



<b>Spaceport General Risk Assessment including Sci-Fi Icons Exhibition</b>	<b>Risk Assessment Team (April 2017):</b> Gary Evans, Head of Service, Customer Delivery, Ken Moss, Customer Operations Manager	<b>Risk Assessment Team:</b> Chris Davies & Thérèse Draper  Reviewed: 5 <sup>th</sup> December 2018  C Davies	<b>Review Date:</b> (12 Months as advised)  <b>Review Date:</b> December 2019
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Ref	Task/Procedure	Hazards	Persons in danger	Potential Harm	Existing Safe Systems/ Controls References	Existing L x S = R			Suggested Safe Systems Required and Actions	Complete L x S = R		
1.1	Entrance to Spaceport. Revolving door.	Can trap fingers in revolving doors.	General Public/ School visits	Injury/cuts	Customers/Pupils from schools are monitored on entry.	3	3	M	Doors to be operated on slide option when busy.	2	2	L
1.2	Revolving door entrance.	Customers/ children rush into doorway, not aware doors revolve.	General Public/ School visits	Injury/cuts	Staff to greet outside when not busy. Additional staff redeployed when busy.	4	2	M	Doors can be operated on slide when busy.	2	2	L
1.3	“Landspeeder”	First Sci-Fi Exhibit located in Reception area, increasing dwell time and visitor congestion	General Public/ School visits	Slips, Trips and Falls arising from visitor number	Supervision by staff, to increase visitor movement and throughput in Reception Area	2	2	L	Supervision as customers enter Attraction	2	2	L
2.1	Spacepod entrance. Opening barriers.	Barriers spring back suddenly and could hit customers if not alert.	General Public/ School visits	Impact to legs/upper body	Barrier to pull back fully to lock.  Supervision by staff.	3	3	M	Supervision as customers enter Spacepod area.	3	3	M
2.2	Spacepod exit	Door opens with out warning	General Public/ School visits	Impact to hands	Staff to advise visitors to keep clear of door Sign to be put on door.	3	2	L	Add sign, if available staff to be present during pod launch.	1	2	L
2.3	Spacepod entrance. Crushing.	People restricted in small area may cause crushing at busy times.	General Public/ School visits	Falls/trips	Line up/queue to arc of wall, staff to monitor  Staff direct customers.	2	3	L	Barriers can be erected to separate waiting.	2	2	L



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3.1	Spacepod door. Sticking door/control malfunction.	If correct buttons are not operated in the Spacepod, the door remains open during the ride. Door closes after one minute and can take a child by surprise, trapping body.	General Public/ School visits	Trapped fingers.	Spacepod procedure to be strictly followed.  Staff supervision.  Constant monitoring.	4	3	M	Pod remote for quick access to shut doors.	2	2	L
3.2	Spacepod ride. Flashing lights.	Flashing lights may trigger epileptic reaction.	General Public/ School visits	Strobe lighting, epilepsy	Advise customers before entering the ride.  Sign by entrance to the ride.  Monitoring by staff. Flashing lights not operating	1	2	L	No further measures.	1	2	L
3.3	Spacepod ride. Claustrophobic situation.	Customers with phobias may find pod uncomfortable being closed in.	All	Panic	Advise customers before the pod begins.  Ongoing monitoring.	3	1	L	No further measures.	3	1	L
4.1	Solar System. Glass panels.	Children running or misbehaving may collide with glass panels or storyboards.	All	Blow to head/body/ minor injury/cuts	Supervision from parents/teachers.  Staff monitoring.  Glass panels attached firmly.	3	3	M	Glass and Storyboards checked on weekly checks.	2	3	L
5.1	Simulator. Severe cuts.	Running through barrier to simulator may cause crushing.	General Public/ School visits	Cuts/ gashes/ trips/falls	Limit amount of customers through barrier.  Pinch flow crowd in operation.  During operating times staff constantly at barrier.	3	2	L	No further measures.  Casual staff now deployed to priority areas during busy times.	2	2	L



