times.</li> <li>• Adults use of scissors or provision of age appropriate equipment</li> </ul>

potentially sharp items including scissors				<ul style="list-style-type: none"> <li>If someone is hurt contact First Aider.</li> </ul>
Knit a neurone	Exposure to sharp equipment (needles, pins, knitting needles, crochet hooks)	Anyone	Low	<ul style="list-style-type: none"> <li>Activity will be supervised at all times by activity leaders.</li> <li>Equipment will be monitored carefully and removed from anybody using it incorrectly.</li> </ul>
Use of IT equipment (poster activity and evaluation)	Participants dropping equipment	Anyone	Low	<ul style="list-style-type: none"> <li>Supervised use of equipment at all times.</li> </ul>
Nerve stimulation and exposure to potentially noxious stimuli	Possible electrical burn from the stimulator	Anyone	Low	<ul style="list-style-type: none"> <li>A safety cut off has been built into the stimulator to prevent this.</li> <li>Activity to be supervised at all times.</li> <li>Check participants do not have any existing heart conditions or pacemakers.</li> <li>Sign in place warning that this activity involves a mild electric shock</li> </ul>
Battery powered equipment	Electric shock Exposure to corrosive liquids	Anyone	Low	<ul style="list-style-type: none"> <li>Activity and equipment to be supervised at all times.</li> </ul>
Activities involving insects	Exposure to insects including handling parts of the animal Use of ethanol and nicotine solutions.	Anyone	Low	<ul style="list-style-type: none"> <li>Activity to be supervised at all times.</li> <li>Live animals to be contained at all times</li> <li>Clean up any breakages immediately.</li> </ul>
EEG games	Participants injuring themselves falling over Electrode clipped to ear could be uncomfortable	Anyone	Low	<ul style="list-style-type: none"> <li>Activity to be supervised at all times.</li> <li>Explain activity correctly.</li> <li>Ensure participant doesn't wear ear clip for too long.</li> </ul>
All activities with instruction sheets	Cuts with the edges of laminated sheets	Anyone	Medium	<ul style="list-style-type: none"> <li>Activities supervised at all times.</li> <li>If someone is hurt contact First Aider.</li> </ul>

Floor puzzles	Pieces of puzzle could be thrown around	Anyone	Low	<ul style="list-style-type: none"> <li>Activity to be supervised at all times.</li> </ul>
Stickers	Allergic reaction if skin sensitive	Anyone	Low	<ul style="list-style-type: none"> <li>Check participants are ok to have sticker.</li> </ul>
Games involving throwing objects	Participants hurting themselves throwing objects or tripping over thrown objects	Anyone	Low	<ul style="list-style-type: none"> <li>Activity to be supervised at all times.</li> <li>Activity only carried out in a dedicated area</li> <li>Ensure all objects are accounted for and not on the floor.</li> </ul>
Using microscopes	Participants burning themselves or hurting eye	Anyone	Low	<ul style="list-style-type: none"> <li>Activity to be supervised at all times.</li> <li>Warn participants about hot light on the microscope</li> <li>Ensure participants do not move microscope</li> <li>Tell participants how to use microscope correctly.</li> </ul>
Brain Dome	Participants tripping over the entrance/exit	Anyone	Low	<ul style="list-style-type: none"> <li>Activity to be supervised at all times.</li> </ul>

**Date of Event: 4 March 2023**

**Venue: Victoria Rooms Auditorium**

**Organisation: University of Bristol**

Victoria Rooms	Fire	Anyone	Low	<ul style="list-style-type: none"> <li>Vic rooms specific risk assessment obtained and included with main RA</li> <li>All volunteers and staff attending on the day are asked to familiarise themselves with the nearest fire exit.</li> <li>Event helpers advised not to use the fire extinguishers unless they have been trained to do so.</li> <li>Staff will be on site so maximum numbers not exceeded.</li> <li>On discovering a fire activate the nearest call point or shout fire.</li> <li>Exits and fire exits clearly marked.</li> <li>Access to exits and extinguishers to be kept clear at all times.</li> <li>Porters and building Fire wardens in attendance to evacuate buildings.</li> <li>Staff members or visitors requiring assistance in the event</li> </ul>
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				<p>of fire should make themselves known to the porters when entering the building.</p> <ul style="list-style-type: none"> <li>• Staff and volunteers to calmly escort visitors out of the building via the nearest fire exit.</li> </ul>
All	Slips, trips, falls	Anyone	Low	<ul style="list-style-type: none"> <li>• Ensure all walkways are clear</li> <li>• Any cables to monitors etc are taped to the floor where necessary but avoid running them across walkways.</li> <li>• If someone is hurt contact First Aider.</li> </ul>
All	Violent incidents	Anyone	Very low	<ul style="list-style-type: none"> <li>• Avoid confrontation.</li> <li>• Security Services are present at the event and will provide expert help.</li> <li>• Event helpers to inform a member of staff of any incidents and given access to security services number.</li> <li>• Event helpers to avoid working alone, manage comfort breaks to keep maximum number of helpers on stalls.</li> </ul>
All	Health/Illness	Anyone	Low	<ul style="list-style-type: none"> <li>• Adequate numbers of first aiders available. Porters lodge closest contact. Call security services, all first aid trained.</li> <li>• Event helpers to be briefed on who to contact in the event of illness/accident.</li> </ul>
All	Overcrowding	Anyone	Medium	<ul style="list-style-type: none"> <li>• No entry without a ticket or with approval of the organisers</li> <li>• Event helpers and staff to control numbers in rooms.</li> <li>• Event helpers to ensure visitors enter venues in a sensible manner by standing by the doors and ensuring all doorways and stairways are kept clear.</li> </ul>

Prepared by ..... Signed..... Date:.....

Reviewed by ..... Signed..... Date:.....