

National Space Centre-Risk Assessment Form

General Risk Assessment

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| Location | National Space Centre |
| Equipment / Activity to assessed | Uniformed Group Sleepover |
| Date of assessment | 07 February 2022 |
| Last Review Date (If applicable) | Not Applicable |
| Next Review date: | 08 February 2023 but continual assessment as dictated by changes to National Space Centre operational requirements or being subject to amendments in Health and Safety Law/ changes to guidance stated in Approved Codes of Practices from the HSE. |
| Originator of Risk Assessor -Name(s)/ Date | Josh Barker (07 February 2022) |
| Authorised by Line Manager/Date Authorised | Charlie Isham (07 February 2022) |
| Authorised by Health and Safety Manager (Date) | Stephen M Brooks (08 February 2022) |

Activity Description: Children sleeping overnight at the National Space. Brownies/scouts are typically between the ages of 6-13 years. Primary schools between 8-11 years. Typically, 150~192 persons attending the event, but with the potential of 240 persons in total to attend if so requested.

| <u>What are the hazards? - something with a potential to cause harm)</u> | <u>Who might be harmed and how?</u> | <u>Control Measures-what are you already doing to reduce the risk?</u> | <u>Additional control measures-do you need to do anything else to control the risk?</u> | <u>Risk rating Refer to Matrix below*</u> | <u>Authorised by Health & Safety Manager /Date</u> |
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| <p>Accidents incurred during the duration of the stay.</p> | <p>Children sleeping overnight at the National Space Centre</p> | <p>Group to be supervised by at least 19 adults on a ratio of appropriately 1:8</p> <p>All group leaders will have been subject to an enhance DBS disclosure to enable them to work with children</p> <p>Additional group supervision to be provided by members of the National Space Centre's Educational Team, and members of Space Crew.</p> <p>First Aid treatment is available from members of the group, together with additional help available by the Security Team Member on duty.</p> | <p>Group leaders to be briefed prior to the event starting as to roles and responsibilities.</p> <p>First Aid room facilities available if necessary</p> <p>Health and safety walk around with the team before the event starts</p> | <p>L= 1 S= 1 R= 1</p> | <p>S.M. Brooks 08 February 2022</p> |
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| <p>Fire alarm activation or other reasons that might incur a full evacuation of the Centre</p> | <p>Children sleeping overnight at the National Space Centre</p> <p>Supervising staff attending event, this includes NSC staff as well as supervising adults.</p> | <p>Full and comprehensive Fire and Evacuation procedure is in place.</p> <p>A designated 'call sheet' to be produced as in day 'operational hours' and the following key roles identified:</p> <p>Building controller/incident controller-Security Team member: Responsible for initial investigation of</p> <p>Clearing galleries fire wardens: These roles to be undertaken by members of the Education Team who are supervising the event</p> <p>Group leaders to be briefed prior to the event starting as of evacuation procedures and their roles and responsibilities.</p> <p>Fire risk assessment for the Space Centre has been completed and sleepover events are factored into the assessment.</p> | <p>Fire Wardens to be provided at key areas to enable safe evacuation of the Centre.</p> <p>Leicestershire Fire Service to be contacted and register the event and informed of periods when overnight sleep over events takes place.</p> | <p>L= 1 S= 5 R= 5</p> | <p>S.M. Brooks 08 February 2022</p> |
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| <p>Hygiene and changing facilities – privacy of children.</p> | <p>Children sleeping overnight at the National Space Centre</p> <p>Supervising staff attending event, this includes NSC staff as well as supervising adults.</p> | <p>Leaders to supervise as necessary.</p> <p>Disabled and changing spaces toilets and baby changing rooms are available for adults to change/wash</p> <p>General male/female toilets utilised by children only.</p> <p>Mixed groups will change in separate areas of the exhibition to respect privacy and dignity of children and supervisors alike</p> <p>All supervisory staff should use the Disabled toilets which can be locked whilst teachers and supervisors change</p> | <p>Signage provided to make sure toilets are clearly labelled</p> | <p>L= 0 S= 0 R= 0</p> | <p>S.M. Brooks 08 February 2022</p> |
| <p>Lack of communication between groups and staff during sleep time</p> | <p>Children sleeping overnight at the National Space Centre</p> <p>Supervising staff attending event, this includes NSC staff as well as supervising adults.</p> | <p>Group leader to be issued with an on-site radio for the duration of the night.</p> <p>Member of security team will be available on the radio to contact throughout the night.</p> | | <p>L= 0 S= 0 R= 0</p> | <p>S.M. Brooks 08 February 2022</p> |

