

# Risk Assessment Form

When assessing risk you must consider the probable severity of the hazard to cause injury/damage and the likelihood of the occurrence, with existing control measures in place, to give you the residual risk which can be classified as: Low (L), Medium (M) or High (H).

Low = minor injury/unlikely or infrequent occurrence; Medium = Major injury/ likely occurrence; High = Life threatening/frequent or very likely occurrence.

Date 30 Nov 2021	Assessor(s) Andrew Norton	Assessment No 2.2
Brief description of Location/Site/ Activity/Task Visits to George Abell Observatory organised by OU Astronomy Club		

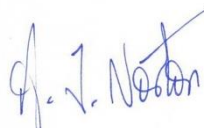
Ref	What are the hazards?	Who might be harmed and how?	What are you already doing? (Existing Controls)	Residual Risk
1	SLIPS, TRIPS AND FALLS	Staff and visitors may suffer injury if they trip over objects, trailing cables, rubbish or slip on spillages.	Organiser to undertake a visual check of the areas to be used in advance of event. Items to consider: <ul style="list-style-type: none"> <li>Trailing leads do not cross walkways or are within a purpose designed conduit.</li> <li>Floors and stairs are free from trip hazards, spillages and obstructions.</li> <li>Adequate storage areas available for materials, equipment and deliveries so walkways are not obstructed.</li> <li>All staff are aware of how to report any issues with housekeeping standards and / or spillages.</li> <li>Entrances, walkways and stairs are well lit.</li> <li>External areas maintained to be even as much as possible</li> <li>Visitors to observe notices and signs with regard to any hazards.</li> <li>Tidiness to be observed at all times</li> </ul>	LOW
2	OBSERVATORY STAIRWAY	Staff and visitors may slip or fall on the observatory stairs.	Steep stairway to observatory dome with potential for trip or hitting head on ceiling. Mitigations: <ul style="list-style-type: none"> <li>Adequate lighting is provided</li> <li>Signage is in place</li> <li>Warning to be given on entering and before ascending</li> </ul>	MED

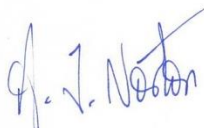
			<ul style="list-style-type: none"> <li>• Procedure is for persons to come down the stairs from the dome BEFORE further persons ascend the stairs.</li> </ul>	
3	ELECTRICAL SAFETY	Staff and visitors may be injured by poorly maintained or incorrectly used electrical equipment, which can cause fires or electric shocks.	<ul style="list-style-type: none"> <li>• Estates Department to test and maintain fixed wiring at appropriate intervals.</li> <li>• All portable appliances, except computer equipment, is PAT tested as indicated by presence of an in-date test sticker on them.</li> <li>• Staff are instructed to organise PAT testing of items brought onto site before use, including personal items and are aware of equipment which is not permitted.</li> <li>• Visitors presenting who request to bring in their own electrical equipment must discuss this in advance to determine that the equipment has been PAT tested where applicable.</li> <li>• All staff are instructed to undertake visual checks of electrical equipment before use.</li> <li>• Electrical safety is monitored during quarterly inspections.</li> <li>• Staff have been instructed to take damaged electrical appliances out of use</li> </ul>	LOW
4	ACCIDENTS/INJURY WHILST ON SITE	Staff and visitors attending who have an accident and may require emergency assistance.	<ul style="list-style-type: none"> <li>• First aiders are available out of hours via security and organisers are also trained.</li> <li>• All first aiders attending an incident will be required to report the first aid treatment given to the Health and Safety Department. (For out of hours this will be security).</li> <li>• Where the first aid is required because of an accident, an accident form will also need to be completed.</li> </ul>	LOW
5	MANUAL HANDLING	Staff and visitors could be injured by moving equipment.	<ul style="list-style-type: none"> <li>• No large equipment should be moved without assistance and without the relevant staff having had manual handling training.</li> </ul>	LOW
6	FIRE	Staff and visitors trapped in a building by fire could suffer smoke inhalation or burns	<ul style="list-style-type: none"> <li>• Suitable buildings with adequate fire partitioning, means of escape, fire detection, alarm system and fire-fighting equipment are provided, maintained and tested by Estates.</li> <li>• A Fire Risk Assessment for the observatory is in place.</li> <li>• Event organiser is responsible for the safe evacuation of all visitor in an emergency situation.</li> <li>• Staff that require assistance to evacuate have a Personal</li> </ul>	LOW

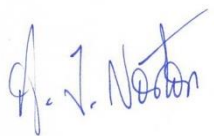
			<p>Emergency Evacuation Plan.</p> <ul style="list-style-type: none"> <li>• During events open to non-OU staff, visitors are requested to bring to the attention any disability to the OU on arrival or beforehand if required to enable to the OU to implement a Generic PEEP for use with visitors with disabilities.</li> <li>• Fire – the organiser/presenter must do a safety briefing at beginning of event, informing those in attendance of safety procedures including exits and Assembly points.</li> <li>• The fire assembly point map is also available on the Estates Intranet.</li> </ul>	
7	TRAFFIC / ROAD TRAFFIC ACCIDENT	Staff and visitors could be injured by moving vehicles.	<ul style="list-style-type: none"> <li>• All vehicles must follow the onsite speed limits set by the OU at all times. One way system MUST be observed</li> <li>• Traffic – it is recommended that where children are attending that vehicles will enter campus by the security lodge and park in library car park where possible therefore children will not need to cross ring road.</li> <li>• All pedestrians must follow on site road traffic rules and continue to vigilant when on OU site. Crossings are available and should be used.</li> <li>• In the event that there is an accident, emergency assistance should be sought from security.</li> <li>• CCTV is in operation across the site to monitor traffic and pedestrian areas.</li> <li>• Pedestrian areas clearly marked, crossings clearly marked, site speed limits well signed.</li> <li>• In the event that telescopes are used outside the observatory, an area should be cordoned off if the area is purposed to be in the parking area.</li> </ul>	LOW
8	CHILDREN	Children or young persons visiting site could come to additional harm.	<ul style="list-style-type: none"> <li>• Organiser / supervisors aware of emergency contact details for the children.</li> <li>• Children to be supervised by Group Leaders / Parents.</li> <li>• Group have a code of conduct on expected behaviour and own Risk Assessment.</li> <li>• Group leaders are First Aid Trained.</li> <li>• Hi-vis security vests are issued for all children to wear while on site (stored in the observatory).</li> </ul>	LOW

