

## Inspire internal risk assessment

Establishment: Inspire Discovery Centre Assessment Date: 22/12/05

Environment: Inspire building\_ and core exhibition

Assessed by: J Piercy

Hazards. List significant hazards that may result in serious harm or affect people in the party.		Who might be harmed? List groups of people who are especially at risk from the hazards identified.	Is the risk adequately controlled? List existing controls or note where information may be found, e.g., information, instruction training, systems or procedures.	What further actions are needed to control the risk? List the risks that are not adequately controlled and propose actions that are needed to reduce or eliminate the risks.	
Fire	H/M/ L risk <b>H</b>	Staff and visitors	Fire procedures issued with confirmation of booking. Instructions displayed next to office door. A siren will sound in the event of a fire	Ensure staff know locations of fire exits and assembly point	Outcome s H/M/L risk <b>M</b>
Trip hazard, The nature of the building means that some areas of floor are uneven	<b>L</b>	Staff and visitors	.No running in centre. High visibility tape marks steps and ramps	Ensure pupils follow guidance on behaviour	<b>L</b>
Stairs	<b>M</b>	Staff and visitors	Remind visitors to have care on steps. Step edges marked with safety tape	Ensure pupils follow guidance on behaviour	<b>L</b>
Balcony. This area has a stepped floor at one edge . Risk of tripping	<b>M</b>	Staff and visitors	No running on the balcony. Edges marked with tape ensure any chairs or tables are well away from edges	Inspire staff to arrange chairs and tables if required	<b>L</b>
Toilets, wet floors and hot water may be present	<b>M</b>	Staff and visitors	Signs warning of hot water. Please report any spillage to inspire staff	Monitoring and cleaning of toilets to be performed regularly	<b>L</b>
Café hot drinks may be consumed in this area	<b>M</b>	Staff and visitors	Take especial care to avoid running in this area. Keep refreshments in the café area	Inspire staff to observe this area closely	<b>L</b>

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Electrical supply. Risk of shock	H/M/ L risk <b>H</b>	Staff and visitors	All electrical exhibits are PAT tested annually and subject to frequent visual inspection	Electrical exhibits kept clear of water. Low voltage supply used where this is not possible	Outcome s H/M/L risk <b>L</b>
Signage. Free standing signs which may cause obstruction or fall	<b>L</b>	Staff and visitors	.Staff to replace moved signs.	Signs which are knocked over to be relocated or replaced with fixed versions	<b>L</b>
<b>Vacuum former.</b> Becomes hot when in use risk of burn	<b>M</b>	Staff and visitors	Staff trained in safe usage. Machine turned off when not in use	Exhibit located in clear view of staff even when not in use	<b>L</b>
<b>Fresnel lens.</b> Focussed sunlight may cause fire	<b>L</b>	Staff and visitors	Lens kept in North aisle turned away from direct sunlight		<b>L</b>
<b>Gyro wheel.</b> May turn unexpectedly and hit spectator	<b>L</b>	visitors	Stops reduce movement, wheel turned away from public area	Staff to monitor any movement of the exhibit and reposition as required	<b>L</b>
<b>Under 5's area.</b> Risk of low falls.	<b>L</b>	Young children	Parents advised to supervise young children in this area	Staff to ensure older children do not use this area	<b>L</b>
<b>Bubble ring.</b> Floor may become slippery	<b>L</b>	Staff and visitors	Written notice. See general note re trip hazards	Staff to clean any large spills	<b>L</b>
<b>Orbit well.</b> Balls may fall on floor and cause trip hazard	<b>L</b>	Staff and visitors	Staff to clear balls from floor		<b>L</b>
<b>Plasma ball.</b> Risk of small shock from accumulated charge	<b>L</b>	Staff and visitors	Discourage deliberate sparking		<b>L</b>
<b>Trebuchet.</b> Missiles thrown in centre	<b>L</b>	visitors	Trebuchet aimed towards wall, low mass projectiles	Staff to replace missile monitor sensible use	<b>L</b>
<b>Arch Bridge.</b> Risk of fall from bridge.	<b>M</b>	Visitors	Bridge kept alongside wall.	Staff to monitor use and stop any horseplay	<b>L</b>