

## Risk Assessment Form

### General Risk Assessment

<b>Equipment / Activity / Area being assessed</b>	<b>Challenger Learning Centre</b>	<b>Risk Assessment No:</b> 032
<b>Location</b>	Challenger Learning Centre	
<b>Who is exposed?</b>	Participants in Missions and Mission Commanders	
<b>Date of 1st assessment:</b>	November 2005	
<b>Assessors name:</b>	Charlotte Isham & Stephen Brooks	
<b>Next Review date:</b>	<b>01 June 2012, but continual assessment as dictated by operational requirements or changes in Health and Safety Law, regulations or Approved Codes of Practice</b>	

	<b>Hazard</b>	<b>Control Measures already in place to control the risk</b>	<b>What additional Control Measures are required?</b>	<b>Risk rating (H, M, L)</b>	<b>Completed/ Escalated to:</b>
1	Chairs/ furniture can restrict space. Could pose a low-level tripping hazard	Furniture placed in rows and/or against the wall to reduce risk of tripping.	None	L=2 S=2 R=4= <b>L</b>	S M Brooks (Security and Safety Manager)
2	Limb/hand-trapping hazard <ul style="list-style-type: none"> <li>• probe room door</li> <li>• airlock</li> <li>• crew access door in space station.</li> <li>• Mission Control cupboard</li> </ul>	Groups are instructed to stay away from the sides as the Airlock slowly turns.  Adequate warnings by Mission Commanders. Latches fitted to cupboards Slow closure system fitted to all internal doors	None	L=4 S=2 R=8= <b>M</b>	SM Brooks (Security and Safety Manager)
3	Intentionally contaminated water taps	All chemical supplies are kept in a locked cabinet accessible by Mission Commanders only. Eye Wash Station fitted in the Space Station Wear goggles and, in the event of spillage clean up immediately and wash skin if in contact. Eye wash available.  Trained First Aiders are on site usually in Challenger with additional support from Security.  Clean/ uncontaminated water present on site for rinsing.  Follow the COSHH guidelines for the chemicals which are stored in the cabinet.	None	L=2 S=3 R=6 = <b>L</b>	S M Brooks (Security and Safety Manager)

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4	Students falling over and falling off stools.	First Aider present on site with support from security.  Stools are stored under each desk to prevent tripping hazard.	None	L=3 S=2 R=6= <b>L</b>	S M Brooks (Security and Safety Manager)
5	Remote team in Space Station will be using alcohol in a self-contained environment (the glove box) for a chromatography test. COMET mission only.	All chemical supplies are kept in a locked cabinet accessible by Mission Commanders only.  Trained First Aiders are on site usually in Challenger with additional support from Security.  Clean/ uncontaminated water present on site for rinsing.  Follow the COSHH guidelines for the chemicals which are stored in the cabinet.	None	L=1 S=1 R=1= <b>L</b>	S M Brooks (Security and Safety Manager)
6	Exposed plug sockets	Protected with socket guards	None	L=2 S=3 R=6= <b>L</b>	S M Brooks (Security and Safety Manager)
7	Overly long external railing handbar – impact hazard	Highlighted with hazard tape with a barrier	Reduce length or reinsert missing panel	L=2 S=2 R=4= <b>L</b>	S.M. Brooks (Security and Safety Manager)
8	Building Security	The main doors to the building are magnetically locked during the mission but can be opened by pressing a button on the inside of the door or by approved Space Centre staff.	None	L=1 S=1 R=1 = <b>L</b>	S.M. Brooks (Security and Safety Manager)

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9	First Aid Incidents	<p>There are three first aid kits in the main rooms in the building and the trained First-Aider is usually on site, support can be summoned from the Space Centre. There is also a first aid room available nearby in the Space Centre building.</p> <p>Telephones fitted in each room for use in emergencies</p>	None	L=3 S=2 R=6 = <b>L</b>	S.M. Brooks (Security and Safety Manager)
10	Emergency Evacuation	<p>Emergency Exit procedures are explained at the beginning of the mission including:</p> <ul style="list-style-type: none"> <li>• a description of the Muster point,</li> <li>• the alarm</li> <li>• the positions of the exits.</li> </ul> <p>Trained Mission Commanders will guide groups out in the event of an evacuation.</p> <p>Mission Commanders always carry a Space Centre radio for emergencies.</p>	None	L=3 S=3 R=9 = <b>M</b>	S.M. Brooks (Security and Safety Manager)
11		<p>All staff are trained with relevant legislation under the following:</p> <p>The Health and Safety ant 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>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 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>S M Brooks (Security and Safety Manager)</p> <p>Sarah Bird (Personnel Manager)</p>

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	<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>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 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 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>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>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**

Low risk 0 - 6, medium risk 7 - 12, high risk 13 - 25

	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)
Zero to very low (0)						
Very unlikely (1)						
Unlikely (2)						
Likely (3)						
Very likely (4)						
Almost certain (5)						