

**The Observatory Science Centre**

Wartling Road, Herstmonceux, BN27 1RN, BN27 1RN

**Location: Coach Park, Car Park, Main Site**

<b>Title</b> : School Twilight Visit	<b>Date of Assessment</b> : 21/05/2017	<b>Risk Assessor</b> : Sandra Voss
<b>Risk Assessment Reference</b> : SchTwilight	<b>People involved in making this assessment</b> : Jo Harris, Jeremy Harrison, Helen Weeks, Laura Green	
<b>Task/ Process</b> : Twilight visits by schools	<b>People at Risk</b> : Employees, Members of the Public, Volunteers	

<b>Hazard : Road risk</b> Being hit by moving vehicles in coach park, car park or on the road when walking up to The Centre
<b>Control Measures:</b>
1. See separate Risk Assessment SchCPGG for control measures in place for daytime visits which also applies to evening visits
2. Outside lights switched on to illuminate the car park and the path to reception under the walkway to Dome E
3. Prior to the visit group organisers are advised that students may bring torches to the Centre. This advice can also be found on the website in the information for schools section.

<b>Hazard : Uneven, Wet or Slippery Floors</b> Risk of slipping and tripping and associated injuries from falls such as cuts and bruises
<b>Control Measures:</b>
1. The grassed areas along the edges of the walkways and paths are checked and maintained to prevent any significant differences in the levels which may cause a trip hazard.
2. See separate Risk assessment SchCPGG for general daytime control measures which also apply to evening visits
3. Before students enter the Centre they are given a safety talk about walking around in the dark and the extra care that is needed.
4. White light is discouraged because of dark adaption but can be used if necessary. Red light torches are encouraged and all staff and volunteers carry both white and red light torches. If the weather is unsuitable for viewing white light torches can be used.
5. Outdoor exhibit areas closed after the hours of darkness and loose equipment from outdoor areas is brought indoors and kept in a locked cupboard.
6. Wet floor signs used when appropriate if wooden floors within telescope domes become wet or greasy and therefore slippery; any spills wiped up immediately especially around dehumidifiers within the domes (a supply of paper towels is kept in Dome D, E and A)

<b>Hazard : Pond</b> Drowning
<b>Control Measures:</b>
1. Safety talk before entry into the premises to warn of the dangers of the pond and to keep away from it
2. See also Risk Assessment SchCPGG for further control measures regarding the pond
3. White plastic chain has been fitted around the walkway of Dome D to prevent visitors walking into the pond.

**Hazard : Accessing and using telescopes in dimly lit areas** Risk of falling up/down stairs; risk of tripping over cables; risk of banging head on telescope either when it is not moving or when it is being moved

**Control Measures:**

1. Dimly lit areas e.g. inside the domes are kept free of obstructions and warnings are given about the position of the telescope and their counterweights usually before white light is turned off; dehumidifiers and pipes are moved to maintain clear access
2. Warnings given about the cables (within the cable cover) running across the floor in Dome D; cable cover checked before the dome is used and all trip hazards removed or dealt with
3. Verbal warnings given before entering the telescope domes about steep narrow stairs; these domes are lit at the bottom of the stairs by red lights and the domes are usually lit with red light also; Additional red lighting supplied via torches
4. Warnings given to stay clear of the telescopes if they are being moved
5. Warnings given to stop people walking underneath the telescopes during observing sessions
6. Numbers of people are limited within the dome at any one time
7. Adult supervision at all times which includes a member of staff and leaders from the visiting group
8. Step ladders are maintained regularly and used correctly with adequate adult supervision and help for smaller children and adequate red lighting
9. The counterweight of Dome D telescope is padded; there is no counterweight (which can cause injury) in Dome A or Dome C; the counterweight in Dome E is sufficiently far enough away from visitors due to the nature of the telescope.
10. There is fluorescent tape either side of each step going into the domes that are accessed by steep narrow stairs.
11. All operational telescopes have a telephone that can be used to make an internal call if necessary.
12. All staff carry a red and a white light torch during evening visits; Torches are used to illuminate the steps of the step ladders which are used in some instances to gain access to the eyepiece of the telescopes.

**Hazard : Steps and high walkways in the dark** Slips, trips, falls, cuts, bruises etc

**Control Measures:**

1. The edges of the high walkways and steps have been painted white to make them more visible in dim light.
2. In the hours of darkness visiting groups are guided to the domes by a member of staff with a torch.
3. See also Risk assessment SchCPGG for daytime visits which is relevant to evening visits.
4. There are red lights along the walls of the high walkways from the main building to Domes E and F and on Dome D to illuminate the steps on either side of the dome. These are switched on during evening visits.

**Hazard : Raised floor in Dome E** Risk of falls from the raised floor or from trying to climb/descend down the vertical steps which are accessed when the floor is raised.

**Control Measures:**

1. No entry sign is put in the doorway to the dome to prevent access into the dome when the floor is raised.
2. A solid barrier is placed across the open entrance to prevent falls from the floor.

- 3. if in the unlikely event of the floor becoming stuck, the only way down is via the vertical steps. An evacuation procedure is in place - see attached document.
- 4. If the group consists of wheelchair users or people with mobility issues then the floor is not used unless they are capable of climbing down the steps with assistance.

**Hazard : Laser Pointers** Slight risk of eye damage if the laser pointer is misused or accidentally shone into eyes

**Control Measures:**

- 1. Only members of staff allowed to use laser pointers as teaching aids; the laser pointers used are checked and recorded and the member of staff must sign to say they have read the rules and regulations concerning the use of laser pointers (see attached document).
- 2. Any group visitors using their own laser pointers will be asked to stop.

**Hazard : Using Step Ladders in Domes**

**Control Measures:**

- 1. All step ladders are checked for stability before use and are placed on an even surface not on top of cables etc.
- 2. Member of staff remains at the bottom of the step ladder at all times when in use and a red light torch is used to illuminate the steps.
- 3. Step ladders have something to hold onto when close to the top of the steps (handle or bar).
- 4. Looking at objects very low in the sky is usually avoided so that visitors do not have to climb to the very top of the steps.
- 5. An accompanying adult will usually hold onto a smaller child while they are on the step ladder if necessary.

<b>Documents Associated with this Risk Assessment:</b>	Rising floor evacuation.docx() Laser Pointer Rules.doc()
--	--

<b>Review Date :</b> 21/05/2018	<b>Reviewer :</b> Sandra Voss
---------------------------------	-------------------------------