

### General Risk Assessment

<b>Equipment / Activity / Area being assessed</b>	BT Stardome	<b>Risk Assessment No:</b>	<b>039</b>
<b>Location</b>	Outreach – Schools, Museums etc		
<b>Who is exposed?</b>	School groups and public		
<b>Date of assessment:</b>			
<b>Assessors name:</b>	Asha Parmar and 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	Tripping – power cables inside dome (heightened by darkness)	Cable cover used and any draping cables are taped down or tucked securely out of way. Participants are directed not to walk behind consol desk inside the dome.	A purpose built control desk to be made with electric sockets and cables enclosed.	L = 2 S = 2 R = 4 = <b>L</b>	Request made to technical works list.
2	Electrocution	All cables and extension sockets are kept out of reach and participants are directed not to walk behind consol desk when inside the dome.	All current electrical equipment needs to be PAT tested.  Purchase an extension lead with built in circuit breaker due to large current drawn from equipment plugged in.	L = 2 S = 3 R = 6 = <b>L</b>	Request made to technical works list for PAT testing.
3	Injury from falling equipment and burns from hot lamp in projector. Consol desk consists of equipment placed on top of carry boxes. The equipment must be placed onto very carefully to make sure all is as stable as possible and all fits!	Participants are seated away from consol desk and asked not to lean against it or touch equipment.	A purpose built control desk would enable all equipment to be enclosed. Hot lamps would be out of reach and there would be less or no risk of any equipment falling.	L = 3 S = 4 R = 12 = <b>M</b>	Request made to technical works list.

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4	Tripping, falling and slipping entering the dome and on sports mats placed inside.	<p>A member of NSC staff must be present at all times whilst participants are inside the Stardome.</p> <p>Before entering dome warning is made to participants of the dark dome environment, mats on the floor, that the dome is not weight bearing and all high heels must be removed.</p> <p>Lights are always turned on when people are moving about and the NSC staff member stands by the door supervising the entry and exit ensure participants do not slip or trip on the dome entrance.</p> <p>Participants are asked to sit down and not move about inside the dome when in darkness.</p>		<p>L = 3 S = 4 R = 12 = <b>M</b></p>	S.M. Brooks (Security and Safety Manager)
5	Emergency evacuation of the Stardome	In the event of a fire or need to evacuation the dome quickly participants are briefed when inside the dome and staff are trained on how to evacuate safely.		<p>L = 2 S = 3 R = 6 = <b>L</b></p>	S.M. Brooks (Security and Safety Manager)
6	Power cut	A torch is provided to provide light and the dome deflates over time allowing for evacuation or power to be turned on.		<p>L = 1 S = 1 R = 1 = <b>L</b></p>	S.M. Brooks (Security and Safety Manager)
7	Working with children heightened by dark environment	<p>All children must be accompanied by a responsible adult inside of the dome.</p> <p>For public Stardomes a responsible adult must accompany all persons under the age of 14.</p> <p>All NSC staff operating the Stardome will hold Enhanced Disclosures from the CRB.</p>		<p>L = 0 S = 1 R = 0 = <b>L</b></p>	S.M. Brooks (Security and Safety Manager)
8	Entrapment or injury from fan (outside of dome)	Fan is entirely enclosed by a sturdy wooden box with all exposed parts covered by wire mesh.		<p>L = 1 S = 3 R = 3 = <b>L</b></p>	S.M. Brooks (Security and Safety Manager)
9	Tripping on cables (outside of the dome)	All cables are placed out of the way or securely taped to the floor.		<p>L = 2 S = 3 R = 6 = <b>L</b></p>	S.M. Brooks (Security and Safety Manager)

	Hazard	Control Measures already in place to control the risk	What additional Control Measures are required?	Risk rating (H, M, L)	Completed/ Escalated to:
10	Injury due to non weight bearing dome (outside of the dome)	<p>During sessions NSC staff warn participants of this.</p> <p>When not is use dome is supervised by responsible adult (NSC staff, teacher, etc) or access to room with dome set up is not allowed.</p>		<p>L = 2 S = 3 R = 6 = L</p>	S.M. Brooks (Security and Safety Manager)
		<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>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>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 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 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>An introduction to Health and Safety:-all staff receives this as part of induction.</p>	<p>SM Brooks (Security and Safety Manager)</p> <p>Sarah Bird (Personnel Manager)</p>

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	<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 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>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)						