#### National Space Centre - Risk Assessment Form

#### General Risk Assessment Reference – G365

| **Location** | National Space Centre |
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| **Equipment or Activity to be assessed** | Generic School Assessment |
| **Description of Activity** | School trips including workshops, busks, planetarium show and exploration of the National Space Centre galleries. |
| **Date of assessment** | 08/07/2024 |
| **Last review date (if applicable)** | 20/07/2024 |
| **Next review date** | July 2025 but earlier review date required following outcomes of accidents, absences and near misses, or changes to processes, work methods, materials, technology, equipment or legislation. |
| **Risk Assessment created by [name / date]** | Katrina May Neve [08/07/2024] |
| **Authorised by Line Manager [name / date]** | Katrina May Neve [08/07/2024] |
| **Authorised by Health and Safety Manager [name/ date]** | Katrina May Neve [08/07/2024] |

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| **What are the hazards?**  *Something with the potential to cause harm* | **Who might be harmed and how?** | **Control Measures**  *What is already in place to reduce the risk?* | **Additional Control Measures**  *What needs to be put in place to further reduce the risk?* | **Risk Rating**  *Refer to risk matrix below* | **Authorised by Health and Safety Manager** |
| **Contact with a moving vehicle**  Cars and coaches in the area where students are alighting.  General visitors arriving on site via car. | **Who**  Students and teachers arriving to site via coach.  **How**  Potential to sustain injury from a moving vehicle. | All school groups are met on arrival by designated members of Space Crew.  All coaches will be default, park at the designated coach park to avoid the need for children to cross any roads.  Full briefing made to all students and teachers on what traffic routes are safe and the pathways that should be used by students at all times.  Schools will be asked to arrive at staggered times. If there is an overlap, students will stay on the coach until the route is clear.  Radio communication maintained between Space Crew and Security Team Members at all times to allow for smooth traffic flow and identification of potential traffic related issues.  Maximum speed limit in car park and coach park set to 5mph. |  | Likelihood: 1  Severity: 5  Risk Rating: 5  [Low] | Katrina May Neve  Health and Safety Officer  [08/07/2024] |
| **Fire and Evacuation**  Evacuation of students, teachers and supervisors during a fire or other emergency. | **Who**  Students, teachers, supervisors  **How**  Potential to become disoriented or anxious during an evacuation, exposure to fire, exposure to smoke, unconsciousness, fatalities, burns | Fire exit routes are clearly marked within the centre.  Evacuation from the galleries made via the nearest available fire exit.  Space Crew are trained fire wardens, with daily assigned positions to ensure a safe evacuation. |  | Likelihood: 1  Severity: 5  Risk Rating: 5  [Low] | Katrina May Neve  Health and Safety Officer  [08/07/2024] |
| **Fire and Evacuation**  Evacuation of wheelchair users and those with additional requirements when evacuating. | **Who**  Students, teachers, supervisors  **How**  Potential to become disoriented or anxious during an evacuation, exposure to fire, exposure to smoke, unconsciousness, fatalities, burns | All members of Space Crew are trained fire wardens, with daily assigned positions to ensure a safe evacuation.  Suitable means of escape provided for disabled visitors, with refuge areas, evacuation chairs and ramps being provided for use.  Where evacuation chairs are provided, only trained employees are to use these, and only trained employees are to work within the rocket tower.  Rocket tower stairwell is a refuge area, with fire rated compartmentation of 60 minutes.  Emergency telephones installed on each deck of the rocket tower to allow for communication between those in the refuge area and the National Space Centre building controller or the Fire Brigade. |  | Likelihood: 1  Severity: 5  Risk Rating: 5  [Low] | Katrina May Neve  Health and Safety Officer  [08/07/2024] |
| **Cuts**  Potential of injury from scissors or pencils used during workshops. | **Who**  Students  **How**  Cuts | Round ended blunt scissors are provided for using during workshops.  Students should be under the supervision of fully qualified staff.  Radio communication between education staff and first aiders.  Verbal instruction provided by Education staff prior to beginning the activity. |  | Likelihood: 1  Severity: 3  Risk Rating: 3  [Low] | Katrina May Neve  Health and Safety Officer  [08/07/2024] |