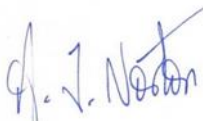

9	ILL HEALTH	Staff and visitors attending with medical conditions or who are ill may require emergency assistance.	<ul style="list-style-type: none"> <li>• Should a Visitor fall ill suddenly, a first aider and/or ambulance can be sought for advice if necessary and/or an ambulance requested. Contact security.</li> <li>• Where first aid treatment is given, a first aid treatment form should be completed and returned to the Health and Safety Department. Security should be contacted</li> <li>• Where children require medication e.g. asthma inhaler / EpiPen the group supervisor must ensure that the child(ren) have this on their person during the visit</li> </ul>	LOW
10	COVID-SPECIFIC SOCIAL DISTANCING	Staff and visitors may come into close contact with others who have the COVID19 virus.	<ul style="list-style-type: none"> <li>• Anyone with COVID19 symptoms should not attend the event.</li> <li>• Maintain a limit of people inside the Observatory building at all times of no more than <b>4 people downstairs and 2 people upstairs</b>, maintaining a 1m social distance. <i>(NB. It is permissible to allow a leader/volunteer from the children's group to stand at the top of the stairs to keep a line of sight on the child who is upstairs with a member of the Astronomy Club, in order to simultaneously ensure safeguarding and maintain adequate social distance.)</i></li> <li>• Keep the door to the observatory open and keep the observatory dome open to ensure good air flow through the building.</li> <li>• All users of the Observatory should sanitize their hands before entry. Those opening the Observatory should sanitize common areas of contact such as door handles, light switches, handrails, dome opening handle etc. using the wipes provided.</li> <li>• All equipment (whether used inside or outside the observatory) must be sanitized between use by different individuals, using the wipes provided.</li> <li>• Face masks must be worn while using telescopes to minimise the build-up of aerosols on surfaces around the eyepiece and focuser as these areas raise the potential for contact contamination.</li> </ul>	MED
11	PERSONS WITH DISABILITIES ATTENDING EVENT	Staff and visitors with a disability may be unable	<ul style="list-style-type: none"> <li>• Persons attending are requested to alert the organiser in advance where possible in the event that they are attending site and have special requirements.</li> </ul>	LOW

		to access the event fully.	<ul style="list-style-type: none"> <li>• Where it is known that attendees have less mobility and/or are in a wheelchair, endeavours will be made to hold elements of the events outside the observatory.</li> <li>• Other disabilities such as hearing and visual will need to be considered and appropriate action taken for enabling access during the event and in an emergency if required.</li> <li>• Accessible toilets is available in the security lodge, the location of these facilities should be made available at the start of the day during the safety briefing.</li> <li>• Parking spaces for visitors with disabilities provided as close as possible.</li> </ul>	
12	INCLEMENT WEATHER	Inclement weather means event cannot proceed as planned.	<ul style="list-style-type: none"> <li>• Contingency Plan to be in place for bad weather.</li> <li>• BBC weather forecast to be checked one week in advance and before event.</li> </ul>	LOW
13	USING ASTRONOMICAL INSTRUMENTATION: telescopes, eyepieces, detectors, spectrographs; as well as computers.	Visitors using or touching equipment may cause damage or injury.	<ul style="list-style-type: none"> <li>• All users of equipment are aware of the risks involved in using the instrumentation and agree that they have understood and will obey all H&amp;S measures involved with the equipment and any process involved.</li> <li>• Visitors are accompanied at all times by a fully trained operator of the equipment.</li> <li>• Visitors are instructed NOT TO TOUCH any items in the Observatory, unless invited to do so.</li> <li>• In particular, at all times great care must be taken to ensure that optical surfaces are not touched.</li> </ul>	LOW

Date reviewed	Printed name	Signature
12 Oct 2021 V2.0	Andrew Norton	

Date reviewed	Printed name	Signature
13 Oct 2021 V2.1	Andrew Norton	

30 Nov 2021 V2.2	Andrew Norton	


<b>Approval:</b>					
<b>Signed</b>					
	<b>Print name</b>	Andrew Norton	<b>Date</b>	30/11/2021	
<b>Declaration by University Affiliated Club Committee Representative:</b> I confirm that this is a suitable and sufficient risk assessment for the activities identified above and that all residual risks can be reduced to as low as is reasonably practicable (green).					
<b>Signed</b>	Natalie Mott	<b>Print name</b>	Natalie Mott	<b>Date</b>	01/12/21
<b>Declaration by OU Club Committee Executive:</b> I approve this assessment, confirm it is included within University insurance and accept the risks identified.					
<b>Signed</b>		<b>Print name</b>	Noel Fernandes	<b>Date</b>	01/12/2021
<b>Declaration by Head of Unit:</b> I confirm that I am satisfied that all reasonable steps have been taken to ensure the Health, Safety & Welfare of employees.					