

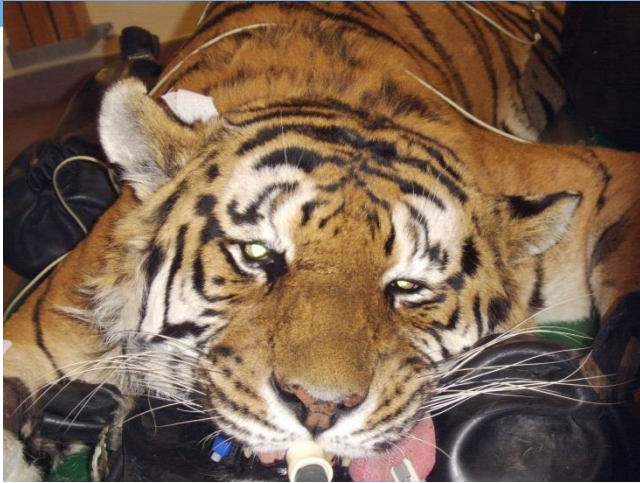
Risk Management

At the Cambridge Science Festival



Occupational Health & Safety Service

TIGER IMAGING



Reasons for undertaking risk management

- Duty of care to provide a safe workplace for event staff, volunteers and participants
- Protecting the reputation of the event
- Complying with insurance requirements
- It's not just about creating a plan and ticking a box, it's about creating a culture of *risk management thinking* which influences all aspects of the event

The Risk Management Process

- Establish the context
- Identify risks
- Analyse and evaluate risks
- Manage risks



(Hazards and risks)

- A hazard is something which can cause harm
- Risks are the chances, high or low, that somebody will be harmed by a hazard
- A bottle of bleach locked in a cleaner's cupboard is a hazard, but not a risk
- A bottle of bleach left in an unmarked container on a work surface during a public visit is a risk

What is Risk Assessment for?

- Deciding what you are going to do
- Identifying what dangers are associated with the work, including possible failures
- Identifying risk controls and ensuring that they are implemented

Risk Identification and Analysis

- Identify risks – consult with a group of knowledgeable people in your group or department
- Any data or learning from previous events? Were there any incidents?
- Observe and inspect the venue you will use. Concentrate on significant hazards that may affect many people, including fire
- Consider who may be affected – including children and young people

When should the risk assessment be done?

- Before any work is carried out, at the planning stage

Example Risk Assessment

Risk	Likelihood	Severity	Treatment (Who, When)
Child comes into contact with liquid nitrogen	L	H	Only demonstrators to use liquid nitrogen. Staff and students to ensure children kept away.
Fire	L	H	One lead member of staff running event to be responsible for fire safety – ensuring fire limits not exceeded, fire evacuation procedures made clear to visitors
Lost Child	M	M	Make staff aware that central Festival team will answer queries about lost children. Two members of staff to take any lost child to Information Marquee, New Museums Site

Treatment Options

- AVOID the risk by terminating a particular activity
- MANAGE the likelihood of the risk by **dealing with the underlying cause**
- MITIGATE the consequence of the risk by **developing responses that lessen it**
- Identify what precautions are in place to prevent or reduce accidents, such as more or better-trained stewards
- Can you issue protective equipment?
- Do you know where welfare services are, such as washing facilities, and First Aid?

Implement Treatment Options

- Create an action plan
- Allocate areas of responsibility
- Establish formats and procedures for incident reports
- Monitor the implementation of the risk management plan

Some Hazards that need to be considered

- Hands on activities for children
- Noise
- Hazardous substances
- Use of electricity
- Field trips
- Child Protection
- Lighting
- Manual handling
- Slips and trips
- Personal safety

Sensible Risk management is about...

- Ensuring we all work safely
- Ensuring that staff, students, members of the public and contractors are properly protected
- Balancing benefits and risks with a focus on reducing the significant risks – both those which arise more often and those with serious consequences
- Ensuring that those who create the risks manage them

Sensible Risk management is about...

- Understanding that failure to manage significant risks responsibly is likely to lead to robust action by the HSE
- Enabling innovation, teaching and learning research and work to be carried out safely
- Not stifling our 'modus operandi'
- Enabling individuals to have and exercise responsibility.

Insurance and Events

- Public Liability Insurance
 - Covers against claims for injury to third parties or damage to third party property arising from negligence.
 - Cambridge University vs external groups – who is covered?
 - Working with contractors/suppliers for your event, ask for a copy of their PLI.
- Employer's Liability
 - Legally required where an organisation has employees and indemnifies against claims from employees resulting from work injuries
- Property
 - Covers buildings and their contents against damage or loss. If you are hiring a building, your contract with that venue may make you responsible for damage to property or equipment

Volunteers – Good Practice, and Insurance

- External volunteers (eg community group representatives, friends, teachers helping out) are covered under University insurances if helping with University-hosted Science Festival events
- For insurance to cover volunteers, we should make an explicit contract with them, asking them to fill in a form with their contact details, receive a briefing on the event (including health and safety arrangements) and sign to say they have received this briefing

Share your risk assessment documents with us

- A guiding principle of risk management is that **those who create the risk must manage the risk**
- Please create your own risk assessments in conjunction with Safety managers (if you have them) in your department or organisation
- Then **send us a copy of your risk assessment**
- ‘The responsibility of the event manager is not just to observe but to manage’ – Coroner, Sydney to Hobart inquest

Further information

More information on University Health and Safety pages –

<http://www.admin.cam.ac.uk/offices/safety/>

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Sensible Risk Management at Work



Learning should be enjoyable and safe!