

General Risk Assessment Form

Date: 12/09/2019	Assessed by: Jamie Sloan	Validated by: Linda Bennett	Location: Classroom (Space Pavilion)	Assessment ref no 2019JBDC0914	Review date: 12/09/2020
Task / premises: Exoplanets education workshop, for KS4 students (ages 14-16). Involves presenter demonstrations and practical activities. This document describes activities specific to this workshop; please also see 'General risk assessment for all workshops' which also applies.					
Activity	Hazard	Person(s) in danger	Existing measures to control risk	Risk rating	Result
Use of laptops	Danger of electrocution	Students	<ul style="list-style-type: none"> Presenter to switch on and test all laptops before the start of the workshop 	LOW	A
Use of light bulbs	Burning	Students	<ul style="list-style-type: none"> Only energy efficient bulbs to be used, which do not get very hot Bulbs are required to be on for < 10 minutes, therefore should not get very hot 	LOW	A
	Cuts due to broken glass	Students	<ul style="list-style-type: none"> Once set-up by the presenter, bulbs do not need to be moved or picked up during the workshop Any breakages will be dealt with immediately by the presenter 	LOW	A
Use of clamp stands	Injury due to dropping	Students	<ul style="list-style-type: none"> Once set-up by the presenter, bulbs do not need to be moved or picked up during the workshop Students work at table height for the activity 	LOW	A