Spaceport General Risk Assessment including Sci-Fi Icons Exhibition	**Risk Assessment Team:** Gary Evans, Head of Service, Customer Delivery, Ken Moss, Customer Operations Manager	**Date:** 3rd April 2017 **Reviewed:** 4th June 2018 C Davies	**Review Date:** (6 Months as advised) **Review Date:** October 2018

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" Exhibit in Reception Are	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 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
2.3	Reception area. DVT/poor blood circulation.	With prolonged sitting on Reception, Concern is with poor blood circulation. DVT.	Staff	Blood circulation/ longer term injury	Move around as much as possible and stand when serving customers.	3	3	M	Footrests on all staff chairs when used. Regular checks to be taken.	2	3	L
3.1	Spacepod door. Sticking door/control malfunction.	If correct buttons are not operated in the Spacepod, the door remains open during the	General Public/ School visits	Trapped fingers.	Spacepod procedure to be strictly followed. Staff supervision.	4	3	M	Pod remote for quick access to shut doors. Staff monitor door closing	2	2	L

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		ride. Door closes after one minute and can take a child by surprise, trapping body.			Constant monitoring.							
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.	4	2	M	No further measures.	4	2	M
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 busy times staff constantly at barrier. TV monitor to reduce speed of customers moving to simulator	3	2	L	No further measures. Casual staff now deployed to priority areas during busy times. New gate to be installed	2	2	L
5.2	Simulator. Motion sickness.	Customers may experience sickness from	General Public/ School	Sickness/ vertigo/ panic	Advise customers before ride begins. Signage is in place on entrance to	3	2	L	No further measures. Casual staff deployed to priority areas	2	2	L

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		motion or vertigo.	visits		simulator. Staff present				at weekends and busy times.			
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	Weekly 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 injury.	Space underneath bars for small children to swing on and fall onto screen or side of unit. Potential head injury and fall.	Customers / pupils/ teachers	Fall/cuts	Spaceport crew to advice on any incidents and monitor area when floor walking.	4	3	H	Ongoing monitoring of interactive	3	3	M

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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
7.1	Space Dome. Muscle aches/ stiffness.	Angled front seating may be problem for customers. Disabled or customers with neck problem and arthritis.	General Public/ School visits	Muscle aches/ spasms	Advise customers about front row seating and position them in alternative seating if possible. Many customers after a study revealed most sit in back/middle rows.	3	2	L	No further measures.	3	2	L
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.			

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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 area.	All customers	Head/body injuries Trips/falls	Adult supervision needed. Steps to be checked for debris. Lighting in place and targeted on black spots.	3	3	M	Spaceport crew to monitor area.	3	2	M
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. Mobile 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

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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.	4	3	H	Sign needed before top of the steps to warn customers of steep stairs.	4	2	M
12.1	Shop/retail areas. Cuts from sharp display.	Items on display near shop barrier have sharp edges and can cause cuts or gashes.	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.			
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.	3	3	M
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.	Tills and till	Staff	Back/body	Screens now at adequate level.	3	2	M	No further measures.			

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	Back/body injury.	display monitor are too low. Constant moving may result in repetitive strain.		injury	DSE Assessments completed by all staff working in reception area Staff seats now positioned with desk area.							
14.1	Sinks and taps.	Trips/slippy surface from running tap.	General Public/ School visits	Injury to head and body	Staff to check washrooms in accordance with Spaceport procedures. Notices ask customers to report any dangers.	3	2	L	No further measures.			
14.2	Disabled Toilet.	Disabled person needing assistance.	General Public/ School visits	Panic/injury	Emergency cord can be pulled if customer needs help. Staff can monitor if the person takes long time, or if alarm is activated	3	2	L	Light from the emergency cord has now been moved so reception staff can see dangers.			
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 Staff monitor toilets regularly	2	2	L	No further measures.			
Sci-fi Icons Temporary Exhibition – April 2017 (Upper floor exhibition area)												
15.1	Low and intermittent levels of lighting	Low and intermittent levels of lighting may disturb eyesight conditions and eyesight	General public/ School Visits Spaceport staff	Slips, trips, falls, prevailing eye conditions.	Supervision by staff. Visitors continually reminded of changing intermittent lighting. General signage warning of such lighting in reception area	3	2	L	No further measure required.	3	2	L

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15.2	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 secured via base fixings/adhesive pads.	3	2	L	Spaceport Crew to constantly monitor Exhibition area.	3	2	L
15.3	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 Supervision by staff.	3	3	M	No further measures needed.	3	3	M

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Guidance Notes for Assessors				
Key:		**H = High Risk**		Intolerable area. Risks cannot be justified; immediate action needs to be taken.
		M = Medium Risk		Uncertain area. Actions to be taken to control the risks to as low a level as is reasonably practicable.
		L = Low Risk		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.

