Risk Management

At the Cambridge Science Festival

Occupational Health & Safety Service
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

<table>
<thead>
<tr>
<th>Risk</th>
<th>Likelihood</th>
<th>Severity</th>
<th>Treatment (Who, When)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child comes into contact with liquid nitrogen</td>
<td>L</td>
<td>H</td>
<td>Only demonstrators to use liquid nitrogen. Staff and students to ensure children kept away.</td>
</tr>
<tr>
<td>Fire</td>
<td>L</td>
<td>H</td>
<td>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</td>
</tr>
<tr>
<td>Lost Child</td>
<td>M</td>
<td>M</td>
<td>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</td>
</tr>
</tbody>
</table>
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 (e.g. 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.
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!