

Risk Assessments for Space – Guidance

A *space* risk assessment must be completed for each area which contains hazards. The assessment should identify hazards associated with *accessing* the space and using general pieces of equipment (including such items as fume cupboards, hot plates and lab specific alarms). Larger items of equipment should be covered by their own specific risk assessment.

The risk assessment should highlight any **training courses which must be completed** before a person is granted access to the space. Please consult the training matrix spreadsheet for courses.

Other outcomes of a space risk assessment should be a **set of lab rules** to be followed (including any PPE required to enter the space) and the generation of a **lab noticeboard** which reflects those rules.

A copy of the risk assessment should be maintained in a location (physical or electronic) where it is readily accessible to those who access the space, with an electronic copy also stored on Quemis under the space to which it relates.

Space Risk Assessment Form

Title of Risk Assessment

Date of assessment

Department

This risk assessment must be reviewed whenever a significant change or an accident occurs

Training Courses Required as Identified by Risk Assessment	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Assessment carried out by

Additional information

<u>Hazards and how they may cause harm</u>	<u>Who may be at Risk?</u>	<u>Existing Control Measures</u>	<u>Current Risk Level</u> (VL,L,M,H,VH)	<u>Where current risk is M, H or VH, what additional Control Measures are required?</u>	<u>Action required by whom & by when?</u>	<u>Final Risk Level</u>
Moving bulky equipment has potential to cause physical injury to volunteers	Planetarium Volunteers	Volunteers are advised during training that some of the equipment is bulky and that at least two people are required to move some of the bulkiest items (the dome and the large boxes).	M	Volunteers to be clearly communicated that the bulky items should be moved with care by more than 1 person	Training to be completed by volunteers before participating in events	L
Claustrophobia may cause some audience members to get upset or panic	Planetarium Volunteers and Audience Members	Clear advice given in the pre-show safety talk on how to leave the dome if needed. Advise children who may need to leave for any reason that they may prefer to sit close to the exit.	L			L
Entering/exiting the dome runs the risk of collisions due to the small entrance	Planetarium Volunteers and Audience Members	A volunteer will be present both inside and outside the dome to ensure people can ingress and egress safely without collisions	L			L
Dome could collapse due to power failure	Planetarium Volunteers and Audience Members	Evacuation procedure is explained during pre-show safety talk	L			L

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Minor injuries possible from trips and knocks inside the dome and in the vicinity of the planetarium	Planetarium Volunteers and Audience Members	Cables are arranged neatly and secured to the ground or otherwise covered, with the cables not interfering with the entry/exit route to the dome. Lighting kept on in the dome until everyone is seated. A restricted area around the computer/projector equipment in the dome where visitors cannot sit is identified	L			L
The fire alarm may go off, necessitating a rapid exit	Planetarium Volunteers and Audience Members	Evacuation procedure is explained during pre-show safety talk	L			L
The planetarium dome or equipment could catch fire	Planetarium Volunteers and Audience Members	Evacuation procedure is explained during pre-show safety talk	L			L
Risk of electric shock	Planetarium Volunteers and Audience Members	All equipment should have regular electrical safety testing	L			L
A health condition may necessitate someone needing to	Planetarium Volunteers and Audience Members	Clear advice given in the pre-show safety talk on how to leave the dome if needed. Advise audience members who may need to leave	L			L

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leave the dome during the show		for any reason that they may prefer to sit close to the exit.				
Some other emergency may occur that requires prompt evacuation of the dome	Planetarium Volunteers and Audience Members	Evacuation procedure is explained during pre-show safety talk	L			L
Inappropriate behaviour (intentional or unintentional) towards the dome may affect its structural integrity and/or cause injury (e.g. children jumping on the dome assuming it will behave like a bouncy castle)	Planetarium Volunteers and Audience Members	Pre-show safety talk will demonstrate how to behave responsibly within the dome and illustrate the risks of tampering with the dome	L			L
Projections in the planetarium dome may trigger	Planetarium Volunteers and Audience Members	Teachers/contact person will be asked in advance (during the booking process) to identify if any students/guests are known to be susceptible to photosensitive	L			L

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photosensitive epilepsy		epilepsy. None of the current planetarium shows pose a serious risk of triggering photosensitive epilepsy.				

Work should not be carried out until the assessment is completed to a suitable & sufficient level and all required control measures are in place.

Overall Final Risk Rating (Highest level in final column above)	L
Additional Comments from Risk Assessor (e.g. funding or practical implications)	
Any further actions required to allow work to commence	All planetarium volunteers will be trained in the safe and proper use of the planetarium dome before taking it out to a school or other event

Approved By		Position	
Date			

Please print a copy, sign it and keep for your records

	Severity				
Likelihood	Superficial	Minor	Serious	Major	Extreme
Unlikely	Very low	Very low	Low	Low	Moderate

Risk Level	
Very low	Acceptable risk - no action required
Low	Tolerable risk - further control measures not required, but status must be monitored

Possible	Very low	Low	Low	Moderate	High
Likely	Low	Low	Moderate	High	Very high
Very likely	Low	Moderate	High	Very high	Very high
Extremely likely	Moderate	High	Very high	Very high	Very high

See '[Matrix for risk evaluation](#)' for further guidance.

Moderate	Further control measures required to reduce risk as far as is reasonably practical
High	Urgent action required to allow activity to continue
Very high	Risk intolerable - activity must cease until the risk has been reduced