

Risk Assessment

Exhibit Name	Lifeworks		
Area	East corridor	No of exhibits.	15
Who is at risk?	Employees, public, volunteers, visitors		

Compiled by (print) Sandra Voss (sign) _____

Hazard Identified	Likelihood (L,M,H)	Severity (L,M,H)	Risk (L,M,H)	Control measure/Action Required	Date Action Taken	By Whom
Exhibits connected to mains electricity (video microscope, digestion, reaction timer, balance board, animal sounds, skeleton hand) – electric shock	L	H	M	TV earthed, double insulated Annual PAT test	1/2/08	K Long
Balance Board - Trapped fingers/toes under board when other people are using it Trip hazard in corridor	L L	L M	L M	Care taken when using, adult supervision Staff on duty should push balance board under exhibit when not in use		
Reaction Timer – possibility of pinching fingers when plungers pressed down	L	L	L	Plungers were made close fitting to prevent this	1996	B.Llewellyn
Model Eye – bruises from swinging glasses on string	L	M	M	Keep string as short as possible and tied to exhibit. Adult supervision		
Digestion and Animal Sounds – bruises from swinging phones	L	L	L	Adult supervision		
Key – bruises from swinging lenses around	L	M	M	Keep string as short as possible and tied to exhibit. Adult supervision		
Skeleton and poster – hazards associated with them falling over	L	L	L	Both are cabled tied to railings. Adult supervision		

Likelihood: The chance of the hazard or event actually occurring during the life of the exhibit.
High (H): Could happen frequently Medium (M): Could happen occasionally Low (L): Could happen, but only rarely

Severity: The extent of the harm (injury or ill health) should the hazard occur.
High (H): Irreversible injury Medium (M): Reversible injury requiring a week to recover Low (L): Negligable injury requiring First Aid

Risk Rating: Once the likelihood & severity have been determined, the risk is calculated as follows:			
	Likelihood		
Severity	H	M	L
H	High	High	Medium
M	High	High	Medium
L	Medium	Medium	Low

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Exhibit Name	Description of exhibit function
Video Microscope	A CCTV camera with a magnifying lens points forward. Objects can be placed in front of it and the picture is displayed on a monitor
Human torso	Organs are fitted into a human torso like a 3-D jigsaw
Digestion	A talking picture of the digestive system. Phones are moved across the picture to hear information about digestion
Fossil find	A set of fossils are displayed in an evolutionary sequence
Reaction Timer	Pressing a button sets off a light/sound after a random time. The counter times the period until the operator presses the stop button
Balance	A pivoted board is placed on the ground. Users try to keep it horizontal for as long as possible. A counter records the time
Sunflower	Solar panels are set in a number of leaves which can be moved in relation to a light source. The amount of uptake is shown on the meter in the flower
Key	A number of insects etc in resin blocks can be examined with magnifying glasses and classified using a key.
Body Parts	Feely boxes contain casts of human body parts which can be touched without being seen. Flaps can be lifted to assess guesses.
Animal sounds	A talking picture of a habitat. Phones are moved across the picture to hear different animal sounds and compare them with a key.
Animal Vision	Four pairs of goggles with lenses to mimic the visual experience of different creatures
Skeleton Hand	A model of the human hand shows the bones and tendons. Plungers are used to flex the fingers
Model eye	A number of parts can be assembled to make a model eye. Red/Green spectacles are used to examine a 3-D picture
Mirror drawing	A mirror reflects a sheet with a variety of shapes drawn on it. Direct vision is covered. Users have to trace the shapes only looking in the mirror.
Skeleton	A life sized model of a human skeleton and an easel with a poster explaining the skeleton

Risk assessment is a simple process that must be applied to show that all identified risks have been eliminated or minimised to an acceptable level.

Any risk identified during a regular review of the exhibit should be recorded on the risk assessment form. All actions taken should be recorded to illustrate that this risk has been reduced to a minimum