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					TV monitor to reduce speed of customers moving to simulator							
5.2	Simulator. Motion sickness.	Customers may experience sickness from motion or vertigo.	General Public/ School visits	Sickness/ vertigo/ panic	Advise customers before ride begins.  Signage is in place on entrance to simulator.	3	2	L	No further measures.  Casual staff deployed to priority areas at weekends and busy times.	2	2	L
5.3	Simulator. Falls/trips.	No steps leading from the simulator. Possible risk from trips or falls.	General Public/ School visits	Cuts/ bruises	Staff constantly monitor when customers access and egress ride	3	2	L	Step cannot be fitted as will interfere with motion of ride.	3	2	L
5.4	Simulator door, opening and closing	Collapse of door	General Public/ School visits/ Staff	Blow to head	Door fits into latch at top of runner, staff push door up until mechanism 'locks' into place.	2	3	L	Daily visual inspection of door, any problems to be reported to Asset Management.	1	3	L
6.1	Wormhole. Phased LED Lighting.	Phased lighting may trigger a fit/reaction.	General Public/ School visits	Fit/epilepsy	Floorwalkers to monitor area where possible.  Report any ongoing issues to H&S Champion/Reps.	4	3	M	Signage in place to warn customers before entering.  No further measures to be enforced.	4	3	M
6.2	Wormhole. Cuts/bruises.	Children running may slip and fall and hit the metal bar through Wormhole.	General Public/ School visits	Cuts/ bruises	Adult supervision wherever possible is required.  Spaceport crew to monitor wherever possible.  Report any ongoing issues to H&S Champion/ Reps.	3	3	M	Measures in place satisfactory.	3	3	M
6.3	Milky Way. Quiz Screen. Falls/slips/head	Space underneath bars for small children	Customers / pupils/ teachers	Fall/cuts	Spaceport crew to advise on any incidents and monitor area when floor walking.	4	3	H	Ongoing monitoring of interactive	3	3	M



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	injury.	to swing on and fall onto screen or side of unit. Potential head injury and fall.										
6.4	Milky Way.	Existing space underneath stairway to universe is risk. Litter can be discarded to back of storyboard and built up.	General Public/ School visits	Fire/burns/ smoke inhalation	Ensure area is checked by staff and cleaners.  Restrict storage, eg tables and chairs.	3	3	M	Place netting over trap.  Monitor area.  Net was put in place along with ongoing supervision in place.	2	3	L
6.5	Spaceport representative carrying rocket launcher to/from launch area	Slips, trips, falls, manual handling accident	Spaceport representative	Slips, trips, falls, manual handling accident	Spaceport staff trained in manual handling and H&S. Representative to comply with manual handling techniques to carry launching box.	2	3	L	Representative to comply with manual handling techniques to carry launching box out of the storage area to the designated launch area. Full briefing to be given by management to spaceport representatives.	2	2	L
6.6	Launching paper rockets	slips, trips, falls, paper rocket striking an individual on descent, trapped finger(s) in launch pump	pupils, teachers/ helpers	slips, trips, falls, paper rocket striking an individual on descent, trapped finger(s) in launch pump	Spaceport representatives are fully briefed and in possession of SSOW. teachers will manage pupils	2	3	L	Compliance with SSOW and clear verbal communication with teachers/helpers and pupils	2	2	L
7.1	Space Dome. Muscle aches/	Angled front seating may be	General Public/	Muscle aches/	Advise customers about front row seating and position them in	3	2	L	No further measures.	3	2	L



