**Risk Assessment Form**

**Risk Assessment No:** ...........................................

| Name of event: | Science Week: Enlightened Plants  
http://www.sciencefestival.cam.ac.uk/events/enlightened-plants |
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Brief outline of work/activity:</td>
<td>Plant themed visitor exhibition within marquee</td>
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<tr>
<td>Location:</td>
<td>Department of Plant Sciences Marquee on the lawn outside the Department</td>
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</table>
| Significant hazards: | • Overcrowding at peak times  
• Electric equipment (risk of shock, electrocution, fire)  
• Trip hazards  
• Contact with plants  
• Accidental ingestion of soil or plant material  
• Children becoming lost from accompanying adults |
| Who might be exposed to the hazards: | • Visitors  
• Staff  
• Volunteers |
| Existing control measures: | • All staff and volunteers briefed on hazards and control measures  
• Staff and volunteers to monitor visitor numbers and restrict entry to marquee if necessary  
• All electric equipment to be PAT tested  
• No ‘daisy chaining’ of extension cables  
• Staff and volunteers remove any potential trip hazards throughout the day  
• Position any potentially harmful plants and equipment away from walkways and out of reach of visitors  
• Ensure children are adequately supervised by adults  
• Staff have contact numbers for Science Festival Team and University Security |

Are risks adequately controlled?: **YES ✔**

<table>
<thead>
<tr>
<th>If NO, list additional controls and actions required:</th>
<th>Additional controls: Elisabeth Burmeister from the SLCU will act as steward and will advise on further adjustments as necessary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action by:</td>
<td></td>
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Completed by: Dijana Marie  
Name: ...........................................  
Signature: ...........................................  
Date: 28 Feb 2014

Supervisor: ...........................................  
Name: ...........................................  
Signature: ...........................................  
Date: 13 Feb 2015

Dates of review:  
