

The Observatory Science Centre

Wartling Road, Herstmonceux, Hailsham, BN27 1RN

Location: Geodesic Domes

Title : School Rooms/Welcome talk	Date of Assessment : 27/03/2018	Risk Assessor : Sandra Voss
Risk Assessment Reference : SchWelcome	People involved in making this assessment : Jo Harris, Laura Green	
Task/ Process : Safety and welcome talk in the school rooms or entrance to reception	People at Risk : Employees, Members of the Public, Volunteers	

Hazard : Electrical Electric shock, tripping over cables
Control Measures:
1. Electrical safety tool box talks carried out with practical activity identifying faulty equipment
2. Visible inspection of all electrical cables before use
3. PAT checks of extension cables and any other electrical equipment used as per schedule
4. Waterproof hinged socket covers fitted in outdoor covered areas (geodesic tents and marquee)
5. Make sure loose electrical cables are not causing a trip hazard; if cables do need to be run across the floor presenting a potential trip hazard, cable covers are used

Hazard : Fire Burns etc
Control Measures:
1. Electrical fires prevented by not overloading sockets and making sure cables are fit for use
2. No smoking is permitted in the grounds of the Science Centre
3. The welcome talk informs school groups where the fire assembly points are and what to do in case the fire alarms sound; this is on their timetable also which is given to group leaders
4. All doors are maintained free of obstacles and both vertically zipped entrances are unlaced when the geodesic dome is in use
5. Fire extinguishers are present in all school rooms; they are checked daily to make sure they are not obstructed or the tags have not been ripped off. Checked more thoroughly on a monthly basis in-house and serviced annually by JS Fire Services

Hazard : Uneven, Wet or Slippery Floors Slips, trips, falls, cuts and bruises
Control Measures:
1. Children are told not to run in the school rooms or the corridors of the centre
2. Wet floor signs permanently present in the school rooms and used as required
3. Clear up any spills immediately and prevent movement across the area until sufficiently dry and safe to walk on

Hazard : Science show equipment, astronaut Choking, gaining access to potentially harmful substances/equipment
Control Measures:
1. All potentially harmful substances or equipment e.g. chemicals or matches are stored away from the show area in a locked container when not in use
2. No entry signs placed in doorways when show is being prepared by show presenter
3. Do not touch signs put around the show equipment and it is stressed in the safety/welcome talk that any show equipment must not be touched
4. Adult supervision of children at all times during lunch; lunches are mainly taken in the white geodesic tent
5. The metal arch "show stage" must be maintained in suitable condition and checked every day for stability; metal braces have been fitted
6. A do not climb sign is stuck in a prominent position on the astronaut

Hazard : Diesel fired heater Contamination, fire, burns				
Control Measures:				
1. Signage to say staff only around the sides of the geodesic tents to prevent access to the diesel tank				
2. Sign saying do not touch the heater; the heater is tucked away next door to the bar and is therefore not easily accessible				
3. The heater operates by blowing hot air into the room and while the metal air duct can get very warm, burns would be rare; regular maintenance prevents the equipment from overheating				
Further Control Measures Required:	Added Documents	Assignee	Due Date	Status
1. Requires servicing		John Pilbeam	31/01/2014	Completed
2. Requires servicing		John Pilbeam	23/01/2016	Completed
3. Requires servicing		John Pilbeam	23/01/2017	Completed
4. Requires servicing		Paul Skipper	23/01/2018	Completed
5. Requires servicing		Paul Skipper	12/09/2018	Action Due

Hazard : Stacked chairs, stored tables Cuts, bruises, crushing
Control Measures:
1. Any spare tables must be stored securely especially round tables if they are collapsed and stood on their edges (apt to roll).
2. All stacked chairs must be stacked like with like to ensure stability and not stacked more than 6 high
3. Stacked chairs must be kept around the edges of the dome but not in front of any exits including the zipped alternative fire exit

Documents Associated with this Risk Assessment:	
Review Date : 27/03/2019	Reviewer : Sandra Voss