

General Risk Assessment Form

Date: 12/09/2019	Assessed by: Jamie Sloan	Validated by: Linda Bennett	Location: Classroom (Space Pavilion), or Wolfson auditorium	Assessment ref no: 2019JBDC0906	Review date: 12/09/2020
Task / premises: Destination Space education workshop, for KS1 pupils (ages 4-6). 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
Pack your bags for space	Choking on small items	Pupils	<ul style="list-style-type: none"> Only equipment that is not considered a choking hazard (i.e. cannot fit into a tube 2.5 inches in diameter) will be used in the workshop Pupils instructed not to place any objects in their mouths Pupils supervised by presenters and/or group leaders; any pupils observed putting objects within their mouths to be challenged 	LOW	A
	Throwing or hitting with equipment	All	<ul style="list-style-type: none"> Only child-friendly items, e.g. toys, to be used in this activity 	LOW	A
Mystery items	Throwing or hitting with equipment	All	<ul style="list-style-type: none"> Items are lightweight 	LOW	A
Firing foam rocket	Foam rocket may impact individual, e.g. in eye	Pupils, teachers	<ul style="list-style-type: none"> Only manufacturer's approved foam rockets are to be used, which are very lightweight Rocket will only be aimed above audience's head Presenter will check all pupils are seated correctly before launching rocket 	LOW	A
Making rockets craft	Cuts from scissors	Pupils	<ul style="list-style-type: none"> Only child friendly, safety scissors to be used 	LOW	A
Pupils firing their own paper rockets	Rockets may impact individuals, e.g. in eye	Pupils	<ul style="list-style-type: none"> Pupils only fire rockets vertically upwards and they are told not to lean over their rocket when firing Rockets are made out of paper and travel at low speeds Pupils are instructed to stand up and push chairs under desks before launching rockets, minimising trip hazards and allowing safer movement around the room Pupils are told to move around the room carefully and are supervised by the presenter, teachers and school support staff 	LOW	A