

Risk Assessment

Activity	SCHOOL SAFETY TALK
Area	WHITE GEODESIC DOME

The school group are escorted by a member of Science Centre staff to the school room at the start of their visit to The Centre.

A member of Science Centre staff will give an introductory welcome and safety talk to the group. This takes place prior to any member of the school group using The Centre.

Safety points which are emphasised:

- Children must stay with their allocated group leader throughout the visit
- No running is permitted within The Centre
- Children must be alerted to the location of the pond and the danger of water. Children on educational visits should not go outside or use the outdoor areas without their adult group leader
- Children are told to walk carefully around the external areas of The Centre as there are many steps and different surfaces on the pathways (the reason for these different surfaces is explained on the telescope tour) – see separate risk assessment entitled GROUNDS.
- The location of the fire assembly points around the centre if the fire bells sound

The group is told of any areas of special note i.e if workmen are on site during the visit.

For the personal safety of the children, the group are made aware of how to identify staff by their uniform and name badge, should they become lost or just have questions to ask.

Risk assessment is a simple process that must be applied to show that all identified risks have been eliminated or minimised to an acceptable level.

Any risk identified during a regular review of the exhibit should be recorded on the risk assessment form. All actions taken should be recorded to illustrate that this risk has been reduced to a minimum

Risk Assessment

Area	WHITE GEODESIC DOME
Who is at risk	Employees, public, volunteers, visitors

Compiled by (print) Sandra Voss (sign)

Hazard Identified	Likelihood (L,M,H)	Severity (L,M,H)	Risk (L,M,H)	Requirement for risk control	Date Action Taken	By Whom
Floor - Slips, trips and falls	L	M	M	Member of staff directing students/teachers to seats in a calm manner Make sure floor is not wet Mop floor & put out safety signs if floor is wet		
Science show/science activity equipment – choke hazard etc	L	L	L	All equipment kept in a cupboard secured with a chain and padlock	Feb 2008	Sandra Voss
Diesel tank – Fire (see separate RA) Contamination	L	L	L	Signage saying staff only around the sides of the tent to prevent visitors accessing the tank area No smoking within the grounds or buildings of the centre	2005 Summer 2007	
Heater - burns	L	L	L	The heater operates by blowing hot air and is controlled using a thermostat – regular maintenance to prevent the equipment overheating	Annually	Bill Gower
Mains electricity - electrocution	L	H	M	Safety socket fitted which is difficult to access Use extension cables designed for outdoor use only and keep out of the way.		

Likelihood: The chance of the hazard or event actually occurring during the life of the exhibit.	
High (H):	Could happen frequently
Medium (M):	Could happen occasionally
Low (L):	Could happen, but only rarely

Severity: The extent of the harm (injury or ill health) should the hazard occur.	
High (H):	Irreversible injury
Medium (M):	Reversible injury requiring a week to recover
Low (L):	Negligable injury requiring First Aid

Risk Rating: Once the likelihood & severity have been determined, the risk is calculated as follows:			
	Likelihood		
Severity	H	M	L
H	High	High	Medium
M	High	High	Medium
L	Medium	Medium	Low