

National Space Centre-Risk Assessment Form

General Risk Assessment- 0100/19

Location	National Space Centre
Equipment / Activity to assessed	Generic School Assessment
Date of assessment	22 July 2020
Last Review Date (If applicable)	12 September 2018
Next Review date:	10 September 2020 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	Katie Osborne (10 September 2019)
Authorised by Line Manager/Date Authorised	Charlie Isham (07 July 2020)
Authorised by Health and Safety Manager (Date)	Stephen M Brooks (2020)

<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>
<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>Students arriving on coach and car parks: potential to sustain injury from a moving vehicle.</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 and car park roadways.</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 ticketing.</p>	<p>Radio communication maintained between the Space Crew 'buses' team and security at all times to ensure smooth traffic flow and identify any potential traffic related issues.</p>	<p>L=1 S=5 R= 5</p>	<p>S M Brooks (10 September 2019)</p>

<p>Fire. Evacuation of students/ teachers/supervisors during a fire or other evacuation.</p>	<p>Potential for students to become disorientated or may panic and anxious during an evacuation.</p>	<p>Ensure all fire exit routes are clear. Evacuation from the tower made via the tower stairwell.</p> <p>Smoke extract fans located on 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>	<p>L=1 S=5 R=5</p>	<p>S M Brooks (10 September 2019)</p>
<p>Fire. Evacuation of students from the exhibition galleries who are wheelchair users during a fire or other evacuation reason such as an unforeseen emergency.</p>	<p>Potential for students to become disorientated or may panic and anxious during an evacuation.</p>	<p>Access ramps are provided for safe evacuation of all visitors with disabilities, and all procedures comply with disability access requirements</p> <p>Supervision/guidance by Space Crew as appropriate</p>	<p>All members of Space Crew are trained in Fire and evacuation procedures</p>	<p>L=1 S=5 R=5</p>	<p>S M Brooks (10 September 2019)</p>
<p>Fire. Evacuation of students from the Rocket tower during a fire or other evacuation reason such as an unforeseen emergency.</p>	<p>Potential for students to become disorientated or may panic and anxious during an evacuation.</p>	<p>Ensure all fire exit routes are clear. Evacuation from the tower made via the tower stairwell.</p> <p>Smoke extract fans located on the tower stairwell</p> <p>Tower fire warden ensures that the tower is evacuated efficiently.</p> <p>Evac-chair” provided and located on each floor level in the lobby outside the relevant deck</p>	<p>All members of Space Crew are trained in the effective evacuation of the rocket tower.</p>	<p>L=3 S=2 R=6</p>	<p>(S M Brooks 10 September 2019)</p>

Potential of injury from scissors or pencils used as a weapon.	Potential for students to sustain minor injuries when participating in workshops, or accidentally injuring themselves or others whilst working with other children.	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=2 R=2	(S M Brooks 10 September 2019)
Accident or injury, or incident (slip trip or fall) sustained to student which requires first aid treatment.	Potential for students to sustain minor injuries	A designated number of National Space Centre Staff all have current First Aid at work qualifications and can respond to any incident at very short notice. Security staff are daily duty first aiders by default. Other first aiders are also available. All first aiders have been cleared with a DBS check to ensure that they can work with children	Provision of a fully stocked dedicated First Aid room Direct telephone line installed to enable contact with the ambulance service if required. <u>All children/young persons to be accompanied by a teacher/group leader when receiving first aid</u>	L=1 S=1 R=1	(S M Brooks 10 September 2019)
Threat of physical and /or verbal abuse made by students towards National Space Centre staff.	Members of National Space Centre staff who are subject verbal abuse made by unruly or unsupervised students	Ensure that pupils are under the supervision of fully qualified staff. Full briefing to be made at the beginning of their visit regarding roles and responsibilities and conduct expected from students.	Contact with on-site security or the police and ambulance service if deemed necessary in extreme cases. .	L=1 S=1 R=1	(S M Brooks 10 September 2019)