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| <p>Visitors may require access outside while doors are locked during sleep time</p> | <p>Children sleeping overnight at the National Space Centre</p> <p>Supervising staff attending event, this includes NSC staff as well as supervising adults.</p> | <p>Group leaders and helpers to be advised and provided with access badges to allow access to the front doors overnight</p> <p>Shuttle Suite Discovery doors to be card accessible only; access cards to be given to supervisors should they wish to exit/enter the building</p> | <p>Front doors locked and internal shutters to be in the down position during the entire time the group are sleeping.</p> | <p>L= 0 S= 0 R= 0</p> | <p>S.M. Brooks 08 February 2022</p> |
| <p>General Illness</p> | <p>Children attending that have existing medical conditions, e.g. epilepsy, diabetic requirements</p> <p>Children who become physically sick during the stay;</p> <p>Potential for First Aiders (Security) to be exposed to biological and bodily fluids</p> | <p>Group leaders should be in possession of all relevant details of affected individuals, and also ready access to any medication that might be needed to be administered.</p> <p>Supply of PPE – gloves and masks – for use by all first aiders, and hazard disposal kits to be available for clearance of biological fluids</p> | <p>First Aid room facilities available if necessary</p> <p>Separate disposal units/hazardous waste bags to be used and disposed of safely. (including 'sharps' bin) in first aid room</p> | <p>L= 1 S= 1 R= 1</p> | <p>S.M. Brooks 08 February 2022</p> |
| <p>Risk of Staff members exposed to breach of child protection allegations whilst administering first aid or supervising</p> | <p>Supervising staff attending event, this includes NSC staff as well as supervising adults.</p> | <p>All first aiders hold DBS Enhanced disclosures. Designated Safeguarding Officer (Health & Safety Manager) and working with children policy in place. All children to be accompanied by an adult when receiving first aid</p> | | <p>L= 1 S= 1 R= 1</p> | <p>S.M. Brooks 08 February 2022</p> |

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| Use of CCTV cameras in areas that are used for children /teachers and supervisory adults undressing/dressing (Cameras 10 and 11 covers the Space Now gallery and hub area.) | Children sleeping overnight at the National Space Centre Supervising staff attending event. | Security Team member will train the camera on an away from areas where children are engaged in dressing undressing and respecting privacy of all individuals | Cameras are not an infra-red, so will not capture any images of children/teachers and supervisors during periods when they are sleeping | L= 1 S= 1 R= 1 | S.M. Brooks 08 February 2022 |
| Getting lost while accessing the POD for Gravitrax Challenge | Children sleeping overnight at the National Space Centre | Where possible we will use the Shuttle Suites for this activity. Children will be escorted by a member of the education team and teachers/supervisors and counted in and out of the building. Door to the POD card accessible only. | Extra vigilance in keeping track of the children as they move to and from the main building to the POD by education staff and group supervisors. | L= 0 S= 1 R= 0 | S.M. Brooks 08 February 2022 |

Updated or newly created assessments from May 2021 will be subject the following measures implemented-as far as is reasonably practicable- to reflect changes due to the Covid 19 pandemic:

Staff to wear appropriate PPE, if close interaction with visitors if necessary or practical, if in a presenter role in workshops or demonstrations. Exemptions will be made for staff or members of the public with existing medical conditions.

Social distancing (2 metres/ 1 metre+ with mitigation) to be observed as far as is reasonably practicable.

Regular cleaning of any work surfaces and equipment to be completed before the Centre opens

Regular cleaning of any work surfaces and equipment to be carried out throughout the day in between workshops/activities

Regular cleaning of any work surfaces and equipment to be completed after the Centre closes

Perspex screens used as necessary to minimise close direct contact and ensure safe distance when delivering workshops and demonstrations.

Hand sanitising stations to be readily available

Appropriate advisory signage for guidance for the public

Floor markings marking social distance as necessary or practical, for example Live Space' presentations

Limiting numbers of participants attending workshops or demonstrations to ensure social distancing

Risk Rating Scale

Risk = Likelihood of injury x Severity of injury

R = L x S

Low risk = 0 – 6, Medium risk = 7 - 12, High risk = 13 - 25

| | | S = Severity of injury | | | | | |
|--------------------------------|----------------------|--------------------------|-----------------------------|---------------------------------|-------------------------------|-----------------------------|-------------------------------------|
| | | No injury or illness (0) | Minor injury or illness (1) | First aid injury or illness (2) | “3 day” injury or illness (3) | Major injury or illness (4) | Fatality, disabling injury, etc (5) |
| L = Likelihood of injury | Zero to very low (0) | 0 = Low | 0 = Low | 0 = Low | 0 = Low | 0 = Low | 0 = Low |
| | Very unlikely (1) | 0 = Low | 1 = Low | 2 = Low | 3 = Low | 4 = Low | 5 = Low |
| | Unlikely (2) | 0 = Low | 2 = Low | 4 = Low | 6 = Low | 8 = Medium | 10 = Medium |
| | Likely (3) | 0 = Low | 3 = Low | 6 = Low | 9 = Medium | 12 = Medium | 15 = High |
| | Very likely (4) | 0 = Low | 4 = Low | 8 = Medium | 12 = Medium | 16 = High | 20 = High |
| | Almost certain (5) | 0 = Low | 5 = Low | 10 = Medium | 15 = High | 20 = High | 25 = High |

| <u>Risk Rating Definitions and guidelines.</u> | |
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| Low | <p>Minor Injuries not resulting in any first aid or absence from work.</p> <p>This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised continual monitoring occurs in order to ensure that no changes/deviation of control measures occur.</p> |
| Medium | <p>An injury requiring further medical assistance or is a RIDDOR related incident.</p> |

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| | <p>It is advised that further control measures are implemented to reduce the risk rating to a low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are bring adhered to.</p> |
| High | <p>Death, paralysis, long term serious ill health. This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than high, then a documented safe system of work should be implemented to control the activity, It may be necessary to seek further professional advice. Serious consideration should be given to the validity of carrying out the activity at all. Regular Monitoring of the activity should occur.</p> |