

## Multimedia Team Risk Assessment

**Assessors:** Verity McChlery (team leader)

**Site:** Queen Mary Centre

**Date:** May 2025

**Review Date:** May 2026

Significant Hazards	Who Might be Harmed and How	Existing Control Measures	Further Control Measures
<b>Damage to Assets</b>	Accidents or misuse could lead to damaging costly equipment such as the projector or laptop.	<ul style="list-style-type: none"> <li>All equipment should be treated with due care.</li> <li>When connecting equipment using long wires / extension cables, these should be laid out before being plugged in.</li> <li>Child volunteers are not to handle the projector and should have direct adult supervision.</li> </ul>	<ul style="list-style-type: none"> <li>Any damage should be reported to the team leader at the earliest opportunity.</li> <li>Volunteers should leave the projector plugged in once it is turned off to enable the fan to cool the bulb. Removing power too soon and moving the projector could cause the bulb to shatter.</li> </ul>
<b>Electricity</b>		<ul style="list-style-type: none"> <li>See General Risk Assessment.</li> </ul>	
<b>Fire</b>		<ul style="list-style-type: none"> <li>See General Risk Assessment.</li> </ul>	
<b>Manual Handling</b>		<ul style="list-style-type: none"> <li>See General Risk Assessment.</li> </ul>	
<b>Slips/Trips</b>		<ul style="list-style-type: none"> <li>See General Risk Assessment.</li> </ul>	