

General Risk Assessment

Equipment / Activity / Area being assessed	Generic School Assessment	Risk Assessment No:	100/2006
Location	National Space Centre		
Who is exposed?	Members of the general public, including school groups, pupils and teachers.		
Date of assessment:	Wednesday 12 September 2018		
Assessors name:	Steve Brooks & Katie Osborne		
Review date:	12 September 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	<p>Students arriving on coach and car parks:</p> <p>Cars and coaches in the immediate area when pupils are alighting.</p> <p>General visitors also arriving on site by car</p> <p>Corporate events can involve large vehicles needing access to the exhibition when events are being set up.</p>	<p>All school groups are met on arrival by designated members of the Space Crew. All coaches will, by default, park on the designated coach park, to avoid the need for children to cross any roads, specifically Exploration Drive.</p> <p>A full briefing is made to all students and teachers on what traffic routes are safe and the designated pathways that should be used by pupils at all times, from leaving the coaches in the coach park until arriving at Front of house.</p> <p>Radio communication maintained between the 'bus crew' and security at all times to ensure smooth traffic flow</p>	<p>Surveillance by on site CCTV to ensure that all vehicle and pedestrian traffic routes are always kept clear</p> <p>Contractor or 'exhibition set up' traffic is halted until all school visitor access has been completed.</p> <p>Supervision to be maintained by teachers at all times.</p> <p>All students are escorted at all times by teachers and Space Centre' buses crew'</p>	<p>Injury= 5 Likelihood =1 Risk =5</p>	<p>S.M.Brooks (Security and Safety Manager)</p>

	Hazard	Control Measures already in place to control the risk	What additional Control Measures are required?	Risk rating (H, M, L)	Completed/ Escalated to:
2.	Evacuation of staff during a fire or other evacuation	<p>Ensure all fire exit routes are clear. Evacuation from the tower made via the tower stairwell.</p> <p>Smoke extract fans located ion the tower stairwell.</p> <p>Tower fire warden ensures that the tower is evacuated efficiently.</p> <p>Evacuation from the Galleries made via the nearest available exit.</p>	<p>Regular monitoring by staff who are designated fire wardens</p> <p>Integrated fire alarm and sprinkler system</p> <p>Voice activated pre alarm and full evacuation alarm</p>	L=1 S=5 R=5=L	S.M. Brooks (Security and Safety Manager)
3.	Evacuation of students from the galleries who have use of a wheelchair due to their disability.	<p>Access ramps are provided for safe evacuation of all visitors with disabilities, and all procedures comply with disability access requirements.</p>	<p>All members of Space Crew are trained in Fire and evacuation procedures</p>	L=1 S=5 R=5=L	S.M. Brooks (Security and Safety Manager)
4.	Evacuation of students from the Rocket tower during a fire or other evacuation	<p>Ensure all fire exit routes are clear. Evacuation from the tower made via the tower stairwell.</p> <p>Smoke extract fans located ion the tower stairwell</p> <p>Tower fire warden ensures that the tower is evacuated efficiently.</p> <p>Evac-chair" located on each floor level in the lobby outside the relevant deck</p>	<p>All members of Space Crew are trained in the effective use of evac+chair</p>	L=1 S=5 R=5=L	S.M. Brooks (Security and Safety Manager)

	Hazard	Control Measures already in place to control the risk	What additional Control Measures are required?	Risk rating (H, M, L)	Completed/ Escalated to:
5	Potential of injury from scissors or pencils used as a weapon.	Only round ended blunt scissors are to be used. Ensure that pupils are under the supervision of fully qualified staff.	Training and supervision by the teacher or group leader Telephone installed to enable contact with on site security if necessary	L=1 S=5 R=5=L	(Security and Safety Manager)
6.	Accident or injury, or and incident sustained to student which requires first aid treatment.	A designated number of National Space Centre Staff all have current First aAid at work qualifications and can respond to any incident at very short notice. Security staff are daily duty first aiders by default Provision of a fully stocked dedicated First Aid room All first aiders have been cleared with a DBS check to ensure that they can work with children	Telephone installed to enable contact with the ambulance service if required. No treatment performed on any student unless accompanied by a teacher.	L=1 S=5 R=5=L	(Security and Safety Manager)
7	Threat of physical and /or verbal abuse made by students towards National Space Centre.	Ensure that pupils are under the supervision of fully qualified staff.	Contact with on site security or the police and ambulance service if deemed necessary.	L=1 S=5 R=5=L	(Security and Safety Manager)
8	Use of strobe lighting effect in the Planetarium.	Minimal usage where possible. Warning issued of strobe light effect mentioned during Health and Safety introduction and briefing. Use of flashing lighting effects mentioned in the Guidelines for Risk Assessment issued to schools prior to visit.	Usage of flashing lighting effects, specifically strobe could be added to the outline of the Planetarium in the Teacher Information Pack.	L = 2 S = 3 R = 6 = L	S.M Brooks (Security and Safety Manager)

	Hazard	Control Measures already in place to control the risk	What additional Control Measures are required?	Risk rating (H, M, L)	Completed/ Escalated to:
9	Administering first aid to children visiting with school groups	NSC to have qualified trained staff – (First Aider at Work) qualification, provided by St John's Ambulance	Specific first aid training for treating all children and infants is undertaken by all first aiders.	I = 1 L= 2 R =2	SM Brooks (Security and Safety Manager)
10	School children /groups attending that have existing medical conditions, e.g. epilepsy, diabetic requirements	School Teachers/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.	First Aid room facilities available if necessary	Injury = 1 Likelihood = 1 Risk =1	S.M.Brooks (Security and Safety Manager)
11	Risk of first Security Team Members exposed to breach of child protection allegations whilst administering first aid	All first aiders hold DBS Enhanced disclosures. Child Safeguarding Officer (Security & Safety Manager) and working with children policy in place. All children to be accompanied by a teacher/group leader when receiving first aid	First Aid room facilities available to be used if necessary	Injury = 1 Likelihood = 1 Risk =1	S.M.Brooks (Security and Safety Manager)
12	Children who may become physically sick during the stay; Potential for First Aiders (security) to be exposed to biological and bodily fluids	Supply of PPE – gloves and masks – for use by all first aiders, and hazard disposal kits to be available for clearance of biological matter	Separate disposal units/hazardous waste bags to be used and disposed of safely. (including 'sharps' bin) in first aid room	Injury = 1 Likelihood = 1 Risk =1	S.M.Brooks (Security and Safety Manager)

	Hazard	Control Measures already in place to control the risk	What additional Control Measures are required?	Risk rating (H, M, L)	Completed/ Escalated to:
		<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>SM Brooks</p> <p>Sarah Bird (Personnel Manager)</p>

Hazard	Control Measures already in place to control the risk	What additional Control Measures are required?	Risk rating (H, M, L)	Completed/ Escalated to:
	<p>The Health and Safety (Safety Signs and Signals) Regulations 1996</p> <p>The Safety Representatives and Safety Committees Regulations 1977</p> <p>The Provision and Use of Work Equipment Regulations 1998</p> <p>The Work at Height Regulations 2005</p>	<p>All training is recorded, and records held by the Personnel Manager for future reference and plan future training workshops in response to any subsequent changes in Health and Safety legislation.</p> <p>All staff training is recorded and countersigned by the staff member, to confirm that all staff has had suitable and that sufficient training is relevant and targeted to their individual job role.</p>	<p>DSE-The Facts</p> <p>Watch your back-Manual Handling in the work place</p> <p>Health and Safety in the Office.</p> <p>Evac and Chair</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

