

UNIVERSITY OF WARWICK
DEPARTMENT OF PHYSICS

Ver 005

RISK ASSESSMENT FORM
INFORMATION SHEET 1 [for COSHH assessments use sheet 2 overleaf]

Assessor		Mr Matthew Hoskin
Supervisor [if required]		Mrs Ally Caldecote
Date of assessment	22 May 2018	
Review date [dd/mm/yyyy]	22 May 2020	
COSHH (see sheet 2)	TITLE	Planetarium outreach
	Description	Astronomy outreach sessions using the inflatable planetarium
	Who is at risk of harm?	Presenters, school teachers and students
SIGNATORIES	NAME	SIGNATURE

INFORMATION SHEET 2

COSHH	Details of any COSHH assessment(s)	assessment - number or detail

Control Measures: 1 2	When applied?	Details - if required

Review	Date [dd/mm/yyyy]

Signatories		
Name	Date [dd/mm/yyyy]	Title

HAZARD TYPE	STEP	LIST HAZARDS Presenters only	LIST HAZARDS Presenters, Teachers and Pupils	HAZARD SEVERITY Hazard assessment	CONTROL MEASURES	LIKELIHOOD Level of risk	ASSESSED RISK Number from risk matrix	FURTHER CONTROL MEASURES	HAZARD Hazard Assessment	LIKELIHOOD Reassessed risk (implementing further control measures)	ASSESSED RISK	ACCEPT Is the risk accepted?	COMMENTS
PHYSICAL	1	Lifting heavy equipment - back injury		4-Severe	Remind presenters during planetarium training that the equipment is heavy. Advise that the heaviest equipment must be moved by at least two people.	3-Possible	12	Offer heavy lifting training to volunteers near the start of the academic year	4-Severe	1-Very unlikely	4	Additional controls recommended	Training to be completed by presenters: Lifting heavy equipment. Two people to load/unload the van.
	2		Claustrophobia, children get upset or panic.	2-Low	Include clear advice in the safety talk	2-Unlikely	4	None required	2-Low	1-Very unlikely	2	Accept	Training to be completed by presenters: Planetarium Health and safety procedures.
	3		Having difficulties entering/exiting the dome.	2-Low	Have a member of staff allowing one person at the time to enter/exit the dome so that it gives enough time for each person to cross the double doors and avoid any collision.	2-Unlikely	4		2-Low	2-Unlikely	4	Accept	Training to be completed by presenters: Planetarium Health and safety procedures.
	4		Dome collapsing (e.g. sudden lost of power).	2-Low	Include clear advice in the safety talk	2-Unlikely	4		2-Low	2-Unlikely	4	Accept	Training to be completed by presenters: Planetarium Health and safety procedures.
	5		Trips and bangs.	2-Low	Ensure that cables from projector/computer are arranged neatly, covered by the entrance mat or taped to the ground away from the entry/exit route. Keep lights up in the dome until everyone is seated. Have one member of staff inside the dome to direct latecomers. Ensure that there is a restricted area around the computer/projector marked with tape on the floor.	2-Unlikely	4	Safety talk. Tell visitors to sit outside the projector's safe area. If needed, remind visitors during the show sitting closer to the projector to respect the restricted area.	2-Low	1-Very unlikely	2	Accept	Training to be completed by presenters: 'Planetarium setup' and 'Health and safety procedures'.
CHEMICAL	1		None	1-Very Low		1-Very unlikely	1	None required	1-Very Low	1-Very unlikely	1	Accept	
FIRE	1		Fire alarm goes off	5-Major	Include clear advice in the safety talk. Illustrate procedure once inside the dome	1-Very unlikely	5	None required	2-Low	2-Unlikely	4	Accept	Training to be completed by presenters: Planetarium Health and safety procedures.
	2		Planetarium dome or equipment catches fire	5-Major	Include clear advice in the safety talk	1-Very unlikely	5	None required	2-Low	2-Unlikely	4	Accept	Training to be completed by presenters: Planetarium Health and safety procedures.
ELECTRICAL	1		Electric shock	4-Severe	Have equipment tested annually for electric safety.	1-Very unlikely	4	None required	4-Severe	1-Very unlikely	4	Accept	
PERSONAL	1		Health condition either permanent or eventual that requires leaving the dome	2-Low	Include clear advice in the safety talk. Invite students that potentially might need to exit the dome for any reason to sit by the exit. If possible, provide them with a torch.	2-Unlikely	4	None required	2-Low	2-Unlikely	4	Accept	Training to be completed by presenters: Planetarium Health and safety procedures.
OTHER	1		Any other emergency that require evacuating the dome	2-Low	Include clear advice in the safety talk	2-Unlikely	4	None required	2-Low	2-Unlikely	4	Accept	Training to be completed by presenters: Planetarium Health and safety procedures.
	2		Inappropriate behaviour, such as students jumping on the Planetarium dome assuming that it will react like a bouncy castle.	2-Low	Include clear advice in the safety talk. Before the start of the show highlight of the dangers of this behaviour.	2-Unlikely	4	None required	2-Low	2-Unlikely	4	Accept	Place signs on the outside wall of the dome saying: "Do no jump against the dome"
	3		Photosensitive Epilepsy	2-Low	Include clear advice in the planetarium requirements that there will be flashing lights in the show and that if they have a student know to suffer from Photosensitive Epilepsy they should report it asap.	2-Unlikely	4	None required	3-Minor	1-Very unlikely	3	Accept	Note that no shows we currently own have a credible risk for Photosensitive Epilepsy

RISK MATRIX

HELP - Control Measures		LIKELIHOOD	1-Very unlikely	2-Unlikely	3-Possible	4-Probable	5-Highly probable	Severity of Injury	cost	interruption	Environmental
HELP - Matrix function	HAZARD	1-Very Low	1	2	3	4	5	Minor cut, bruise	< £ 2K	< 1 hour	Minimal localised impact
		2-Low	2	4	6	8	10	First aid treatment	£ 2K - 25K	1 hour to 1 day	On site impact
		3-Minor	3	6	9	12	15	Medical treatment	£ 25K - 100K	1 day to 1week	Off site impact
		4-Severe	4	8	12	16	20	Hospitalisation	£ 100K - 1M	1 to 6 weeks	Regional impact
		5-Major	5	10	15	20	25	Death or life-changing injury	> £ 1M	> 6 weeks	National / International impact
		Requires combination of events	Could occur, but rarely	Likely to occur	Expected to occur in most circumstances	Certain to occur					