

UK Astronomy - RISK ASSESSMENT

Date : 20/05/2023 | Version : 1.02



ACTIVITY	POTENTIAL HAZARD	PREVENTATIVE MEASURES
General	Emergency procedure	In case of emergency (fire, health scare etc) the dome can be evacuated immediately by lifting the edges/walls and escaping underneath. The exit door can also be used. Presenters have basic fire safety equipment (fire blanket and handheld fire extinguisher).
	Accessibility	The dome can be accessed by anyone by lifting the sides of the walls up.
	Overcrowding	Numbers not to exceed the dome capacity. In some cases, the numbers can be extended depending on the situation. In case of insisting on adding additional visitors, the possible result of overcrowding becomes the responsibility of the booking organisation.
Outside the planetarium	Tripping over the planetarium, especially inflating tube	The planetarium will be positioned away from where people are walking as much as possible. No access to the back will be necessary. Power cables will run the shortest route.
Inside the planetarium	As it will be mostly dark inside, people might trip and fall	We will have some form of light on, especially when people go in and out (which we will coordinate in sessions). We make sure that people know what to expect inside (e.g., boxes, projector) People will be asked not to move about during the show, and to ask if they need to leave so lights can be provided.
	Claustrophobia or motion sickness	Due to the nature of the planetarium, with moving images being projected on the inside of the dome, motion sickness may be an issue. The audience will be warned of this in advance and asked to say if they begin to feel unwell, in which case the lights can be turned on to allow them to exit. In the case of an emergency see above Similar measures can be taken for claustrophobia sufferers.

Inside the planetarium	Sitting on the edge of the dome	People will be asked not to lean against the edges of the dome as they are thin and will not support their weight. Children will be asked to come in and sit in rows before each session
Erection and dismantling of the dome	Setting up the dome	<p>The dome will be set up in the following way:</p> <ul style="list-style-type: none"> • The dome will be laid out on the floor first to make sure there is enough space, and it will not block any doors or exits. • Equipment will be placed under the dome before inflation and plugged in and switched on after inflation. • Portable lights/torches will be used while setting up the electrical equipment and switching them on. <p>The planetarium is only to be set up indoors</p>
	Electronics	Portable lights/torches will be used while setting up and packing up the electrical equipment. Where possible the electronics will be connected to the mains behind the dome where no-one should trip over them. All electrical equipment has been safety tested and has a valid certificate on the plugs.
	Space requirements	<p>The dome (BIG) is 4.0m tall and covers an area of 7m x 7m. School halls are ideal locations to set up in. The dome can hold up to 35-40 adults /55 children but will vary depending on the age/size of the audiences.</p> <p>The dome (SMALL) is 3.0m tall and covers an area of 6m x 6m. School halls are ideal locations to set up in. The dome can hold up to 10-15 adults /30 children but will vary depending on the age/size of the audiences.</p> <p>Confirmation of the ceiling height and consideration of low hanging lights and / or projectors should be made. Ideally, there should be plugs sockets on a far wall from the door to avoid the use of too many extensions leads or people tripping over cables.</p>

Erection and dismantling of the dome	Supervision	<p>During the talks, there will be at least one UK Astronomy volunteer inside the dome. As part of the terms of and conditions UK Astronomy requires:</p> <ul style="list-style-type: none"> • We will require 2 – 3 teachers or staff members present throughout planetarium shows. <p>Behaviour management remains the responsibility of the school staff at all times</p>
	Dismantling the dome	The dome will be exited by all visitors before deflation.
Transporting equipment	Transporting equipment to venues etc	Equipment will be transported to a location by van. All equipment is stored in boxes and a bag for the dome, each of which can be carried or wheeled by one person