#### National Space Centre - Risk Assessment Form

#### Risk Assessment Reference –

| **Location of task or activity being carried out** | National Space Centre |
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| **Equipment, task or activity to be assessed** | Group Sleepover |
| **Description of task or 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** | 04/08/2025 |
| **Last review date (if applicable)** | n/a |
| **Next review date** | August 2026 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 04/08/2025 |
| **Authorised by Line Manager [name / date]** |  |
| **Authorised by Health and Safety Manager [name/ date]** | Katrina May Neve 04/08/2025 |

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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* | **Timescales for further actions to be completed** | **Responsible person’s job title** |
| **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 NSC Discovery team prior to entering the building and beginning the sleepover.  Maximum speed limit in car park and coach park set to 5mph. | n/a | Likelihood: 1  Severity: 5  Risk Rating: 5  [Low] | n/a | n/a |
| **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 galleries made via the nearest available fire exit.  NSC Discovery and Space Crew are trained fire wardens, with specific assigned sweeping positions during a sleepover to ensure a safe evacuation.  Fire Brigade are 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. | n/a | Likelihood: 1  Severity: 5  Risk Rating: 5  [Low] | n/a | n/a |
| **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 | NSC Discovery 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 | n/a | Likelihood: 1  Severity: 5  Risk Rating: 5  [Low] | n/a | n/a |
| **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 NSC Discovery team members are aware of internal reporting procedure  All first aiders have been cleared with a DBS check to ensure they are able to work with children  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 | n/a | Likelihood: 1  Severity: 3  Risk Rating: 3  [Low] | n/a | n/a |
| **Violence or Aggression**  Threat or physical / verbal abuse directed at National Space Centre staff | **Who**  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 visitors.  Direct contact with on-site Security team or the emergency services if required. | n/a | Likelihood: 1  Severity: 3  Risk Rating: 3  [Low] | n/a | n/a |
| **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 | n/a | Likelihood: 2  Severity: 3  Risk Rating: 6  [Low] | n/a | n/a |
| **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. | n/a | Likelihood: 1  Severity: 4  Risk Rating: 4  [Low] | n/a | n/a |
| **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 provided upon request. | n/a | Likelihood: 1  Severity: 5  Risk Rating: 5  [Low] | n/a | n/a |
| **Latex Allergies**  Protein in rubber (latex) can cause an allergic reaction  Symptoms include:   * Itchy skin * Watery eyes * Runny nose * Sneezing * Coughing * Rashes * Tight chest * Wheezing * Shock   Dizziness | **Who**  Visitors to the National Space Centre  **How**  Exposure to latex, anaphylactic shock | Information provided to visitors on allergy information prior to their visit on site.  Gloves used on site:   * Boosters / Kitchen: vinyl * First aid kits: nitrile * Housekeeping: vinyl * Curatorial: nitrile   First aid kits on site contain latex free plasters. Plasters used are ‘low allergy’ plasters.  **Areas where latex is used on site:**   * Balloons used in NSC Discovery talks and table top activities * Pressure suit used in NSC Discovery and National Space Academy talks and table top activities * ‘*Astronauts and Science Go Hand in Hand exhibition’:* reusable black latex gloves used as part of exhibition * Latex used to seal middle layer of flooring. The latex is sealed and unlikely to present problems to those with allergies as no powder can be dispersed. * Gloves in use within Tetra Star Spaceport experience.   If NSC is made aware of those with a latex allergy, talks and table top activities that do not use materials containing latex will be planned in advance. | n/a | Likelihood: 1  Severity: 4  Risk Rating: 4  [Low] | n/a | n/a |
| **Communication**  Lack of communication between groups 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 staff are available to answer any questions about the radio procedure until 23:00.  During sleeping hours, the security team member will be available to contact in the event of an accident or emergency. | n/a | Likelihood: 1  Severity: 5  Risk Rating: 5  [Low] | n/a | n/a |
| **Hygiene and changing facilities**  Privacy of children sleeping overnight | **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. | n/a | Likelihood: 1  Severity: 4  Risk Rating: 4  [Low] | n/a | n/a |
| **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 / entry 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. | n/a | Likelihood: 1  Severity: 5  Risk Rating: 5  [Low] | n/a | n/a |
| **Illness and exposure to bodily fluids** | **Who**  First aiders, teachers, leaders, staff  **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) | n/a | Likelihood: 1  Severity: 3  Risk Rating: 3  [Low] | n/a | n/a |
| **Gravitrax Challenge**  Choking hazard using the marbles from the gravitrax challenge | **Who**  Brownies, scouts, students  **How**  Choking from the marbles in the gravitrax challenge | Group leaders to supervise children while they are completing the activity  NSC Discovery presenter to deliver instructions to the groups before activity begins and to complete walkarounds while the activity is in progress | n/a | Likelihood: 1  Severity: 5  Risk Rating: 5  [Low] | n/a | n/a |
| **Safeguarding** | **Who**  Brownies, scouts, students  **How**  Physical or mental harm | Parents, guardians and school groups receive copy of NSC sleepover risk assessment, detailing steps we are taking to ensure the event is ran safely.  Safety briefing delivered at the start of the event, ensuring all responsible adults (group leaders / parents) know who the staff members in charge of the event are, how to contact them, and who the first aiders are.  There are separate washing and toilet areas for:   * Adults and children * Older and younger children * Boys and girls * Staff and sleepover attendees   Suitable welfare facilities are available for use for children with additional needs.  Where the group sleeping over is mixed, responsible adults include at least one female and one male adult.  All attendees of a sleepover are informed of how to keep safe on site and are shown a video about the fire and evacuation procedures.  NSC Discovery team members running the sleepovers have completed safeguarding training.  Staff members do not enter the sleeping areas unless in an emergency, or to ensure the fire exits are kept clear.  All staff members on site have completed a DBS Check. | Create process flow for reporting safeguarding concerns  Create site-specific internal training for safeguarding, to include specific scenarios that relate to the way the NSC works  Review if required for First Aiders to complete safeguarding training | Likelihood: 1  Severity: 4  Risk Rating: 4  [Low] | 5 weeks  5 weeks  2 weeks | Designated Child Safeguarding Officer  Designated Child Safeguarding Officer  Designated Child Safeguarding Officer |
| **Preventing Sexual Harassment** | **Who**  Staff  **How**  Sexual Harassment | Site-specific preventing sexual harassment training is delivered to all staff members responsible for managing teams or for running events.  Process flow in place indicating how to report a concern.  CCTV in place in the centre.  Security team members are on site at all times.  Staff members carry a radio with a panic button feature, if pressed – this will alert security team members to attend to their location. | n/a | Likelihood: 1  Severity: 4  Risk Rating: 4  [Low] | n/a | n/a |

**Risk Rating Matrix**

**Risk = Likelihood of harm x Severity of harm**

**R = L x S**

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

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|  | | **S = Severity** | | | | |
| **Negligible Consequences (1)** | **Low Consequences (2)** | **Moderate Consequences (3)** | **Significant Consequences (4)** | **Catastrophic Consequences (5)** |
| **L = Likelihood** | 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, damage or impact to health.**  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, a RIDDOR reportable incident, moderate impact to health or moderate damage to property.**  It is advised that further control measures are implemented to reduce the risk rating to as 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 being adhered to. |
| **High** | **Death, paralysis, long term serious ill health or severe damage to property.**  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. |