| **Accident Reporting**  Teachers reporting an accident, incident or near-miss to National Space Centre first aiders. | **Who**  Students, teachers, supervisors  **How**  Potential for students, teachers or supervisors to sustain minor injuries | A designated number of National Space Centre staff are trained in First Aid at Work and able to administer first aid.  All Space Crew team members aware of internal reporting procedure.  All first aiders have been cleared with a DBS check to ensure they are able to work with children.  Provision of a fully stocked first aid room.  Direct telephone line installed to enable contact with the emergency services if required.  **All students and young persons to be accompanied by a teacher or supervisor when receiving First Aid treatment on site.** |  | Likelihood: 1  Severity: 3  Risk Rating: 3  [Low] | Katrina May Neve  Health and Safety Officer  [08/07/2024] |
| **Violence or Aggression**  Threat of physical / verbal abuse directed at National Space Centre staff. | **Who**  National Space Centre staff  **How**  Subject to physical or verbal abuse | Students should always be under the supervision of fully qualified staff.  Full briefing made at the beginning of each student visit regarding roles and responsibilities, and conduct expected from students.  Direct contact with on-site security team or the emergency services if required.  Staff have completed de-escalation training. |  | Likelihood: 1  Severity: 3  Risk Rating: 3  [Low] | Katrina May Neve  Health and Safety Officer  [08/07/2024] |
| **Exposure to strobe lighting**  Use of strobe lighting or flashing images during Planetarium shows or presentations. | **Who**  Students, teachers or supervisors  **How**  Exposure to strobe lighting or flashing images having an adverse effect on visitors | Minimal strobe lighting in use where possible.  Warning issued of strobe lighting effects used during the full briefing.  Persons who may be at risk advised to consider avoiding the show.  Persons who may be at risk able to leave the Planetarium during the show if required. |  | Likelihood: 2  Severity: 3  Risk Rating: 6  [Low] | Katrina May Neve  Health and Safety Officer  [08/07/2024] |
| **Existing medical conditions**  Students visiting the National Space Centre who have existing medical conditions. | **Who**  Students  **How**  Students becoming ill due to existing medical conditions | The National Space Centre requests that all teachers / supervisors / group leaders be in possession of:   * All relevant details of affected individuals prior to visiting * Any medication that might need to be administered   The National Space Centre requests that teachers / supervisors / group leaders provide a risk assessment for students with existing medical conditions prior to their visit / at the time of booking.  A designated number of National Space Centre staff are trained in First Aid at Work and able to administer first aid.  All First Aiders have been cleared with a DBS check to ensure they are able to work with children.  Provision of a fully stocked first aid room.  Direct telephone line installed to enable contact with the emergency services if required.  **All students and young persons to be accompanied by a teacher or supervisor when receiving first aid treatment on site.** |  | Likelihood: 1  Severity: 4  Risk Rating: 4  [Low] | Katrina May Neve  Health and Safety Officer  [08/07/2024] |
| **Allergies**  Students or teachers visiting the National Space Centre who have an allergy. | **Who**  Students, teachers, supervisors  **How**  Anaphylactic shock, exposure to allergens | Teachers / supervisors / group leaders to inform the National Space Centre of allergies prior to visit.  Separate lunch area can be provided upon request.  Allergen information can be provided upon request.  Latex allergy risk assessment completed – [here](https://nationalspacecentre.sharepoint.com/:w:/s/HealthandSafety/EW6OaTjyNdBMi4Iq9jzAhc0B6RVg9fRc5Qc9n8Sj09zKzw?e=ofMSWx). |  | Likelihood: 1  Severity: 5  Risk Rating: 5  [Low] | Katrina May Neve  Health and Safety Officer  [08/07/2024] |

**Risk Rating Matrix**

**Risk = Likelihood of injury x Severity of injury**

**R = L x S**

**Low risk = 1 – 6, Medium risk = 8 - 12, High risk = 15 - 25**

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|  | | **S = Severity of injury** | | | | |
| **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** | Very unlikely (1) | 1 = Low | 2 = Low | 3 – Low | 4 = Low | 5 = Low |
| Unlikely (2) | 2 = Low | 4 = Low | 6 = Low | 8 = Medium | 10 = Medium |
| Likely (3) | 3 = Low | 6 = Low | 9 = Medium | 12 = Medium | 15 = High |
| **Very likely (4)** | 4 = Low | 8 = Medium | 12 = Medium | 16 = High | 20 = High |
| **Almost certain (5)** | 5 = Low | 10 = Medium | 15 = High | 20 = High | 25 = High |

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|  | **Risk Rating Definitions and Guidelines** |
| **Low** | **Minor to no injury.**  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 to ensure that no changes/deviation of control measures occur. |
| **Medium** | **An injury requiring further medical assistance or is a RIDDOR related incident.**  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. |
| **High** | **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. |