

Kielder Observatory Astronomical Society

Method Statement

Kielder Observatory Astronomical Society (KOAS) provides portable planetarium experiences to the general public, schools, businesses and private individuals (The Hirer) across the UK. The digital mobile planetarium dome is approximately 7m in diameter and requires a minimum area of 9m x 9m on plan with 4m height clearance.

The Hirer should identify a main point of contact for the initial contact on arrival and for any issues that may arise during the course of the visit.

Setting up the dome takes approximately 45 minutes from arrival and clearing away is complete within 30 minutes.

Hirers should note that if dome activities are not possible due to control measures required by this document, and of which The Hirer has been notified, then a refund will not be offered.

Accommodation required:

The mobile planetarium needs to be sited indoors in a quiet, well-lit and clean environment. Flooring needs to be cleaned prior to arrival/setup and also needs to be solid and un-raised. Access to at least one double power socket to power the fan, laptop, projector and sound system. The area around the dome must be cordoned off from anyone passing by.

The dome can be quickly evacuated in an emergency. On arrival, The Hirer is to advise the KOAS staff member of the location of the closest fire exits to the dome.

Access requirements:

The packed-up dome is very heavy and is moved by KOAS staff. There must be step-free and/or near-level access between the vehicle and the area where the dome will be set up. Parking for a medium-sized vehicle (small Transit Van or estate car) close by is required for unloading/reloading the equipment, again offering step-free access.

KOAS must be notified in advance if there are any issues with regards access and especially if there are any steps or tight corners to negotiate. If there are any special requirements with regards to visitors or staff members then The Hirer is expected to advise KOAS in advance.



Dome capacity:

This planetarium seats up to 30 primary aged children, 25 KS3 students, 20 KS4/5 students, 15 adults or up to 10 wheelchair users (dependent on size of wheelchair). Should the Hirer have a mix of audiences then please contact KOAS to discuss.

This information is meant to be indicative only and KOAS staff would be pleased to discuss any particular requirements or concerns in advance or at the time of arrival.

Kielder Observatory Astronomical Society, Unit C Bewick, Prestwick Park, Northumberland. NE20 9SJ.

Tel no 0191 265 5510

Registered charity no 1153570

7m Mobile Planetarium

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	

Hazard	Who might be harmed and how	Likelihood	Injury	Risk	Control measure	Further action	Responsibility
Slips or trips	Visitors, host or KOAS staff Strains, sprains or impact injuries	3	2	Low	Minimise loose cables (tape to floor where required) and planetarium to be positioned to minimise the access / travel distances. The Hall where the planetarium is contained to be restricted as far as practical to the use for the planetarium. KOAS Staff and The Hirer's reps to take responsibility for access and egress via the airlock and to closely monitor the step over as directed.		KOAS / The Hirer
Power cut	Visitors, host or KOAS staff Dome deflates and Lighting fails	2	1	Low	Dome to be sited in a location with emergency lighting as far as practical and access to emergency lights. Presenters are all trained in safe and calm evacuation procedure and KOAS staff will stay with the planetarium once fully evacuated unless directed by the Hirer's H & S / Fire rep. Battery powered torches will be available as required.		
Fire	Visitors, host or KOAS staff Smoke inhalation / burns	1	3	Low	Presenter to ensure dome is not too close to light fittings or other potentially hazardous situation 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
Laser pointer	Directed into eye, damage to eye especially if taken by child	1	1	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

Violence or threats of violence	Visitors, host or KOAS staff Injury or distress from feelings of physical threat. Damage to dome and/or equipment	1	4	Low	Access to dome not allowed for anyone under the influence of alcohol or drugs. Groups with known behavioural problems to be supervised by staff at all times. Visitors not to be left unsupervised inside the dome. Presenter trained to quickly evacuate the dome if required. Children are to be accompanied by supervisor whilst in the dome. Presenter to have discretion to suspend the presentation if they deem the visitors are not safe.		KOAS / The Hirer
Enclosed space / unusual environment	Visitors, host or KOAS staff Feelings of claustrophobia / panic	1	2	Low	Visitors not to be unsupervised inside the dome Presenter trained to recognise potential. Dome design enable quick egress if required.		KOAS
Theft / damage to dome	Financial. The Hirer is responsible for any damage to the dome or equipment due to their negligence. KOAS responsible for reasonable wear and tear	2	N/A	N/A	Dome and 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 the dome. The Hirer to discuss with KOAS whether visitors with special needs are able to use the dome. KOAS holds insurance for the dome and 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
Movement of the dome	Visitors, host or KOAS staff	1	3	Low	Care taken when equipment being transported and KOAS staff to seek assistance for The Hirer if any		KOAS / The Hirer

					existing fittings and fixtures need to be repositioned. Provide safe and unrestricted access from the dome location to the KOAS vehicle.		
--	--	--	--	--	--	--	--

Audience conduct

Visitors under the age of 16 or vulnerable adults must be supervised at all times and we expect that audiences:

Do not run in the area around the planetarium

Do not eat or drink near or inside the planetarium

Take care and receive instruction when entering/exiting and inside the planetarium

Do not touch the delicate fabric of the dome or any other equipment

Pay attention to KOAS staff, treat them with respect and follow instruction.



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