	Likelihood					
Severity		5	4	3	2	1
	5	**H**	**H**	**H**	**M**	**L**
	4	**H**	**H**	**M**	**M**	**L**
	3	**H**	**M**	**M**	**L**	**L**
	2	**M**	**M**	**L**	**L**	**L**
	1	**L**	**L**	**L**	**L**	**L**

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

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The Observatory Science Centre

GENERAL RISK ASSESSMENT

Wartling Road,Herstmonceux,Hailsham,BN27 1RN

Location - *Dome A exhibition space*

Title: Good Vibrations Exhibition	**Date of Assessment**: 11/01/2016	**Risk Assessor:** Sandra Voss
Risk Assessment Reference: TempExGV	**People involved in making this assessment**:	
Task/ Process: Temporary Hands-on Exhibition	**People at Risk**: Employees, Members of the Public, Volunteers	

Hazard: Electrical *Risk of electrocution or fire if the equipment is faulty*
Control Measures:
1. Visual checks of cables/plugs carried out on a regular basis
2. Most plugs are double insulated
3. PAT checks carried out according to schedule
4. Any extension cables are PAT checked and there should be no daisy chaining of these cables; plugs are not overloaded

Hazard: Noise *Risk of tinnitus if exposed to the hearing tester for too long*
Control Measures:
1. A timer switch automatically turns off the sound after a period of time

Hazard: Loose or moveable parts *Risk of bruises from equipment being used inappropriately; or by use with very young children*
Control Measures:
1. Adult supervision is required in the Centre at all times; ear clangers especially need supervision due to he weight of the loose pieces.
2. Mallets remain attached to the exhibit on short strings in the sound or music exhibit
3. The tea chest base string is short to prevent too much movement of the rod.

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Hazard: Frees standing mounting panels *Risk of bruises, crushing etc. if the panels topple over*
Control Measures:
1. Adult supervision is required in the Centre at all times which reduces the risk to a minimum of inappropriate behaviour around the panels, preventing them from being pulled over
2. The shape of the three hinged panels forms a half hexagon which is very difficult to push/pull over when the exhibits are bolted securely in place inside the panels
3. Panels are checked every day to make sure the hinges are not broken and the panels are stable.

Documents Associated with this Risk Assessment:	
Review Date: 11/01/2017	**Reviewer:** Sandra Voss

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The Observatory Science Centre

GENERAL RISK ASSESSMENT

Wartling Road,Herstmonceux,Hailsham,BN27 1RN

Location - *Main Corridor*

Title: Shocking Electricity Exhibition	**Date of Assessment**: 11/05/2016	**Risk Assessor:** Sandra Voss
Risk Assessment Reference: TempExShE	**People involved in making this assessment**: Sandra Voss	
Task/ Process: A hands-on gallery of exhibits related to electricity	**People at Risk**: Employees, Members of the Public, Volunteers	

Hazard: Electrical *Electrocution; Fire risk*
Control Measures:
1. All plugs visually inspected on a regular basis
2. No sockets are overloaded and any extension cables required are long enough to reach from the mains socket to the exhibit; there is no daisy chaining of extension cables.
3. All plugs are generally double insulated and PAT checked according to the schedule; all extension cables are also PAT checked annually; power leads are of the "kettle" variety or use SELV power supply (majority).

Hazard: Fire *Burns etc.*
Control Measures:
1. Push button fire alarm located just outside the door and fire extinguisher within 20 metres of the entrance
2. Prevention of electrical fires has been dealt with elsewhere in this RA
3. All sparks etc. that result from use of the exhibits are very small and completely contained within the exhibit with no access to combustible materials outside the exhibit.

Hazard: Manual handling *Damage to back , limbs etc. This pertains to staff assisting with the exhibition changeover only*
Control Measures:
1. All staff are issued with manual handling instructions and MUST consider their own ability to move items especially if they are on their own.
2. When the exhibition is being changed over/moved there is more than one person to carry out the task. Heavy equipment is carried by at least 2 people.

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Hazard: Strong electric and magnetic fields *Potential hazards to visitors with pacemakers and/or cochlear implants and/or insulin pumps*			
Control Measures:			
1. All exhibits with a potential risk carry clear warning signs for pacemakers and strong magnetic fields; if the sign is not on the explainer the person switching on the exhibits must make sure any loose signs are sufficiently attached to the respective exhibits.			
2. There is a warning sign just outside the door to the exhibition warning visitors of the potential risks and additions have been made to include the risks to people with cochlear implants and insulin pumps			
Further Control Measures Required:	**Assignee**	**Due Date**	**Status**
1. New signage needed to include insulin pumps and cochlear implants	Charlie Davis	13/05/2016	Complete

Hazard: Loose pieces of equipment *Potential risk of damage to eyes etc.*
Control Measures:
1. This risk is regarding the loose nails associated with the Electromagnet exhibit; all nails have rounded off ends and signs before entry into The Centre warn that children should be supervised by adults at all times
2. School children must always be adequately supervised with the appropriate ratio of adults to children

Hazard: Loose Cables *Slips, trips and falls*
Control Measures:
1. All loose electrical cables are kept underneath the exhibits as far as possible and there are no cables trailing across the floor; cables are generally kept tidy using "zip ties".
2. Person switching on in the morning checks that any extension cables have not been pulled out and are sufficiently close to the wall to avoid becoming a trip hazard

Hazard: Public or Visitor Access *Cuts and bruises from falling or moving objects; bumping into things;*
Control Measures:
1. Exhibit change over is usually carried out at quieter periods of time. If exhibits are changed over with visitors present appropriate barriers/no entry signs are used to prevent entry to areas where exhibits are being moved.
2. All visitors are pre-warned when there are exhibition change overs and are asked to stay clear of the areas where the exhibits are being moved around.

Documents Associated with this Risk Assessment:	
Review Date: 12/05/2017	**Reviewer:** Sandra Voss