

Kites risk assessment

On Saturday 14th March 2020 groups, typically families will visit the Department to make kites using bamboo dowels, bin bags and sellotape. This activity will be led by a designated “Room Leader” who wears a hi-viz waistcoat to mark their status. The “waistcoat of power” may be passed between appropriate volunteers to allow for loo breaks and lunch.

This activity will use the basement loos. A member of the site team will be available on the day to help if the loos get dirty.

Fire procedure

At any sound from the fire alarm system, evacuate immediately. Use the Peterhouse Road door and assemble on Coe Fen. Ask people to leave the event via Coe Fen so they do not block the ingress of a fire engine. The room leader, in the hi-viz “waistcoat of power” is the fire warden for this area.

A business card with useful phone numbers will be distributed on the day.

Time	Activity	Possible hazards	Persons at risk	Control measures	Likelihood	Severity	Risk rating = likelihood x severity
Friday pm	Set up furniture in LR4 and Reception, put up signs Organise kit into trays and distribute it around the room	Lifting and shifting furniture and large amounts of equipment	Volunteers	Drag furniture rather than lifting it. Pack equipment into small boxes so the mass of each piece is small.	1	2	2
Saturday 1000	Families start to arrive. Give bits to everyone that wants to make a kite Hand scissors to adults and point out the “Over 18s only” rule.	Kitchen scissors are strong and dangerous but very useful. Use the responsible adults in each party to control their use		Scissors handed to adults on entry, over 18s rule pointed out. Volunteers to monitor scissor use, this is the first time they have been used in this way.	1	2	2
1030	Formal start. Room leader indicates fire exits and loos. Responsible adults to accompany people too young to find the loos alone, no access to the building beyond signposted areas Hazard of cutting dowel with scissors	Scissor cut dowel pings randomly. Work with a partner who holds the offcut piece	Participants, volunteers	Warn participants of the problem formally at the start of the event Monitor the behaviour of the morning group and change tactics for the afternoon if necessary, i.e. tie the scissors to the cutting table where they can be closely supervised.	1	1	1
1050	Family teams commence design-	Use of scissors – see above.	Participants,		1	1	1

	build-test cycle Volunteers act as design advisers, supervise the Stanley (craft) knives and hot glue guns, take photographs and ensure tests take place in a safe place	Volunteers to monitor scissor use, this is the first time they have been used in this way.	volunteers				
1200	Lunch for volunteers will be available in the Board Room	Eat lunch in shifts so the room is staffed at all times	Volunteers	None needed	1	1	1
1430	Families go home Pile all the kit onto trolleys and move it up to the DPO office or put it into bin bags as rubbish Move all the furniture back to where we found it Take down the signs Count donations in front of several witnesses		Volunteers	Drag furniture rather than lifting it. Pack equipment into small boxes so the mass of each piece is small.	1	2	2
1500	Go home. Clearing up is much faster than setting up.						

Risk Assessment Key:

Likelihood:	This should be assessed on a scale of 1 - 3 as follows: 1 = Unlikely No risk to health and safety of individual 2 = Likely If the control measures depend on an individual using them or adjusting them. 3 = Certain/imminent Exposure to the hazard is continuous
Severity:	Assessed on a scale of 1 - 3 as follows: 1 = Minor injury / lost time/illness 2 = Serious injury / disablement 3 = Death / fire / explosion
Calculation of risk:	Likelihood x Severity = Risk rating
Risk rating:	Please specify the risk rating by completing the above calculation and indicating below: 1 to 3 = Low Risk 4 to 6 = Moderate Risk 7 to 9 = High Risk

Signed: _____ Date: 30th January 2020 Maria Kettle, Outreach Officer, Department of Engineering, University of Cambridge

Signed: _____ Date:

Safety Officer, Department of Engineering, University of Cambridge