Armagh Planetarium Educational Visit risk assessment.

Armagh Planetarium is a world-renowned Astronomical education establishment. Its purpose is to bring Astronomy and related sciences to a wider audience. Armagh Planetarium is insured with commercial insurance for public liability insurance, the minimum amount of cover provided is no less than £5 million.

The group leader should be aware of all local education authority guidelines regarding school visits.

School parties do not visit any high risk areas in the Planetarium. The school should arrange adequate supervision when necessary; we recommend a ratio of 1 adult for every 15 children. It must be emphasized that primary responsibility for the supervision of the children on the visit rest with the teachers/helpers, and every group should be accompanied by the appropriate number of teachers/helpers in relation to number of children.

Schools will not have access to any areas where potentially dangerous chemicals are stored.

Any necessary First Aid treatment should ideally be provided by the teachers/supervisors and details regarding specific medical problems i.e. allergy to plasters should be fully ascertained by them. A First Aid kit is available in the Planetarium and we have a trained first aider on duty at all times.

Please note that the staff and helpers are allowed free on a basis of one to every fifteen children for the purpose of supervision.

RISK ASSESSMENT FOR SCHOOLS AND GROUPS

This risk assessment has been compiled to provide information to schools and similar groups visiting Armagh planetarium.

Armagh planetarium is situated on the outskirts of Armagh city, the coach park for the planetarium is situated some 200 metres from the main entrance.

All school groups are under the supervision and guidance of the education staff, however responsibility for the pupils rests at all times with the supervising teachers. The risk assessment is based on the understanding that groups are supervised by an appropriate number of teachers and leaders in accordance with their own education authority standards.

RISK LEVELS:

It is deemed that the overall risk for Armagh planetarium is LOW.

Armagh planetarium has a planned strategy for health and safety with regular revisions and updates.

All fire prevention equipment is regularly tested by a qualified engineer.

Emergency Lighting is provided throughout the building.

First Aid Kits are available throughout the building.

**Health and Safety Risk Assessment Armagh Planetarium**

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| HAZARDS | CONTROLS |
| Traffic | Children have to walk from car park to main entrance. Footpath is provided for the children and teachers. LOW RISK. |
| Slips Trips & Falls | Level or slightly ramped floors throughout the building. Adequate lighting levels. Children are supervised at all times, running is controlled. LOW RISK. |
| Glass | Toughened glass or Perspex used for some exhibits. LOW RISK. |
| Falling Objects | Some exhibits are fixed to the ceiling. They are fixed securely and checked on a regular basis. LOW RISK. |
| Fire | All fire and safety equipment tested regularly. Fire prevention practised. Fire Drills carried out regularly. LOW RISK. |
| Hazardous Substances | Children do not have access to any hazardous substances. LOW RISK.  |

Armagh planetarium has met all the legal requirements outlined below:

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| Health and Safety at Work Act 1974- Section 2 and section 3. |
| Management of Health and Safety at work regulations 1999 |
| Common law duty of care.  |
| Health and Safety (First Aid) regulations 1981.  |