

RISK ASSESSMENT: Schools and Group Visits

Name of person(s) completing the risk assessment:	Martina Glass Operations Manager	Date completed:	06.2024
Employees consulted:	Planetarium Staff	Last Reviewed:	04.2026

Describe the location where the activities are taking place:	Describe the activities that are being performed:
<p>Armagh Planetarium is based on the outskirts of Armagh city. The coach park for the planetarium is situated some 200 metres from the main entrance.</p> <p>All schools and groups will be under the guidance of our education staff, however supervising teachers are responsible for pupils/children at all times during their visit.</p>	<p>This risk assessment has been compiled to provide information to schools and similar groups visiting Armagh Planetarium.</p> <p>A typical visit may include accessing the Exhibition Area and Sensory Room, attending a workshop, and/or attending a Dome show.</p>
Describe the equipment and / or substances being used:	Describe the people involved in these activities (and others who might be affected):
<p>Armagh Planetarium has a planned strategy for health and safety which is reviewed regularly, updated in line with current Health & Safety guidelines and staff training is undertaken annually.</p> <p>All fire prevention equipment is regularly tested by a qualified engineer.</p> <p>Emergency Lighting is located throughout the building.</p> <p>First Aid Kits are available in various locations.</p>	<p>The group leader should be familiar with the education authority guidelines on school visits and provide the adequate ratio of teachers/assistants to supervise the number of children in the group. These ratios are:</p> <ul style="list-style-type: none"> • 0–2 Years, 1 adult to 3 children; • 2–3 Years, 1 adult to 4 children; • 4-8 years, 1 adult to 6 children; • 9-12 years, 1 adult to 8 children; • 13-18 years, 1 adult to 10 children.

	Description of the hazard	Who may be harmed and how?	Risk controls in place	Current risk rating			Are further risk controls needed?	Date to be completed and by whom?	New risk rating		
				L	S	R			L	S	R
	Traffic	Children/visitors walking from car park to main entrance	There is a footpath from the car/coach park to the Planetarium and lighting to illuminate the path. Speed ramps on the driveway ensure vehicles entering/exiting the car park do so safely.	2	2	4	Maintain current controls	Operations Manager			
	Slips Trips & Falls	Children/visitors	Some floors throughout the building will have a slight incline. Lighting levels are adequate. Children will be supervised. Running is not permitted. Telescope viewing takes place outdoors. Occasionally a small stool is used to look through the eye piece. Visitors are supervised to prevent falls. Outdoor viewing area is also illuminated.	3	2	6	Maintain current controls	Operations Manager			
	Glass	Children/visitors Telescopes have mirror lens, and swivel at the base. Some exhibits are encased in glass.	Toughened glass or Perspex used for some exhibits. The telescope base has fluorescent tape, and all visitors are advised to stand back when the telescope is moving. Visitors do not move the telescopes.	2	1	2	Maintain current controls	Operations Manager			

	Description of the hazard	Who may be harmed and how?	Risk controls in place	Current risk rating			Are further risk controls needed?	Date to be completed and by whom?	New risk rating		
	Falling Objects	Children/visitors Some exhibits suspended from the ceiling	All exhibits and telescopes are fixed securely and inspected on a regular basis.	2	2	4	Maintain current controls	Operations Manager			
	Fire	Children/visitors	All fire safety equipment tested regularly. Fire prevention practised. Fire drills carried out regularly.	2	2	4	Maintain current controls	Operations Manager			
	Hazardous Substances	Children/visitors	Children/visitors do not have access to any hazardous substances.	1	1	1	Maintain current controls	Operations Manager			

Risk Rating Calculator

Risk Level = Severity x Likelihood

Risk rating is calculated taking into account existing control measures and their effectiveness.

Likelihood = Judgement on harm occurring:	
1	Improbable
2	Remote
3	Possible
4	Probable
5	Certain/Imminent

Severity = Judgement on the realistic outcome of the hazard:	
1	V. Minor or no injury
2	Moderate injury/First Aid
3	Major injury/Lost time
4	Serious Injury/Illness
5	Certain/Imminent

Key to Result

Risk Rating:	Result:
16 – 25	Intolerable
12 – 15	Substantial
8 – 11	Moderate
4 – 7	Tolerable
1 – 3	Trivial