<p>Use of strobe lighting or flashing images during Planetarium shows or presentations.</p>	<p>Potential for students/teaching staff having an adverse effect to lighting effects on the Planetarium show.</p>	<p>Minimal strobe lighting usage where possible.</p> <p>Warning issued of strobe lights effect mentioned during Health and Safety introduction and briefing.</p> <p>Use of flashing lighting effects mentioned in the Guidelines for Risk Assessment issued to schools prior to visit.</p>	<p>Usage of flashing lighting effects, specifically strobe could be added to the outline of the Planetarium in the Teacher Information Pack.</p> <p>Persons who may be at risk advised to consider avoiding seeing the show or leave the planetarium during the show. if necessary.</p>	<p>L=2 S=3 R=6</p>	<p>S M Brooks (10 September 2019)</p>
<p>Administering first aid to children visiting with school groups</p>	<p>Young persons who may react unfavourably against a first aider who needs to use bodily contact to effect first aid treatment</p>	<p>NSC to have qualified trained staff – (First Aider at Work) qualification, provided by St John’s Ambulance All first aiders hold DBS Enhanced disclosures. <u>All children to be accompanied by a teacher/group leader when receiving first aid</u></p>	<p>Specific first aid training for treating all children and infants is undertaken by all first aiders.</p> <p>Contact with Ambulance or paramedic services to be made if deemed necessary</p>	<p>L=1 S=2 R=2</p>	<p>(S M Brooks 10 September 2019)</p>
<p>School children /groups attending that have existing medical conditions, e.g. epilepsy, diabetic requirements</p>	<p>Young persons attending on a visit with a pre existing medical condition that teachers/or support staff are unaware of before leaving school, and then being taken ill unexpectedly.</p>	<p>School Teachers/Group leaders should be in possession of all relevant details of affected individuals prior to visiting ,and also ready access to any medication that might need to be administered.</p>	<p>First Aid room facilities available if necessary</p> <p>Contact with Ambulance or paramedic services to be made if deemed necessary</p>	<p>L=1 S=1 R=1</p>	<p>(S M Brooks 10 September 2019)</p>

Risk of first Security Team Members exposed to breach of child protection allegations whilst administering first aid	Security Team members, or other site first aiders being accused of inappropriate behaviour whilst touching a child during essential administration of first aid treatment.	All first aiders hold DBS Enhanced disclosures. Designated Child Safeguarding Officer (Health & Safety Manager) and working with children policy in place. <u>All children to be accompanied by a teacher/group leader when receiving first aid</u>	First Aid room facilities available to be used if necessary Contact with Ambulance or paramedic services to be made if deemed necessary	L=1 S=1 R=1	(S M Brooks 10 September 2019)
Children who may become physically sick during the stay; Potential for First Aiders (security) to be exposed to biological and bodily fluids	Young persons attending on a visit with a pre-existing medical condition that teachers/or support staff are unaware of before leaving school and being taken ill unexpectedly.	Supply of PPE – gloves and masks – for use by all first aiders, and bio-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	L=1 S=1 R=1	(S M Brooks 10 September 2019)

****Interim review /authorisation completed during Covid 19 lockdown period on 16 June 2020- to be reviewed again once the National Space Centre has reopened. This activity will resume with the following measures implemented following official guidelines to reflect changes due to the Covid 19 pandemic:**

Presenters to wear appropriate PPE at all times, including gloves, face covering, and visor if close interaction with visitors is necessary as part of the workshop/demonstration.

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.

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 station readily available

Appropriate advisory signage for guidance

Floor markings marking social distance as necessary e.g. Live Space presentations

Limiting numbers of participants attending to ensure social distancing

School visitor numbers are limited to 250 to ensure social distancing throughout the centre.

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>	
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> <p>It is advised that further control measures are implemented to reduce the risk rating to a low a level as possible. If the</p>

	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.
High	Death, paralysis, long term serious hill 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.