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	stiffness.	problem for customers. Disabled or customers with neck problem and arthritis.	School visits	spasms	alternative seating if possible.  Many customers after a study revealed most sit in back/middle rows.							
7.2	Space Dome. Low light levels.	Low light levels may disturb eyesight conditions and motion.	General Public/ School visits	Eye conditions	Luminous stickers placed on each steps.  Customers alerted to where staff are located during a show and wave hand to indicate help is needed.  Announcements are given at start of the show.	3	2	L	No further measures.	3	2	L
7.3	Space Dome. Motion sickness.	Motion contained in "Oasis in Space" may cause sickness/ vertigo sickness.	All customers	Sickness/ vertigo	Advise on customers before show will commence.  Alert people where Spaceport crew will be seated.  Place known customers near an exit.	3	2	L	No further measures.			
7.4	Space Dome. Trips/falls.	Low light during the show increases risks from trips or falls.	All customers	Head or body injury/ gashes	Alert customers not to move around while show is playing.  Advise audience to contact Spaceport crew before leaving and they are aware that staff are seated in the Dome.	4	3	M	Luminous stickers now placed on each step.  Staff on hand with torches.  *Downgraded.	3	3	M
8.1	Universe stairs. Trips/falls.	Trips or falls on the upper stairs to the universe	All customers	Head/body injuries Trips/falls	Adult supervision needed to monitor children.	3	3	M	Spaceport crew to monitor area.	3	2	M



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		area.			Steps to be checked for debris.  Lighting in place and targeted on black spots.							
8.2	Universe – stairs leading up.	During busy times, crowds may block staircase and force people to be static on the stairs.	General Public/ School visits	Crushing/ trips/falls	Spaceport crew to ensure steady flow of crowds as part of their employment criteria.	3	3	M	No further measures.	3	3	M
	Pod Area- Balcony	Poor Condition of outside decking access prohibited to all	General Public/ School visits/all	Major injury/Death if access allowed	Doors to remain fully closed and locked  If ventilation required doors ajar to be supervised by staff at all times and closed and locked when not supervised	3	5	H		1	5	L
0.6	Barrier above reception area. Injury from debris.	Barrier – debris can be thrown onto reception area – may cause serious injury to staff or customers.	General Public/ School visits/Staff	Head/body injury	CCTV monitoring.  Staff to check while on upper floors for potential incidents.	3	2	L	No further measures based on daily feedback reports from staff.	3	2	L
11.1	Stairs to reception. Falls/trips.	Falls/trips/head and body injury.	General Public/ School visits/Staff	Head/body injury	Warnings not to run.  Adult supervision.	3	3	M	Sign “Stairs to lower floor please take care”.	3	2	L
12.1	Shop/retail areas. Cuts from sharp display.	Items on display near shop barrier have sharp edges and can cause cuts or	General Public/ School visits	Cuts/ bruises	Shelves are placed near the back of the units with minimal touch when handling merchandise.  Adult supervision.	4	2	M	No further measures.			



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		gashes.										
13.1	Reception. Slips/falls from debris outside.	Water from spray and rain is brought in by customers.	General Public/ School visits	Head/body injury, slips	Cleaning materials available to clean up debris.  Warning signs deployed advising of wet floor  Staff on duty to check reception area.	3	3	M	Mat and rug would not be adequate but more dangerous and mark the surface.  Mop up any excess water. Place wet floor signs.	2	3	L
13.3	Reception area. Back injury (reception work injury).	Repeated motion of collecting tickets from machine which slide onto the floor may cause back injury.	Staff	Back injury	Ticket machines now placed on main desk so tickets which rapidly exit flow on main desk.	3	3	M	No further measures needed.			
13.4	Reception area. Fire hazard.	Electrical wires around till and drawers are constantly tangled.	Staff	Fire burns, Electric shock	Wires now loosened and secured.  Boxes moved away where possible from flammable material.	2	3	L	No further measures needed.			
13.5	Reception area. Back/body injury.	Tills and till display monitor are too low. Constant moving may result in repetitive strain.	Staff	Back/body injury	Screens now at adequate level.  DSE Assessments completed by all staff working in reception area  Staff seats now positioned with desk area.	3	2	M	No further measures.			
14.1	Sinks and taps.	Trips/slippy surface from	General Public/	Injury to head and body	Staff to check washrooms in accordance with Spaceport	3	2	L	No further measures.			



