#### National Space Centre - Risk Assessment Form

#### General Risk Assessment Reference – G385

| **Location** | National Space Centre |
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| **Equipment or Activity to be assessed** | Group Sleepover |
| **Description of Activity** | Children or families sleeping overnight at the National Space Centre. Brownies / scouts are typically between the ages of 6 – 13 years. Primary school children are typically between the ages of 8 – 11 years. There are usually between 150 – 190 persons attending the event, with the potential of 240 persons to attend in total, if requested. |
| **Date of assessment** | 08/07/2024 |
| **Last review date (if applicable)** | 25/07/2024 |
| **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, brownies or scouts are alighting | **Who**  Students, brownies, scouts, teachers, leaders arriving to site via coach  **How**  Potential to sustain injury from a moving vehicle | All coaches will, by default, park at the designated coach park on site 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 designated pathways that should be used by students at all times.  Teachers / leaders are met outside the National Space Centre by a member of the Education team prior to entering the building and beginning the sleepover.  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, burns, unconsciousness, fatalities | Fire exit routes are clearly marked within the centre using luminescent fire exit signs.  Evacuation from the galleries made via the nearest available fire exit.  Education and Space Crew are trained fire wardens, with specific assigned sweeping positions during a sleepover to ensure a safe evacuation.  Fire Brigade informed of the sleepover taking place two weeks prior with the following information:   * Amount of sleeping occupants on site * The date of the sleepover * The start and end time of the sleepover, and total duration of time * An indication of the staff on duty, including the level of supervision of sleeping areas, and how sleeping occupants will be notified that they are required to evacuate   Group leaders given a radio for use in the event of an evacuation and provided with instructions on how to use it prior to the nighttime.  Evacuation bags used by all Fire Wardens to include “Space Blankets” and torches in the event of a nighttime evacuation.  Emergency lighting triggered to automatically turn on in the event of an evacuation to ensure that escape routes are visible. |  | 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, burns, unconsciousness, fatalities | Education and Space Crew are trained Fire Wardens, with specific assigned sweeping positions during a sleepover to ensure a safe evacuation.  Suitable means of escape provided for disabled visitors, with refuge areas, evacuation chairs and ramps being provided for use.  The National Space Centre requests that teachers / supervisors / group leaders provide a risk assessment for students who may have additional requirements when evacuating prior to their visit / at the time of booking so a “Personal Emergency Evacuation Plan” (PEEP) may be created if necessary. |  | Likelihood: 1  Severity: 5  Risk Rating: 5  [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 and Education 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 or 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 during the Health and Safety walkaround regarding roles and responsibilities and conduct expected from students.  Direct contact with on-site Security Team or the emergency services if required. |  | 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, 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 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 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 on site.  **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.  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] |
| **Communication**  Lack of communication between groups and staff during nighttime | **Who**  Brownies, scouts, students, teachers, leaders  **How**  Increased levels of panic, no assistance during an accident or incident | Group leaders are issued with an internal radio for use throughout the night.  During the Health and Safety walkaround, all leaders are told how to use the radios, and Education / Space Crew / Security Team Members are available to answer any questions about the radio procedure until 23:00.  During sleeping hours, Security Team Member will be available to contact in the event of an accident or emergency. |  | Likelihood: 1  Severity: 5  Risk Rating: 5  [Low] | Katrina May Neve  Health and Safety Officer  [08/07/2024] |
| **Hygiene and changing facilities**  Privacy of children sleeping overnight at the National Space Centre | **Who**  Brownies, scouts, students  **How**  Breach of privacy | Teachers / leaders to supervise as necessary.  Disabled toilets, changing places area and baby changing rooms are available for adults to change / wash to ensure separation and privacy for the children staying overnight.  General male and female toilets reserved for the use of children only.  Signage provided to ensure toilets are clearly labelled. |  | Likelihood: 1  Severity: 4  Risk Rating: 4  [Low] | Katrina May Neve  Health and Safety Officer  [08/07/2024] |
| **Outside Access**  Teachers / Leaders requiring access to the building during the sleepover | **Who**  Brownies, scouts, students, teachers, leaders  **How**  Increased levels of panic, no access outside in the event a child needs to go home | Group leaders to be provided with an access card allowing them to exit / re-enter the building.  Procedure for access cards and which doors to use for exit / entering to be discussed during the Health and Safety walkaround in the evening.  Front doors are locked and internal shutters to be in the down position during nighttime. Building can be exited during an emergency at nighttime.  Fire exit doors kept unlocked and accessible at all times. |  | Likelihood: 1  Severity: 5  Risk Rating: 5  [Low] | Katrina May Neve  Health and Safety Officer  [08/07/2024] |
| **Illness and Exposure to Bodily Fluids** | **Who**  First Aiders, Teachers, Leaders, NSC Education Presenters  **How**  Exposure to bodily fluids | Supply of PPE available to include gloves and masks. For use by all first aiders and teachers / leaders if necessary.  Bodily fluid spill kits available for use in the first aid room to safely clean up any spillages.  Separate disposal units and hazardous waste bags to be used.  First aid room facilities available for use on site.  See related documents:   * [Bodily fluid spill procedure](https://nationalspacecentre.sharepoint.com/:w:/s/HealthandSafety/EVhsI6XmgnpMmiNKEfDkjIYBKLq0E0iPzVw8zp2c5d-IOw?e=RuuMBH) * [Bodily fluid spillage toolbox talk](https://nationalspacecentre.sharepoint.com/:w:/s/HealthandSafety/ES6bBlPHnzxBvmh2UdlWu14BQO6v-lFl_RuAC4pS_q40pA?e=yUY0yL) * [Bodily fluid risk assessment](https://nationalspacecentre.sharepoint.com/:w:/s/HealthandSafety/EXHQZ1Gvjb5Ajr7v0pQhKPwBUv-2gdikk-8lrq-wbz38oA?e=ArJSj4) |  | Likelihood: 1  Severity: 3  Risk Rating: 3  [Low] | Katrina May Neve  Health and Safety Officer  [08/07/2024] |
| **Gravitrax Challenge**  Choking hazard using the marbles from the gravitrax challenge | **Who**  Brownies, scouts, students  **How**  Choking from the mables in the Gravitrax challenge | Group leaders to supervise children while they are completing the activity.  Education presenter to deliver instructions to the groups before activity begins and to complete walkarounds while the activity is in progress. |  | Likelihood: 1  Severity: 5  Risk Rating: 5  [Low] | Katrina May Neve  Health and Safety Officer  [08/07/2024] |
| **It is Rocket Science Activity** | **Who**  Brownies, scouts, students, teachers, leaders  **How**  Exposure to chemicals, exposure to noise, exposure to fire | It Is Rocket Science is a live science show that is delivered by one of the Education Presenters during the sleepover.  Please see risk assessment G379 – It Is Rocket Science. |  | Likelihood: 1  Severity: 4  Risk Rating: 4  [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. |