University of Cambridge Science Festival: Monday 9 March – Sunday 22 March 2015

RISK ASSESSMENT for New Museums Site, Downing Site, University Centre, The Pitt Building, Mill Lane Lecture Rooms, Cambridge Corn Exchange, St Columba’s Hall, Cambridge Union and Cambridge Guildhall, Departments on the West Cambridge Site, Centre for Mathematical Sciences, Institute of Astronomy, The Clinical School, Addenbrookes Treatment Centre, Deakin Centre, CRUK Cambridge Institute.

This risk assessment covers the Festival as a whole. Each activity has its own individual risk assessment.

<table>
<thead>
<tr>
<th>Provider</th>
<th>Cambridge Science Festival, University of Cambridge</th>
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<tbody>
<tr>
<td>Activity description</td>
<td>Talks and hands-on activities</td>
</tr>
<tr>
<td>Who will be exposed to the hazard</td>
<td>Cambridge Science Festival staff, speakers, volunteers, members of the public, contractors</td>
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</tbody>
</table>

These risk identification documents consider any hazards specific to the activity greater than every day hazards such as slipping, tripping or falling on stairs, trapping fingers in doors and cuts and bruises which are inherent in all environments.

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Control measures</th>
<th>Rating after control measured applied</th>
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</thead>
<tbody>
<tr>
<td>Equipment set up in advance of the Festival Cars and vans on site.</td>
<td>• Arrangements for access will be made with site custodians/ gate porters/ Faculty or Department staff&lt;br&gt;• Equipment will be delivered and erected by trained staff at times when public access is limited or restricted&lt;br&gt;• Members of the public or University Staff will be asked to keep their distance</td>
<td>Low</td>
</tr>
<tr>
<td>Loading/unloading congestion</td>
<td>• Site Custodians and Science Festival stewards will monitor unloading areas to ensure no congestion, moving people and cars on if necessary&lt;br&gt;• Cars must park where directed and display a notice as to how they can be contacted if the vehicle is left unattended while deliveries being made.</td>
<td>Low</td>
</tr>
<tr>
<td>Heavy boxes and equipment</td>
<td>• Science Festival staff/ Volunteer stewards will be briefed in manual handling training and appropriate equipment provided.&lt;br&gt;• Department/Faculty staff/ Event co-ordinators/custodians should have had manual handling training from their institution</td>
<td>Medium</td>
</tr>
<tr>
<td>Housekeeping Slips, trips and falls Blocked isles</td>
<td>• Before event, conduct a visual check to ensure trailing cables are tidied away or securely attached to the floor using cable covers to prevent trip hazards&lt;br&gt;• Conduct regular checks to ensure corridors and stairways are free from clutter and trip hazards&lt;br&gt;• Ensure rubbish is collected on a regular basis&lt;br&gt;• Ensure lighting is adequate and lighting on staircases and in toilets is left on all&lt;br&gt;• Clean up spills immediately to prevent slip hazards&lt;br&gt;• Check toilets on a regular basis to ensure hygiene standards are maintained, contact domestic staff if cleaning required or The Safety Office if hazardous materials are found</td>
<td>Low</td>
</tr>
<tr>
<td>Section</td>
<td>Details</td>
<td>Risk Rating</td>
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<td>-----------------------</td>
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| Electrical equipment  | • All electrical equipment will be PAT tested and has an in-date test sticker  
• A visual inspection will be conducted before using any electrical equipment  
• The Health & Safety Office: Ext. 33301 will be contacted for advice                                                                                                                                                                                                                             | Low         |
| Accidents             | **For serious accidents, contact the Emergency Services immediately on 999 giving the exact location of the event**  
• Red Cross staff will be present on Saturday and Sunday events.  
  Saturday 14 March: HQ Cambridge Corn Exchange and on Downing Site  
  Sunday 15 March: HQ Cambridge Corn Exchange  
  Saturday 21 March: HQ Hauser Forum, West Cambridge and Institute of Astronomy  
  Sunday 22 March: HQ Clinical School, Cambridge Biomedical Campus  
• All coordinators, volunteers and Cambridge Science Festival staff will be provided with the Red Cross contact telephone number before the start of the event  
• A designated first aider will be present at all events during the week  
• All accidents will be reported to the Health & Safety Office on the University’s Accident Dangerous Occurrence and Incident Report Form, available on [http://www.admin.cam.ac.uk/cam-only/offices/safety/publications/hsd020e/index.html](http://www.admin.cam.ac.uk/cam-only/offices/safety/publications/hsd020e/index.html) | Low         |
| Illness/injury        | **For serious incidents, contact the Emergency Services immediately on 999 giving the exact location of the event**  
• All fire exits will be kept clear  
• All event stewards will be made aware of emergency evacuation procedures and assembly points  
• The University’s Fire Safety Team will be contacted as required: Tel 37818                                                                                                                                                                                                                           | Low         |
| Fire                  | **For serious incidents, contact the Emergency Services immediately on 999 giving the exact location of the event**  
• All fire exits will be kept clear  
• All event stewards will be made aware of emergency evacuation procedures and assembly points  
• The University’s Fire Safety Team will be contacted as required: Tel 37818                                                                                                                                                                                                                           | Low         |
| Overcrowding          | • Custodians will be informed of the event well in advance – to include date, time and expected numbers  
• Room capacities will not be exceeded  
  Pre-booked events: check tickets against booking form at door  
  Non-ticketed events: use clickers to ensure room capacities are not exceeded.  
  Operate a first come, first served policy  
• Pedestrian control barriers will be used as required to manage queues  
• Adequate stewards will be provided for the number of people expected                                                                                                                                                                                                                                    | Low         |
| Evacuation            | • If an incident occurs in a department requiring evacuation, the Departmental EMERGENCY ACTION PLAN will be put into action. All event coordinators should make themselves aware of this plan.  
• If an incident occurs which involves more than one department or location, security will be contacted and a wider area Emergency Action Plan will be implemented. The Science Festival Manager or Coordinator will then be based at the Pitt Building, Trumpington Street, and can be contacted on 07824 835225 (Lucinda Spokes), 07798 842501 (Ariel Retik), 07712 201512 (Dane Comerford) or on 01223 766766  
  FOR ADVICE IN AN EMERGENCY CALL SECURITY ON 101 (network) or 767444 (outside University network)  
• For routine advice, call (3)31818  
• All Science Festival and Departmental staff/ Exhibitors/ will be made aware of evacuation procedures                                                                                                                                                                                      | Low         |
Lost children

