




Assessment number: PhysSci-AbellObs-2011-1	Department of Physical Sciences RISK ASSESSMENT FORM	Form No: HSF[R]002 Issue No: 1 Date of Issue: Feb 07
Activity: Visitors entering the George Abell Observatory (Visitor defined as anyone not based in Physical Sciences Department – such as members of the public, contractors, collaborators or visitors from other areas of the university, school children)		
Location of activity: George Abell Observatory	Date: 31/10/11	
Individual with overall responsibility Andrew Norton	Tel: 54121 Email: A.J.Norton	
Day-to day supervisor A M Mills (P&A Discipline Safety Advisor) Mabs Gilmour (CEPSAR H&S Coordinator)	Tel: 53364 Email: a.m.mills@open.ac.uk	
Risk Assessor Mabs Gilmour	Tel: 58242 Email: M.A.Gilmour	
NOTES: Visitors may have differing abilities or disabilities – the individual hosting visitors should ensure that visitors with mobility problems or other issues are given the opportunity to rest, use lifts etc. if required.	NOTES : This risk assessment outlines procedures for visitors to the George Abell Observatory. It is important that the receiving person checks areas prior to a visit, to ensure their visitors' safety.	

Ref	What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Completed
	Cabling, and power leads.	Anyone using or visiting the observatory might trip	Prior to a visit the observatory is checked for hazards that could cause slips, trips and falls and these hazards removed.		Receiving Departmental person	Before each visit	Ongoing
	Using astronomical instrumentation: telescopes, eyepieces, detectors, spectrographs; as well as computers.	Users of equipment or visitors touching equipment	<p>All users of equipment are aware of the risks involved in using their instrumentation and sign off that they have understood and agree to obey to all H&S measures involved with the equipment and any process involved.</p> <p>Visitors are accompanied <u>at all times</u> by a member of the Department, school visits are also expected to have adult supervision (teachers).</p> <p>Visitors are instructed NOT TO TOUCH any items in the Observatory, unless invited to do so. In the event of the fire alarm sounding the receiving person will escort the visitors to the designated meeting point and visitors are to remain with that person until the all clear is given.</p> <p>For young persons (defined as under the age of 18) a young person's checklist must be carried out prior to the visit by the receiving Departmental member –</p>	<p>The Dept Safety Adviser (DSA) must be informed of all observatory visits. The DSA should be informed prior to the visit if any persons have special needs, as special care may be required.</p> <p>External visitors should always report to Reception (or Security for contractors) and wear the identity badge at all times – the badges being returned to Reception after the visit.</p> <p>The receiving person will fetch external visitors from Reception and return them to Reception after the visit.</p> <p>Clear instructions should be given prior to entering the observatory to stress any H&S instructions, about welfare facilities and procedure in case of an emergency.</p>	Receiving Departmental person	Procedure for all visitors entering observatory	Ongoing

			despite the inference that this form is to be used for young persons working in the building only.				
Steep stairway to observatory dome with potential for trip or hitting head on ceiling.	Individuals who are less able/mobile.	Signage indicates to beware of hitting one's head. Procedure is for persons to come down the stairs from the dome BEFORE further persons ascend the stairs.	Clear instructions should be given prior to ascending and descending the stairs to be aware of trip hazard and to "mind your head".	Instructions from Receiving Departmental person	Procedure for all visitors entering observatory	Ongoing	

Date: 31/10/11	Assessor name: A M Mills	Signature: 
Date: 31/10/2011	Person with overall responsibility: A J Norton	Signature: 
Date:	Day-to-day supervisor: (as above)	Signature:
Date: 31/10/11	Departmental Safety Adviser: A M Mills	Signature: 
Date:	Acting Head of Department of Physical Sciences: N StJ Braithwaite	Signature: