

Public Engagement Activity Risk Assessment 7

FullSerialNo	PEA7
Version	1
Event Name	Guided tours of open laboratory areas (Generic Assessment)
Event Venue	SLS buildings
Attendees	Up to 20 Visitors (V) and Colleagues (C), excluding VIP events
Event Manager	As identified for the Event
Line Manager	SLS Safety
Division/Service	All
Approval date	14/02/2018

Brief Details of Event

Visitors to SLS will be taken by a host (and additional guides, if appropriate) to various location(s) within the SLS buildings, including low and medium hazard areas for purposes of public engagement. Such visitors must not enter any high hazard areas (see main assessment for details).

Tours will NOT involve any handling of hazardous materials by the visitors or any demonstrations by the host/guide that could pose a risk to the health or safety of the visitor(s). Any tours of the SLS that will involve such activities must be risk assessed separately.

This risk assessment deals only with organised visits to SLS by persons external to the School (but may include, as appropriate, persons employed by the wider University or students attending the University). It is mainly aimed at members of the public and other visitors who are being taken on guided tours of SLS as part of open days, media briefings, school visits, etc. More details on groups included and excluded from this risk assessment are provided below.

Included Visitors:

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- (1) Visiting dignitaries.
- (2) School pupils as a group or individually when accompanied by teachers and/or other suitable carers.
- (3) Family members related to staff when on a sanctioned tour.
- (4) Members of the public who visit CLS on an open day or other organised event.

Excluded Visitors:

- (1) Contractors who visit CLS on business.
- (2) Children of staff when not part of an included group (see above).
- (3) Work experience school children.
- (4) Visits where laboratory activities are to be undertaken by the visitors or where demonstrations that could pose a risk to the health or safety of the visitor(s) are to be conducted. Such activities must be risk assessed separately.

What are the hazards?	Who might be harmed and how?	What are you already doing?	What is the initial risk?	What further action is necessary to reduce risk to "low"?	Person responsible for implementation	Date completed
Falls due to trip hazards & stairs	V/C by falls onto hard (tiled) floor or down flights of stairs	Floor in good condition with any defects repaired promptly. Handrail on stairs. All other trip hazards (e.g. trailing cables) to be controlled.	Low	None	None	
Slips on wet floors	V/C by slip on surface wet causing fall onto hard floor or down stairs. Wet from pedestrian traffic or spilled liquids during	Entrance matting at entrance for pedestrian trafficked wet. Well maintained paved paths externally to minimise surface water and eliminate mud. Floor cleaned daily with wet cleaning dried before area used by V/C.	Medium	Colleagues will be vigilant throughout the event and take prompt action should any spilled liquids be found.	Event Organiser	

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	event can cause slip hazard	Cleaning materials and "wet floor" signs kept in locality with Cs knowing location.				
Medical emergency	V/C by any common medical emergency	First Aid trained Cs to be in attendance, with backup from other SLS first aiders. First aid kits located in all areas Cs know emergency number to call (4141)	Low	None	None	
Accessing restricted areas (CL2 or 3 biohazard rooms, radiation work rooms, laser facilities, NMR facilities, gamma irradiator room, workshops, Cryogenics rooms, X-ray facilities)	Vs could be harmed by hazards present in restricted (generally higher hazard) areas.	All restricted areas are locked in some way to prevent unauthorised access. Door signage is also present to warn of danger.	Medium	Vs could still gain access if staff are entering or leaving a restricted area or if access restrictions are not working. Tour guides to be vigilant on the day and ensure no Vs access restricted areas. Sufficient guides must be present for the number of Vs. A ratio of 1C:10V minimum unless Vs present a higher risk (e.g. young, old, reduced mental capacity)	Event Organiser	

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<p>Being lost or forgotten about</p>	<p>Vs may become separated from the main group and get left behind, thereby exposing them to greater hazard due to lack of C control</p>	<p>Sufficient Cs must be in place (minimum 1C:10V) to ensure adequate supervision. For groups of Vs presenting additional risk (e.g. young, old, reduced mental capacity), a higher ratio of C:V is needed.</p>	<p>Low</p>	<p>None</p>	<p>None</p>	
<p>Verbal/physical abuse from guests</p>	<p>Cs could experience harm (physical/mental) from abusive Vs.</p>	<p>Sufficient Cs must be in place (minimum 1C:10V) to ensure adequate supervision. For groups of Vs presenting additional risk (e.g. young, old, reduced mental capacity), a higher ratio of C:V is needed. Event organiser to consider any reasons why Vs may present a risk of C abuse before event happens. If risk is high, advice must be sought from H&S and security.</p>	<p>Low</p>	<p>None</p>	<p>None</p>	
<p>Wide range of hazards present in normal Life Sciences research laboratories</p>	<p>Vs could be harmed by contact with hazardous agents.</p>	<p>All Vs will wear a laboratory coat and safety glasses when entering laboratories. Laboratory coats will be of the correct size and fastened. Eye protection will be suitable (e.g. over spectacles for glasses wearers).</p>	<p>Medium</p>	<p>Before entering laboratories, tour guide to brief Vs on required behaviour whilst in the laboratories (see guidance on SLS H&S website regarding visitors to laboratories). Cs to supervise Vs closely at all times,</p>	<p>Event Organiser</p>	

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				especially young persons.		
Fire evacuation	Vs by fire itself or as a result of an injury sustained during an evacuation	Fire detection and alarm system functional and tested as per UoD requirements. All Cs fully aware of process to follow in the event of an evacuation	Medium	Tour guide to establish prior to the day whether any Vs have additional needs in terms of emergency evacuation (e.g. hearing impaired, unable to use stairs). If so, liaise with SLS H&S regarding actions. Tour guide to check on the day of the event whether any Vs require help with evacuation. In the event of an activation, Tour guide to ensure all Vs are accounted for when helping them leave the building and assembling at	Event Organiser	
Housekeeping issues	Vs could be affected by a range of issues or need facilities (e.g. toilets) during their visit	Buildings are well maintained and have sufficient welfare facilities for the	Medium	At the start of the tour, tour guide to give "housekeeping" instructions to Vs regarding welfare facilities, security considerations, evacuation protocols, etc.	Event Organiser	