

National Space Centre - Risk Assessment Form

Risk Assessment Reference – RA035

Location of task or activity being carried out	National Space Centre
Equipment, task or activity to be assessed	Generic School Assessment
Description of task or activity	School trips including workshops, tabletop activities, planetarium show and exploration of the National Space Centre galleries.
Date of assessment	17/07/2025
Last review date (if applicable)	08/07/2024
Next review date	July 2027 but earlier review date required following outcomes of accidents, absences and near misses, or changes to processes, work methods, materials, technology, equipment or legislation.
Risk Assessment created by [name / date]	Bharat Patel [17/07/2026]
Authorised by Line Manager [name / date]	Bharat Patel [17/07/2026]
Authorised by Health and Safety Manager [name/ date]	Bharat Patel [17/07/2026]

What are the hazards? <i>Something with the potential to cause harm</i>	Who might be harmed and how?	Control Measures <i>What is already in place to reduce the risk?</i>	Additional Control Measures <i>What needs to be put in place to further reduce the risk?</i>	Risk Rating <i>Refer to risk matrix below</i>	Timescales for further actions to be completed	Responsible person's job title

Contact with a moving vehicle Cars and coaches in the area where students are alighting. General visitors arriving on site via car.	Who Students and teachers arriving to site via coach How Potential to sustain injury from a moving vehicle	All school groups are met on arrival by designated members of Space Crew. All coaches will be default, parked at the designated coach park to avoid the need for children to cross any roads. Full briefing made to all students and teachers on what traffic routes are safe and the pathways that should be used by students at all times. Schools will be asked to arrive at staggered times. If there is an overlap, students will stay on the coach until the route is clear. Radio communication maintained between Space Crew and Security team members at all times to allow for smooth traffic flow and identification of potential traffic related issues. Maximum speed limit in car park and coach park set to 5mph.	n/a	Likelihood: 1 Severity: 5 Risk Rating: 5 Low	n/a	n/a
Fire and Evacuation Evacuation of students, teachers and supervisors during a fire or other emergency	Who Students, teachers, supervisors How Potential to become disoriented or anxious during an evacuation, exposure to fire, exposure to smoke, unconsciousness, fatalities, burns	Fire exit routes are clearly marked within the centre. Evacuation from the galleries made via the nearest available fire exit. Space Crew are trained fire wardens, with daily assigned positions to ensure a safe evacuation.	n/a	Likelihood: 1 Severity: 5 Risk Rating: 5 Low	n/a	n/a

Fire and Evacuation Evacuation of wheelchair users and those with additional requirements when evacuating	Who Students, teachers, supervisors How Potential to become disoriented or anxious during an evacuation, exposure to fire, exposure to smoke, unconsciousness, fatalities, burns	All members of Space Crew are trained fire wardens, with daily assigned positions to ensure a safe evacuation. Suitable means of escape provided for disabled visitors, with refuge areas, evacuation chairs and ramps being provided for use. Where evacuation chairs are provided, only trained employees are to use these, and only trained employees are to work within the rocket tower. Rocket tower stairwell is a refuge area, with fire rated compartmentation of 60 minutes. Emergency telephones installed on each deck of the rocket tower to allow for communication between those in the refuge area and the National Space Centre building controller or the Fire Brigade.	n/a	Likelihood: 1 Severity: 5 Risk Rating: 5 Low	n/a	n/a
Cuts Potential of injury from scissors or pencils used during workshops	Who Students How Cuts	Round ended blunt scissors are provided for use during workshops. Students should be under the supervision of fully qualified staff. Radio communication between NSC Discovery staff and first aiders. Verbal instruction provided by NSC Discovery staff prior to beginning the activity.	n/a	Likelihood: 1 Severity: 3 Risk Rating: 3 Low	n/a	n/a

Accident Reporting Teachers reporting an accident, incident or near miss to NSC first aiders	Who Students, teachers, supervisors How Potential for students, teachers or supervisions to sustain minor injuries	A designated number of NSC staff are trained in First Aid at Work and able to administer first aid All Space Crew team members aware of internal reporting procedure All first aiders have been cleared with a DBS check to ensure they are able to work with children. Provision of a fully stocked first aid room. Direct telephone line installed to enable contact with the emergency services if required. All students and young persons to be accompanied by a teacher or supervisor when receiving first aid treatment on site.	n/a	Likelihood: 1 Severity: 3 Risk Rating: 3 Low	n/a	n/a
Violence or Aggression Threat of physical / verbal abuse directed at NSC staff	Who NSC Staff How Subject to physical or verbal abuse	Students should always be under the supervision of fully qualified staff. Full briefing made at the beginning of each student visit regarding roles and responsibilities, and conduct expected from students. Direct contact with on-site security team or the emergency services if required. Staff have completed de-escalation training.	n/a	Likelihood: 1 Severity: 3 Risk Rating: 3 Low	n/a	n/a

