| **Task / premises:**  Visit of AS/A level students (plus School/College supervisor) to the MIB for an open day. Please see additional documentation for details of open day organiser (referred to as “University Organiser”), key contacts, key responsibilities and open day timetable.  All visitors will be over the age of 16, and will be supervised by a responsible adult (referred to as “Visitors Organiser) from their School/College. It is assumed that all of the AS/A level students will have worked in a lab at their relevant School/College, so will be familiar with the inherent risks associated with entering a research laboratory.  **General information**  - To mitigate the severity of any injury that does occur and to comply with legal requirements :   * First aid is available from any MIB first-aider or from Security staff (contact via Reception - tel.306 5200). * Any accidents must be reported to the MIB Safety and Risk Manager (tel. 306 5187). |
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**Open Day/Supervised Visit to the MIB**

| Activity | Hazard | Who might be harmed and how | Existing measures to control risk | Risk rating | Result |
| --- | --- | --- | --- | --- | --- |
| Supervised visit to  the MIB | Slippery floors  Trailing cables or other obstructions  Defective floor and stair coverings and finishes  Unguarded edges  Access to high risk areas, eg. cat 2 labs, laser labs | All visitors at risk of slips, trips and falls.  Identify in advance if any subgroup may be particularly at risk eg. visitors with disabilities. | Premises are all maintained by Estates; any obvious defects likely to cause slips and trip must be reported to the MIB Support Services Manager (Janet England, tel. 306 2584).  All areas to be used by visitors will be inspected by the University Organiser (Louise Barnes) before the day of the event, to check that conditions are satisfactory.  Building features such as stairs, atria, long distances between attractions, will be checked by the University Organiser to ensure they are appropriate for the age group concerned, and steps taken to control any identified risk.  The University Organiser will check in advance if any high risk areas could be accessed, and will ensure doors are locked to prevent access (eg. Tissue culture labs – ensure keypad access is in effect).  Lab tours will be in small groups (10 maximum); each group will be lead by a member of the MIB research community (Ph. D. Student, post-doc, etc) who is familiar with the building and the risks associated with each area of the tour.  All visitors to the labs will be provided with a lab coat which must be worn for the duration of the lab visit. All lab tour guides will ensure that visitors are informed of the inherent risks associated with entering research laboratories. All lab tour areas will be checked before the visit, and active research in the areas will be kept to a minimum for the duration of the tour. All visitors will be told not to touch anything in the labs without prior authorisation; at the end of the visit, lab coats must be removed, and hands thoroughly washed when leaving the labs.  **The NMR suite will be out of bounds to anyone with a pacemaker, cochlear implant or similar implant – please advise your tour guides.** | Low, unless   * defects noted, in which case, they should be actioned promptly | A, unless  N |
|  | Fire | All visitors– at risk of injury by fire or smoke inhalation if emergency procedures not followed. | University Organiser and MIB tour guides are familiar with the fire alarm and evacuation arrangements for the MIB.  Information about fire alarms and actions to take –   * if fire is discovered * if the alarm sounds and evacuation is required * assembly point for the visiting party,   will be given to the visitors during the formal welcome and induction by the University Organiser or MIB Tour Guides.  All groups (lab tour groups, exhibition groups, etc) will be fully supervised at all times by a member of the MIB research community (Ph. D. Student/ post-doc, etc) who is familiar with the fire safety arrangements, and will direct the evacuation, and account for all visitors at the assembly point. They will be provided with a list of their group members.  **The University and Visitor Organisers will exchange information prior to the visit about individual(s) who may need assistance during an evacuation (eg those with mobility disabilities). Visitors who are blind or deaf will be assigned a “buddy” during the visit where necessary.** | Low –  unless party includes mobility impaired persons. | A –  or N |
|  | Consumption of food | All visitors at risk of illness caused by   * allergy * failures of temperature control or food handling practices   All visitors at risk of scalding from accidental spillage of hot food /drinks. | The University Organiser will liaise with FoodOnCampus about provision of catering – timing, numbers, special dietary requirements (such as food sensitivities and allergies).  Food safety issues are managed by FoodOnCampus with advice available from Health & Safety Services. | Low | A |
|  | Vehicles | All visitors at risk of injury from contact with moving vehicles. | The University Organiser will made arrangements for reception and departure, including vehicle parking or drop off, to be separate from areas where vehicles are manoeuvring and reversing. This information will be passed to the Visitors Organiser.  If visit involves crossing highways, car parks or delivery areas within campus, the Visitor Organisers will need to consider the safest route, and make suitable arrangements to ensure adequate supervision of the group. | Low | A |
|  | Electrical hazards | All visitors at risk of electric shock or fire caused by defective electrical equipment in general use (eg light switches). | Equipment in common usage (light fittings and basic installation) maintained by Estates.  All experimental equipment used in the demonstrations is subject to annual PAT testing and visual inspection before use. Any damaged equipment will be removed from use and sent for repair. | Low | A |
|  | Lost persons | All visitors at risk of distress if lost in the MIB; young visitors particularly vulnerable. | The University and Visitors organisers will have a list of attendees, and account for them at the beginning of each activity (lab tour, demonstrations in Atrium, lunch, etc); this doesn’t need to be a formal roll call, but should satisfy the organisers that no-one is missing.  In the event that someone does get lost, Organisers will exchange information about all areas of the MIB visited so that a search can be completed quickly and effectively.  Means of communications between parties will be mobile phone. A list of key contacts (e.g. University Organiser) and Visitors Organiser mobile phone numbers will be held at Reception and by the University Organiser.  Means of notifying Security in the event of a more serious situation will be via MIB Reception (tel. 306 5200). | Low | A |
| Participation in experiment demonstrations in MIB Atrium | * exposure to substances hazardous to health (chemicals, biological material) * peanuts | All visitors | All experimental demonstrations held in the MIB Atrium, and will be conducted by an experienced member of the MIB research community (Ph. D. Student, post-doc, etc).  All experimental demonstrations will be risk assessed separately, and any specific hazards/control measures will be clearly identified and communicated to all participants before the demonstration begins. Any necessary PPE (lab coats, safety glasses, etc) will be provided, and must be worn before the demonstration begins.  **One of the demonstrations involves detection of peanut allergens; peanuts will be present on the demonstration stand. All Visitors Organisers must inform the University Organiser if any members of their party have a peanut allergy or any other nut allergy**. | Low  Low | A  A |

