| Company Name: Bath Preservation Trust | | | Task / Activity Assessed: Planetarium Shows | | | | |
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| Assessors Position: Learning and Engagement Officer | | | Date: 17/10/24 | Location: Schools and other education venues | | | |
| Assessors Name: Ellie Giles | | | Signature: E Giles | Review frequency: Annually | | | |
| Activity / Hazards & likely Consequences | People at Risk | Current Controls | Further Action Required | | Assessment Action Plan | | |
| By Whom | By  When | Done |
|  | | | | | | | |
| During Setup and Pack Down  Injury from tripping over kit/boxes;  Injury from lifting/carrying equipment; | Staff  Volunteers  Venue staff | Ensure adequate lighting during setup and all assigned locations;  Museum staff members to be trained in manual handling. If level access or lift is not available venue to provide a member of staff to assist with carrying. Two people minimum to help with carrying items over 20kg | For each new site staff to check access and request step free where possible.  Any people helping with equipment to be advised of the weight of the items. | | EG  Facilitator | Prior to event |  |
| **Slips, Trips and Falls in or around the dome resulting in injury.** | Staff  Volunteers  Visitors | Wires to be kept away from walkways and if necessary be taped down or secured with floor cable covers.  If flooring mats are used they need to cover area larger than circumference of the dome.  Low level lighting inside the dome for entry and exit.  Visitors advised to take extra care when moving around. | Ensure staff at the event know where first aid equipment is located and who is the First Aider on duty. | | Facilitator | Day of event |  |
| **Injury to eyes from light adjustment from dark to light;** | Visitors  Staff  Volunteers | Brief participants before entering the dome on position of projector lamp – advise not to look at it.  Advise caution on leaving the dome to give time to adjust to different light levels. |  | | Facilitator | Day of event |  |
| Fire alarm | Staff  Volunteers  Visitors | The dome can be evacuated immediately by pulling down next to the door to lift the dome over the audience.  Facilitator will tell visitors to move away from edge of dome.  Everyone to follow evacuation procedures for the building | Staff and Volunteers are trained in advance of the event  to safely carry out this procedure  All visitors will be advised of fire escape routes at the start of the presentation. | | EG  Facilitator | Before and day of event |  |
| Visitors feeling unwell or panicked due to dark, enclosed space of the dome | Visitors | Audience will be advised prior to entering that it will be dark.  Young children to sit with parents/carers.  Staff to give safety briefing at start of show to explain how to get assistance during the show.  Staff member to be near the door and assist anyone to leave if necessary. | If necessary facilitator will pause the show to allow someone to exit the dome. | | Facilitator | Day of event |  |
| **Child Protection/ Safeguarding** | Visitors | School groups – school staff to supervise children.  Family events - Children to be accompanied by parents/carers at all time .  BPT have up to date enhanced DBS checks. | Safeguarding officer to ensure all DBS checks are up to date | | EG | Before event |  |