

Risk Assessment Form

General Risk Assessment

Equipment / Activity / Area being assessed	Stardome	Risk Assessment No:	033
Location	Normally external to the Space Centre in schools		
Who is exposed?	Primary: Presenters Secondary: school students and staff, public		
Date of assessment:	01 June 2012		
Assessors name:	Scott King/Stephen Brooks		
Next Review date:	22 May 2019 but continual assessment as dictated by operational requirements or changes in Health and Safety Law, regulations or Approved Codes of Practice.		

	Hazard	Control Measures already in place to control the risk	What additional Control Measures are required?	Risk rating (H, M, L)	Completed/ Escalated to:
1	Manual handling of Stardome equipment	Ask for assistance from other staff Use of trolley recommended	Operators to undertake manual handling training. Repackage materials to reduce weight.	L=3 S=3 R=9 = M	S.M. Brooks (Security and Safety Manager)
2	Driving an unfamiliar vehicle	All drivers to familiarise themselves with vehicle and to drive supervised with experienced driver before driving solo.	New drivers to undertake driving refresher and review with qualified personnel, training to be provided from external company for formal certification of competence	L=2 S=3 R=6=L	S.M. Brooks (Security and Safety Manager)
3	Driver fatigue	Take regular breaks during long journeys as necessary.	Plan in advance timings for travelling distances	L=3 S=3 R=9=M	S.M. Brooks (Security and Safety Manager)
4	Tripping hazard from edge of dome, cables and mats	Give adequate warnings, ensure light available for when people are moving. All wires and cables will be secured by tape or cable-tidies.		L=4 S=2 R=8=M	S.M. Brooks (Security and Safety Manager)
5	Electrocution	All electrical equipment will have been PAT tested, by a competent person or contractor.	PAT testing needs to take place with any new equipment and other equipment should be checked on an annual basis	L=2 S=3 R=6=M	S.M. Brooks (Security and Safety Manager)
6	Poor vehicle maintenance	Key inspections such as tyres, lights and fluids should take place on a regular basis. The vehicle must be serviced according to the service schedule.	Weekly inspections by competent personnel	L=1 S=4 R=4=L	S.M. Brooks (Security and Safety Manager)

7	Safeguarding	All staff subject to regular Enhanced DBS (working with children) checks and have undertaken an NSPCC 'Child Protection' course.	National Space Centre has a designated Safeguarding Officer (NS PCC trained).	L=0 S=1 R = 0 = L	S. M. Brooks (Security and Safety Manager) Sarah Bird (Personnel Manager)
		<p>All staff are trained with relevant legislation under the following:</p> <p>The Health and Safety and Work act 1974</p> <p>Workplace (Health, Safety and Welfare) Regulations 1999</p> <p>Control of substances Hazardous to Health Regulations 2002</p> <p>Manual Handling Operations Regulations 1992</p> <p>Personal Protective Equipment Regulations 1992</p> <p>The Management of Health and Safety Regulations at Work Regulations 1999</p> <p>Health and Safety (Display Screen Equipment) Regulations 1992</p> <p>The Regulatory Reform (Fire Safety) Order 2005</p> <p>The Control of Noise at Work Regulations 2005</p> <p>The Health and Safety (First-Aid) Regulations 1981</p> <p>The Health and Safety (Consultation with Employees) Regulations 1996</p>	<p>All staff fully trained in respect of the correct use of manual handling, to comply with Manual Handling Regulations (1992) and the correct use of PPE to comply with the Personal Protective Equipment Regulations (2002),</p> <p>Staff training in all aspects of health and safety procedures applicable is achieved by all members of staff participating in internal Health and Safety workshops.</p> <p>All workshops and training sessions are facilitated by SM Brooks, Security and Safety Manager, and takes the form of both theoretical and practical interactive workshops.</p> <p>All aspects of training required are delivered by specific training videos and CDs.</p>	<p>All elements of In house training are delivered by an 'on line' video training package, or by DVDs supplied by Safety Media Ltd.</p> <p>This ensures current legislation is always relevant and available Training should be sufficient and targeted to the individual job role.</p> <p>Elements covered are:</p> <p>An introduction to Health and Safety:-all staff receives this as part of induction.</p> <p>COSSH: the Facts</p> <p>PPE-The Facts</p> <p>Fire Essentials video</p> <p>Fire Safety-The Facts</p>	<p>S.M. Brooks (Security and Safety Manager)</p> <p>Sarah Bird (Personnel Manager)</p>

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