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| **Action plan** | | | | |
|  | **Further action required** | **Action by whom** | **Action by when** | **Done** |
|  | All MIB staff/students involved in the event to be briefed about fire safety arrangements prior to the visit | University Organiser | 17 November 2016 |  |
|  | University Organiser or MIB Tour Guides will provide information about fire and other relevant safety arrangements at induction. | University Organiser / MIB tour guides | 18 November 2016 |  |
|  | All visitors will be accompanied at all times when moving around the MIB. This is to prevent access to potentially unsafe lab areas. | MIB tour guides | 18 November 2016 |  |
|  | A list of key contacts (e.g. University Organiser) and Visitors Organiser mobile phone numbers will be held at Reception and by the University Organiser, which will be accessible throughout the day to deal with any problems that may arise. | University Organiser to coordinate with Reception | 17 November 2016 |  |
|  | Areas where events are to take place are to be inspected by University Organiser before the event to check for any defects or conditions that might give rise to slips, trips or falls. Any problems identified will need prompt action. | University Organiser | 17 November 2016 |  |
|  | Risk assessments for individual experimental demonstrations taking place in the MIB atrium must be carried out in advance of the visit and authorised by the MIB Safety and Risk Manager. The University Organiser will ensure that all risk assessments are completed at least 1 week before the event; copies of the risk assessments will be available to the Visitors Organiser at Reception or from the University Organiser. Control measures must be in place and fully operational, and checked by the experimental demonstrator before use. | Safety & Risk Manager / University Organiser /  Reception  demonstrators | 10 November 2016 |  |
|  | Any equipment, including electrical equipment to be used by the visitors, is subject to a current electrical safety test and visual check before use. | University Organiser | 17 November 2016 |  |

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| **Confirmation by University Organiser**  I confirm that I have considered and understand the hazards associated with this event. I will ensure that the control measures detailed above will be followed. A copy of this risk assessment and a list of event attendees will be retained for my records, and a copy sent to the Visitors Organiser. A signed copy of the risk assessment has been forwarded to Tanya Aspinall (MIB Safety & Risk Manager) for MIB records.  Print name: Signed:  Date:  **Confirmation by Visitors Organiser**  I confirm that I have read and understood the risk assessment, and that details of the risks and control measures will be communicated to the students from my College/School, and that we will follow the control measures stated and any directions given to us by the University Organiser and MIB event coordinators. I will provide contact details to the University Organiser, and also inform them of any students who have additional requirements (disability, food allergy, etc).  Print name: Signed:  Contact details:  Date: |