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		running tap.	School visits		procedures.  Notices ask customers to report any dangers.							
14.2	Disabled Toilet.	Disabled person needing assistance.	General Public/ School visits	Panic/injury	Emergency cord can be pulled if customer needs help. Staff aware if disabled toilet in use can monitor if the person takes long time.	3	2	L	Light from the emergency cord has now been moved so reception staff can see when triggered..			
14.3	Toilets/downstairs. Flooding.	Customers may leave taps on flooding the area. Potential to leak out to reception.	Customers / staff/pupils	Slips/falls in water	Taps on a 10 second timer to avoid spillages.  Wet floor signs to be placed for any areas of flooding.	2	2	L	No further measures.			
15.1	Xbox game (Upper floor)	Children playing may slip and fall.  Children may collide with each other.	General Public/ School visits/Staff	Head/body injury, slips collision.	Adult supervision wherever possible is required. Spaceport crew to monitor wherever possible. Report any ongoing issues to H&S Champion/ Reprs.	3	3	M		3	3	M
15.2	Play The Wall(Upper floor)	Children playing may slip and fall.  Children may collide with each other.	General Public/ School visits/Staff	Head/body injury, slips collision.	Adult supervision wherever possible is required. Spaceport crew to monitor wherever possible. Report any ongoing issues to H&S Champion/ Reprs.	3	3	M		3	3	M
15.3	Sound Reflectors (Upper floor)	Impact injuries from customers moving around exhibit in low light	General Public/ School visits/Staff	Cuts/ bruises	Items in light colour compared to surroundings for visibility Adult supervision wherever possible is required. Spaceport crew to monitor wherever possible.	3	2	L		2	2	L
15.4	Cars Interactive Screens (Upper floor)	Impact injuries from customers moving around exhibit in low	General Public/ School visits/Staff	Cuts/ bruises	Adult supervision wherever possible is required. Spaceport crew to monitor wherever possible.	3	2	L		2	2	L





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<b>Sci-fi Icons Temporary Exhibition – (Upper floor exhibition area)</b>												
16.1	Low and intermittent levels of lighting	Low and intermittent levels of lighting may disturb eyesight conditions and eyesight  Information boards are difficult to read in low lighting levels and are placed at the rear of the displays which encourages people to lean over the display	General public/ School Visits Spaceport staff	Slips, trips, falls, prevailing eye conditions.	Visitors reminded of changing intermittent lighting.  General signage warning of such lighting in reception area  Information boards to be located at the front of the display to make them easier to read  Signage at each display to advise people not to touch exhibits  Staff to patrol exhibit area	3	2	L	No further measure required.	3	2	L
16.2	Exhibits on display to be fixed/secured	Exhibits toppling and falling on visitors.	General public/ School Visits	Major/Minor injury	Exhibits moved out of reach to visitors and if possible, secured via base fixings/adhesive pads.  Signage to warn visitors not to touch exhibits  Staff to patrol exhibit area	3	2	L	Secure high level screen to be placed around exhibits	3	2	L
16.3	Slips, trips, falls on exhibit fixtures and barriers	Low lighting levels and children running could result in trips and falls over exhibition set works (plinths and bases)	General public/ School Visits	Major/Minor injury	Enhanced lighting around exhibit areas, with significant trip hazards highlighted and protected by set works  All set works designed with minimal trip or slip hazards in place  Staff to patrol exhibit area	3	3	M	No further measures needed.	3	3	M



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<b>Guidance Notes for Assessors</b>		
<b>Key:</b>	<b>H = High Risk</b>	Intolerable area. Risks cannot be justified; immediate action needs to be taken.
	<b>M = Medium Risk</b>	Uncertain area. Actions to be taken to control the risks to as low a level as is reasonably practicable.
	<b>L = Low Risk</b>	Tolerable area. Further actions may not be required, but can be taken to keep the risk low. In particular, monitoring will probably be required to ensure that the control measures are working.

Severity	Likelihood					Likelihood grading		Severity grading		
	5	4	3	2	1	1	2	3	4	5
						1	Very remote/Improbable	1.	Trivial injury	
5	H	H	H	M	L	2.	Unlikely but Possible	2.	Minor injury	
4	H	H	M	M	L	3.	Foreseeable that it could occur	3.	Major injury	
3	H	M	M	L	L	4.	Likely to occur	4.	Severe injury	
2	M	M	L	L	L	5.	Inevitable/has been known to happen	5.	Death	
1	L	L	L	L	L					



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