The designated meeting point for lost children will be:

Saturday 14 March: Information Stand, Guildhall Market Square, Cambridge
Sunday 15 March: Information Stand, Guildhall, Market Square, Cambridge
Saturday 21 March: Information Stand, Hauser Forum, West Cambridge
Sunday 22 March: Information Stand, Clinical School, Cambridge Biomedical Campus

Visitors will be asked to ensure children less than 16 years old are accompanied by an adult/carer at all times. Unaccompanied children will not be admitted into Science Festival events

- Children and vulnerable adults will be accompanied by a responsible adult, teacher, parent, guardian or carer at all times
- All volunteers/staff/students will ensure that they are never left alone with a lost child or vulnerable adult
- Any lost child will be brought by at least two members of staff to the lost child meeting point
- All event organisers will be made aware of the needs of vulnerable groups, see policy below

As contact with children and vulnerable adults on a one to one basis is minimal at the Science Festival, DBS disclosure of staff/student helpers is not normally required. If staff and students come into regular contact with children, HR Division should be contacted for child protection training and DBS.

Child Protection including vulnerable adults

Accusations of abuse or complaints relating to children and vulnerable adults

Safety and welfare of the children and vulnerable adults in accordance with The Protection of Children Act 1999.

The University aims to adopt the highest possible standards and take all reasonable steps in relation to the safety and welfare of the children and vulnerable adults in accordance with The Protection of Children Act 1999. Through implementation of the policy, the University seeks to protect children (including young people under the age of 18 years) and vulnerable adults and to keep them safe from harm when in contact with University staff and student helpers (whether acting in a paid or unpaid capacity).

- Physical contact with children and vulnerable adults should be avoided
- Do not take a child or vulnerable adult to the toilet
- Do not spend time alone with a child or vulnerable adult on his/her own. If you find you are in a situation where you are alone with a child or vulnerable adult, make sure that you can be clearly observed by others
- Do not engage in a personal relationship with a child or vulnerable adult
- Do not make suggestive or inappropriate remarks to or about a child or vulnerable adult, even in fun, as this could be misinterpreted
- Good practice includes valuing and respecting children and vulnerable adults as individuals and modelling of appropriate conduct which would exclude bullying, aggressive behaviour, racism, sectarianism or sexism

If a child or vulnerable adult accuses a member of staff/student helper of abuse, report this immediately to the Public Engagement Events Manager or Science Festival Coordinator at the Information Stand. They will access the Children Protection Issues Manager on your behalf.

- If you are the recipient of any complaint or accusation from a child or vulnerable adult, it is important to listen without making or implying any judgement as to the truth of what is being said.
- If a child or vulnerable adult makes a complaint, or if there are other reasons for suspecting abuse, you should not attempt to investigate this yourself, but should report to the Child Protection issues officer at the Information Stand, the designated contact in the first instance, or the Science Festival Manager or Officer.
- Remember that those who abuse children and vulnerable adults can be of any age (even other children and vulnerable adults), gender, ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.
- If you have any suspicions or concerns regarding possible child abuse, or if there is anything, with which you feel uncomfortable, you should raise these with the Child Protection Issues Officer at the Welcome Desk, the designated contact in the first instance, or the Science Festival Manager or Officer.

Typically the Science Festival Manager or Officer would take the following steps:
- Write down everything that has given cause for concern and say why. This would be done as soon as possible, and certainly within 24 hours of the allegation
- Ask the member of staff/student helper against whom the allegation has been made to keep records of all conversations, meetings attended, and letters received and telephone calls relating to the allegation;
- Record any dates and times of incidents and any contact with the child/vulnerable adult’s parents/carers. Only the facts would be recorded, not personal opinions or assumptions unless supported by facts
- Record any explanation for the injuries of behaviour given by the child/vulnerable adult and/or member of staff/student helper
- Record who the child or vulnerable adult has come into contact with and in what context since the allegation (where known)
- Follow the procedure laid down in the University’s Child and Vulnerable Adult Protection Policy.

<table>
<thead>
<tr>
<th>Name of assessor:</th>
<th>Signature:</th>
<th>Date:</th>
<th>Supervisor:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lucinda Spokes</td>
<td>Lucinda Spokes ls620</td>
<td>23/01/15</td>
<td>Dane Comerford dwc34</td>
<td>Dane Comerford</td>
<td>02/02/15</td>
</tr>
</tbody>
</table>

Main telephone number: 01223 766766

Dr Lucinda Spokes  
Tel: 01223 761818 (office)  
Tel: 07824 835225 (mobile)  
Email: lucinda.spokes@admin.cam.ac.uk