



Educational Visit Risk Assessment

Dear Teacher,

Thank you for choosing to visit Armagh Planetarium, we hope that this data on risk assessment for our site will help you to plan the trip more easily. We have provided a synopsis of the risks and tabulated those that you will need to consider. Our primary function is to bring astronomy and related sciences to a wide audience. We hope that you enjoy your visit

Tom Mason
Director

Group Leaders 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 of the pupils; we recommend a ratio of 1 adult for every 15 children. The primary responsibility for the supervision of the children on the visit rests with the teachers/helpers. Any necessary First Aid treatment should ideally be provided by the teachers/supervisors and details of pupil's specific medical problems should be known to them. A First Aid kit is available in the Planetarium and we have a trained first aider on duty at all times.

RISK LEVELS

- It is deemed that the overall risk assessment for school visits to Armagh Planetarium is **LOW**.

HEALTH AND SAFETY RISK ASSESSMENT ARMAGH PLANETARIUM

HAZARDS	CONTROLS
Traffic	Children have to walk from the car park to the main entrance. A 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 not permitted. LOW RISK.
Glass	Toughened glass and perspex is used for some exhibits. LOW RISK.
Falling Objects	Some exhibits are fixed to the ceiling and walls. 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.