Exposure to strobe lighting Use of strobe lighting or flashing images during planetarium shows or presentations	Who Students, teachers or supervisors How Exposure to strobe lighting or flashing images having an adverse effect on visitors	Minimal strobe lighting in use where possible. Warning issued of strobe lighting effects used during the full briefing. Persons who may be at risk advised to consider avoiding the show. Persons who may be at risk able to leave the Planetarium during the show if required.	n/a	Likelihood: 2 Severity: 3 Risk Rating: 6 Low	n/a	n/a
---	---	---	------------	--	------------	------------

Existing medical conditions Students visiting the NSC who have existing medical conditions	Who Students How Students becoming ill due to existing medical conditions	The National Space Centre requests that all teachers / supervisors / group leaders be in possession of: • All relevant details of affected individuals prior to visiting • Any medication that might need to be administered The NSC requests that teachers / supervisors / group leaders provide a risk assessment for students with existing medical conditions prior to their visit / at the time of booking. A designated number of NSC staff are trained in First Aid at Work and able to administer first aid. All First Aiders have been cleared with a DBS check to ensure they are able to work with children. Provision of a fully stocked first aid room. Direct telephone line installed to enable contact with the emergency services if required. All students and young persons to be accompanied by a teacher or supervisor when receiving first aid treatment on site.	n/a	Likelihood: 1 Severity: 4 Risk Rating: 4 Low	n/a	n/a
--	---	---	------------	--	------------	------------

Allergies Students or teachers visiting the National Space Centre who have an allergy	Who Students, teachers, supervisors How Anaphylactic shock, exposure to allergens	Teachers / supervisors / group leaders to inform the National Space Centre of allergies prior to visit. Separate lunch area can be provided upon request. Allergen information can be provided upon request.	n/a	Likelihood: 1 Severity: 5 Risk Rating: 5 Low	n/a	n/a
---	--	--	-----	---	-----	-----

Latex Allergies Protein in rubber (latex) can cause an allergic reaction Symptoms include: • Itchy skin • Watery eyes • Runny nose • Sneezing • Coughing • Rashes • Tight chest • Wheezing • Shock • Dizziness	Who Visitors to the National Space Centre How Exposure to latex, anaphylactic shock	Information provided to visitors on allergy information prior to their visit on site. Gloves used on site: • Boosters / Kitchen: vinyl • First aid kits: nitrile • Housekeeping: vinyl • Curatorial: nitrile First aid kits on site contain latex free plasters. Plasters used are 'low allergy' plasters. Areas where latex is used on site: • Balloons used in NSC Discovery talks and tabletop activities • Pressure suit used in NSC Discovery and National Space Academy talks and tabletop activities • <i>'Astronauts and Science Go Hand in Hand exhibition'</i>: reusable black latex gloves used as part of exhibition • Latex used to seal middle layer of flooring. The latex is sealed and unlikely to present problems to those with allergies as no powder can be dispersed. • Gloves in use within Tetra Star Spaceport experience. If NSC is made aware of those with a latex allergy, talks and tabletop activities that do not use materials containing latex will be planned in advance.	n/a	Likelihood: 1 Severity: 4 Risk Rating: 4 Low	n/a	n/a
--	---	---	-----	--	-----	-----

Risk Rating Matrix

Risk = Likelihood of harm x Severity of harm

$R = L \times S$

Low risk = 1 – 6, Medium risk = 8 - 12, High risk = 15 - 25

		S = Severity				
		Negligible Consequences (1)	Low Consequences (2)	Moderate Consequences (3)	Significant Consequences (4)	Catastrophic Consequences (5)
L = Likelihood	Very unlikely (1)	1 = Low	2 = Low	3 = Low	4 = Low	5 = Low
	Unlikely (2)	2 = Low	4 = Low	6 = Low	8 = Medium	10 = Medium
	Likely (3)	3 = Low	6 = Low	9 = Medium	12 = Medium	15 = High
	Very likely (4)	4 = Low	8 = Medium	12 = Medium	16 = High	20 = High
	Almost certain (5)	5 = Low	10 = Medium	15 = High	20 = High	25 = High

<u>Risk Rating Definitions and Guidelines</u>	
Low	Minor to no injury, damage or impact to health. This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised continual monitoring occurs to ensure that no changes/deviation of control measures occur.
Medium	An injury requiring further medical assistance, a RIDDOR reportable incident, moderate impact to health or moderate damage to property. It is advised that further control measures are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on-site monitoring should occur to ensure that all stipulated controls are being adhered to.
High	Death, paralysis, long term serious ill health or severe damage to property. This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than high, then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious consideration should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.