

## Kielder Observatory Astronomical Society – Education Workshops Risk Assessment

**Revised January 2024**

**The workshops covered in this risk assessment are:**

- Investigating Light/Electromagnetic Spectrum
- Space Rocks/Meteorites
- Egg Landers
- Solar System
- Aurora Art
- Lectures

### **Risk scorecard**

Likelihood:	Injury:	Risk level:
1 = very rare	1 = trivial	Low
2 = rare	2 = minor	Moderate
3 = occasional	3 = 1-3day off work	High (unacceptable)
4 = likely	4 = 3+ day off work/long term	
5 = certain	5 = death	

Workshop	Hazard	Who might be harmed and how	Likelihood	Injury	Risk	Control measure	Further action	Responsibility
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All	Movement around space (Slips or trips)	Students, Staff, KOAS Staff  Strains, sprains or impact injuries	3	2	Low	Ensure any equipment containers (Boxes/Trolleys) are not left out and stowed in a safe location. Ensure space is tidy and chairs are tucked before session starts. Ensure there is proper equipment to deal with potential spillages. Ensure students are instructed to keep clear of areas which may be more likely to cause a trip or slip. If outdoor space is used, check with staff it is safe and secure for children to use and children are controlled and within line of sight if constructing large model solar system. Is lighting bright enough to allow safe access and exit?		KOAS / The Hirer
Egg landers	Furniture or Fixtures	KOAS Staff  Falls, cuts, splinters	3	1	Low	Ensure that any furniture used to stand at height is secure, non-faulty and far from students before use.		KOAS Staff
All	Fire	Students, Staff or KOAS staff  Smoke inhalation / burns	1	3	Low	All electrical equipment to be PAT tested. Presenter to check all equipment on set up before any visitors arrive. Presenter aware of nearest fire exits. The Hirer to take responsibility for safe evacuation after leaving the dome and to comply with local fire regs. The Hirer to train KOAS staff if/as required		KOAS / The Hirer
All	Laser pointer	Students, Staff, KOAS Staff  Directed into eye, damage to eye	1	2	Low	Only pointers with Class 2 laser up to 1mW to be used. Presenter to have pointer about their person when not in use. Presenter to advise The Hirer if theft occurs.		KOAS

		especially if taken by child						
All	Violence or threats of violence	Students, Staff, KOAS staff  Injury or distress from feelings of physical threat. Damage to dome and/or equipment	1	4	Low	Ensure teaching staff are present in sessions at all times to control behaviour. Ability of KOAS staff to suspend activity workshop if dangerous behaviour develops.		KOAS / The Hirer
All Meteorites	Heavy Objects / lifting	Students, KOAS Staff  Trapped fingers, crushed toes, lifting injuries.	4	2	Low	Ensure students are properly instructed on how to handle heavy rocks (Use of two hands, no throwing, careful passing). Ensure functional trolleys / bags for transport of materials to schools.		KOAS Staff
All	Theft / damage	Financial. The Hirer is responsible for any damage to the dome or equipment due to their negligence. KOAS responsible for reasonable wear and tear	1	N/A	N/A	Equipment supervised with controlled entry to area when not in use as far as practicable. The Hirer to advise visitors not to touch equipment or interfere with equipment. The Hirer to discuss with KOAS whether visitors with special needs are able to use equipment. KOAS holds insurance for the equipment. PLEASE NOTE: The Hirer is responsible for providing insurance cover for all equipment whilst stored overnight on the Hirer's premises to the value of £30,000 - as outlined in the provided 'Planning' document.		The Hirer / KOAS

Investigating Light/ Electromagnetic Spectrum	Sun	Students  Damage to Eye if looking straight into Sun.	2	3	Low	Ensure students are instructed never to look at the Sun directly. Glasses have printed warning that is readable.		KOAS Staff
Investigating Light/ Electromagnetic Spectrum	UV Beads	Students  Choking Hazard	3	4	Moderate	Require that KOAS Staff ensure students are instructed on how to use beads properly and that they should not be put beads in or near the mouth or nose. Ensure children are supervised when using beads.		KOAS Staff/ The Hirer
Egg Landers	Allergic Reaction	Student, Staff, KOAS Staff  Allergic Reaction to Egg	1	3	Low	Ensure KOAS Staff inform Hirer workshop includes possible contact with Eggs. Provide PPE (gloves) for KOAS Staff or students who choose to participate. Ensure KOAS Staff ask before session if any participants have an Egg allergy.		KOAS / The Hirer
Egg Landers	Scissors	Students, Staff, KOAS Staff  Cutting	3	2	Low	Provide left-handed scissors for left-handed students. Ensure children with special needs or extr requirements are supervised by a member of trained staff.		KOAS / The Hirer
Investigating Light/ Electromagnetic Spectrum	UV Torch	Students, Staff, KOAS Staff  Damage to Eyes or Skin from UV Exposure	1	1	Low	Ensure children do not have access to UV torch and it is kept on KOAS Staffs person throughout session. Ensure KOAS Staff are aware of potential skin damage for repeated UV Exposure		KOAS Staff
All	Electrical Equipment	KOAS Staff	1	3	Low	Ensure all electrical equipment used is PAT tested. Visually check wires, cables and plug sockets are in good repair prior to use. Ensure any damaged electrical equipment is replaced or reported and not used.		KOAS Staff / The Hirer

Aurora Art	Chalk – choking/ingestion	Children/Students	2	2	Low	Ensure young children are supervised when using the chalk. Children are also to be encouraged to wash hands after the activity, to remove any chalk residue.		KOAS Staff / The Hirer
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The information contained in this document has been communicated to all KOAS staff and all control measures will be implemented to ensure that the event holds a minimum risk. We are regularly reviewing the risk assessment and any feedback would be gratefully received to enable us to improve and refine our events.

Signed .....

Name .....

On behalf of The Hirer

The name of the organisation .....

Signed .....

Name .....

On behalf of KOAS

Date .....