**General Outreach Risk Assessment (STEM 03)**

|  |  |
| --- | --- |
| **Activity Name** | **General Outreach** |
| **Method Statement** | **DSC staff will go to various venues in the area to delivery science engagement activities with a wide variety of audiences. Staff will go to events as a pair or group to prevent lone working. Specific activities will be covered with their own separate RAMS.**  When delivering outreach, staff will be required to:   * Gather and move kit. * Load and unload kit into the van. * Move across uneven surfaces. * Work within external company buildings and follow their safety guidance. * Work with members of the public. * Represent DSC appropriately. |
| **Location** | Outreach Venues (Anywhere not DSC) |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Who could be harmed?** | **How could they be harmed?** | **Precautions** | **Risk Calculation**  **L x S = R** | | | **Additional Measures** | **Risk Calculation**  **L x S = R** | | |
| DSC Staff | Manual handling -  Staff could be injured when moving kit | All staff will receive manual handling training. Any heavy kit will be transported on a trolley (or similar). The kit will be stored in boxes where appropriate to make easy to move. Staff will be advised to only lift what is manageable and to move kit in stages. Any heavy/bulky kit will have additional logistic plans to move it in and out of the building. | 2 | 3 | 6 | Staff will support each other while moving kit and anyone observed to be using inappropriate technique will be asked to stop.  If a near miss or injury does occur a first aider will be called for support. This will be reported to the VEL or STEM Development Lead ASAP.  Following any incident staff will receive a refresh on correct manual handling procedure and any reasonable additional support measures will be put in place. | 1 | 3 | 3 |
| DSC Staff | Manual handling -  Staff could be injured while loading and unloading the van. | All staff will receive manual handling training. The kit will be stored in boxes where appropriate to make easy to move. Staff will be advised to only lift what is manageable and to move kit in stages. Staff will only take the minimum amount of kit required for the event. | 2 | 3 | 6 | Staff will support each other while moving kit and anyone observed to be using inappropriate technique will be asked to stop.  If a near miss or injury does occur a first aider will be called for support. This will be reported to the VEL or STEM Development Lead ASAP.  Following any incident staff will receive a refresh on correct manual handling procedure and any reasonable additional support measures will be put in place. | 1 | 3 | 3 |
| DSC Staff | Fire – A fire could occur in the event venue. | Staff will ensure that on arrival at the venue the register/sign in. Staff will familiarise themselves with the fire evacuation procedure, fire exists and muster points before setting up for the event.  Any safety information available in advance will be made available to all staff attending. | 1 | 5 | 5 | Staff will follow the instruction of event staff to ensure their own safety. If an incident does occur staff will follow the procedure, they have been given and when appropriate to do so contact the VEL or STEM Development Lead.  All DSC kit and equipment should be left until it is confirmed safe to retrieve. | 1 | 3 | 3 |
| DSC Staff | Injury/Medical Emergency – Staff could experience or witness a medical emergency while at the event venue. | Staff will ensure that on arrival at the venue the register/sign in. Staff will familiarise themselves with the first aid procedure of the venue and will ensure they know who to contact in the event of an emergency. | 1 | 5 | 5 | Staff will follow the instruction of event staff to ensure their own safety. If an incident does occur staff will follow the procedure, they have been given and when appropriate to do so contact the VEL or STEM Development Lead. | 1 | 4 | 4 |
| DSC Staff | Injury – Staff could be injured when moving across uneven surfaces | Staff will be instructed to complete a ‘walk round’ of the area they will be working in before unloading or setting up any equipment. Staff should familiarise themselves with the area, make note of any hazards and adjust the set up if required to prioritise safety. Sensible shoes should be always worn while working. | 2 | 3 | 6 | If a near miss or injury does occur a first aider will be called for support. This will be reported to the VEL or STEM Development Lead ASAP.  Following any incident staff will receive a refresh on correct manual handling procedure and any reasonable additional support measures will be put in place. | 1 | 3 | 3 |
| DSC Staff | Abuse – Members of the public could abuse DSC equipment or staff | Staff will not engage in arguments or allow aggressive/disrespectful members of the public to participate in DSC activities.  DSC Staff will always present themselves as representatives of the organisation with the sole intention of encouraging scientific discussion and curiosity about the world around us. | 2 | 2 | 4 | If any members of the public or event staff are disrespectful or aggressive towards DSC staff members, the activities will be stopped, and the incident will be reported to the event lead and to the VEL. The information will be passed to the STEM Development Leand and the Business Development Lead. An appropriate course of action will be agreed upon between the event lead, DSC staff delivering and the VEL.  The staff member will be offered support from their line manager if needed following the event. | 2 | 2 | 4 |
| DSC | Reputation -  DSC’s reputation could be damaged due to inappropriate conduct | Only trained staff members will be attending outreach events. The expectations on staff will be made explicitly clear before the event. Staff will follow DSC policy on behaviour, uniform and working with the public. The event organisers will be encouraged to provide feedback as will the individual members of the team in attendance. | 2 | 2 | 4 | If there are reports of inappropriate conduct from any DSC member of staff in relation to the outreach event, this will be reported to their line manager directly who will take appropriate action based on the severity of the complaint. | 2 | 2 | 4 |

