

The Observatory Science Centre

Wartling Road, Herstmonceux, Hailsham, BN27 1RN

Location: Geodesic Domes

Title : School Rooms/Welcome talk	Date of Assessment : 22/03/2017	Risk Assessor : Sandra Voss
Risk Assessment Reference : SchWelcome	People involved in making this assessment : Jo Harris	
Task/ Process : Safety and welcome talk in the school rooms	People at Risk : Employees, Members of the Public, Volunteers	

Hazard : Electrical Electric shock, tripping over cables
Control Measures:
1. Visible inspection of all electrical cables before use
2. PAT checks of extension cables and any other electrical equipment used as per schedule
3. Waterproof hinged socket covers fitted in outdoor covered areas (geodesic tents and marquee)
4. 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
5. Electrical safety tool box talks carried out with practical activity identifying faulty equipment

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
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 on a monthly basis in-house and 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 Choking, gaining access to potentially harmful substances/equipment
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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 show tent
5. The metal arch "show stage" must be maintained in suitable condition and checked every day for stability; metal braces have been fitted

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	Action Due

Hazard : Stacked chairs and stored tables Cuts, bruises, crushing**Control Measures:**

1. All stacked chairs must be stable and not stacked more than 6 high
2. Stacked chairs must be kept around the edges of the dome but not in front of any exits including the zipped alternative fire exit
3. Spare tables are not generally stored in the schoolrooms where the children are welcomed, however any spare tables are stored in a cage which is roped securely and the cage wheels locked. The cage must be stored with the open edge facing towards the wall of the tent/marquee

Documents Associated with this Risk Assessment:**Review Date :** 22/03/2018**Reviewer :** Sandra Voss