

General Risk Assessment Form

Date: 12/09/2019	Assessed by: Jamie Sloan	Validated by: Linda Bennett	Location: Events Space, Space Pavilion	Assessment ref no 2019JBDC0903	Review date: 12/09/2020
Task / premises: 50 minute session for school students of all ages, or public audience in the Inflatable Planetarium (aka "dome"). This document describes activities specific to this workshop; please also see the 'General risk assessment for all workshops' which also applies.					
Activity	Hazard	Person(s) in danger	Existing measures to control risk	Risk rating	Result
Positioning of dome	Slips, trips and falls	All visitors and staff	<ul style="list-style-type: none"> Planetarium placed in corner of Events Space, allowing sufficient space to enter/exit the room, as well as allowing for a briefing area, and access to three emergency exits Fan positioned to the side of the planetarium entrance and away from thoroughfares around the room Fan positioned so access to fire extinguishers can still be gained Cable tidy used over fan power cable Presenter to ensure a suitable level of light is maintained in the Events Space as groups enter/exit the area Should the Planetarium be placed in an alternative space, the guidance in this document will still be followed 	LOW	A
Entering and exiting the planetarium	Slips, trips and falls	All visitors and staff	<ul style="list-style-type: none"> Power cable running across dome floor covered by cable tidy Mains powered interior light turned on inside dome before participants enter/exit, to provide sufficient illumination Participants clearly instructed to enter/exit dome one at a time Participants clearly instructed to walk, not run Participants clearly instructed to walk around edge of dome, to avoid projection equipment in the centre, and create a one-way traffic flow Upon entering, participants instructed to sit on the floor as soon as they've reached their place Presenter enters/exits dome first, to check thoroughfare is clear of obstructions and to direct participants once inside/outside the dome 	LOW	A
Presentation by presenter	Slips, trips and falls	All visitors and staff	<ul style="list-style-type: none"> Presenter makes sure all participants are seated before turning off interior light and beginning presentation Participants are instructed to remain seated and not move around during the presentation 	LOW	A

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	Exiting the dome during the presentation	All visitors and staff	<ul style="list-style-type: none"> Before entering the dome presenter will inform participants that anyone feeling uncomfortable during the presentation can leave at any time If any participants need to leave the dome during the presentation, presenter can turn on interior light if required 	LOW	A
	Feelings of nausea during projection movement	All visitors and staff	<ul style="list-style-type: none"> Before spinning the projection, presenter warns participants and instructs them to look down or close their eyes if they start to feel unwell and wait until the spinning stops 	LOW	A
	Electric shock	All visitors and staff	<ul style="list-style-type: none"> Participants walk and sit around edge of the dome, well clear of any electrical equipment in the centre 	LOW	A
Emergency evacuation procedure, e.g. in event of fire alarm	Delay in evacuation due to being in dome	All visitors and staff	<ul style="list-style-type: none"> Participants instructed to remain seated and gather in the centre of the dome. Presenter rapidly deflates dome, by tipping over the heads of participants Participants exit by nearest safe fire exit and gather outside at muster point 	LOW	A
Emergency procedure in the event of power cut	Disorientation and panic due to sudden darkness	All visitors and staff	<ul style="list-style-type: none"> Presenter has battery powered light at hand for use in the event of a power loss Battery powered light is tested at the start of each day Once dome interior is illuminated, presenter will perform emergency evacuation 'dome tipping', as described above 	LOW	A
Equipment maintenance	Fire caused by overheating projector or computer	All visitors and staff	<ul style="list-style-type: none"> Projector and computer dust filters to be cleaned at least annually If the projector temperature warning light is lit then the filters will be cleaned of dust before the next day of dome sessions 	LOW	A