

Health and safety policy

This is the statement of general policy and arrangements for: <input type="checkbox"/> The Norman Lockyer Observatory		
The Board of Directors has overall and final responsibility for health and safety		
The Board of Directors has day-to-day responsibility for ensuring this policy is put into practice		
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents by managing the health and safety risks to members and visiting public.	Board of Directors	In place, reviewed annually around May
Provide clear instructions and information, and adequate training, to ensure members are competent to do their work	Board of Directors	In place
Engage and consult with members on health and safety conditions as appropriate	Board of Directors	In place
Implement emergency procedures – evacuation in case of fire or other significant incident.	Board of Directors	In place
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Board of Directors	In place

Signed: <i>D.G. Stronze</i>	<i>Chairman</i>	Date: <i>7th March 2025</i>
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First-aid box is located:	Cabinet In Foyer under the defibrillator with bleed kit .
Accident book is located:	Cabinet in Foyer with First Aid box and defibrillator

Building: Mond Dome (Lockyer)

Date of risk assessment: 04/03/2025

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Floor slippery when wet after heavy rainfall	Volunteers/Members/Public could be injured falling on hard floor	Ensure dome doors are closed as well as possible, regular inspections	Ensure maintenance is carried out as required, consider anti slip floor coating? Close dome if situation dangerous	Directors	As required	
Dome opening and rotation rope pulley systems	Volunteers/Members could be injured by over exertion, muscle strain, back injury	Only trained members should be allowed to rotate dome	Enforcement of policy	Directors		
Operation of Telescope	Volunteers/Members/Public could be struck if operator loses control of telescope	Only trained members should be allowed to operate telescope	Enforcement of policy	Directors		
Using telescope steps	Volunteers/Members/Public could be injured falling from steps	Warnings issued by operator	Enforcement of policy	Directors		
Moving around in the dark	Volunteers/Members/Public could be injured falling on hard floor or bumping into objects	Ensure all in dome become Dark Adapted before moving around, use of red lights	Reinforcement of operator training. Members/members of the public encouraged to bring a torch, red if possible.	Directors		
Electrical Equipment	Volunteers/Members/Public could be injured by electric shock	Ensure the equipment is safe	All electrical equipment and switchgear has been replaced and fully tested	Directors	June 2024	Yes

Building: Kensington Dome

Date of risk assessment: 04/03/2025

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Floor slippery when wet after heavy rainfall	Volunteers/Members/Public could be injured falling on hard floor	Ensure dome doors are closed as well as possible, regular inspections	Ensure maintenance is carried out as required, consider anti slip floor coating? Close dome if situation dangerous	Directors	As required	
Dome opening and rotation rope pulley systems	Volunteers/Members could be injured by over exertion, muscle strain, back injury	Only trained members should be allowed to rotate dome	Enforcement of policy	Directors		
Operation of Telescope	Volunteers/Members/Public could be struck if operator loses control of telescope	Only trained members should be allowed to operate telescope	Enforcement of policy	Directors		
Using telescope steps	Volunteers/Members/Public could be injured falling from steps	Warnings issued by operator	Enforcement of policy	Directors		
Moving around in the dark	Volunteers/Members/Public could be injured falling on hard floor or bumping into objects	Ensure all in dome become Dark Adapted before moving around, use of red lights	Reinforcement of operator training Members/members of the public encouraged to bring a torch, red if possible.	Directors		
Electrical Equipment not enclosed	Volunteers/Members/Public could be injured by electric shock	Ensure the equipment is safe	All electrical equipment and switchgear has been replaced and fully tested	Directors	June 2024	Yes
Winding gear rope breakage	Volunteers/Members/Public could be injured by sudden breakage of cable	Only trained members should be allowed to operate telescope winding gear, operators to report any damaged or frayed ropes	Replace ropes as required	Directors	As required	

Building: McClean Dome

Date of risk assessment: 04/03/2025

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Floor slippery when wet after heavy rainfall	Volunteers/Members/Public could be injured falling on hard floor	Ensure dome doors are closed as well as possible, regular inspections	Ensure maintenance is carried out as required, consider anti slip floor coating? Close dome if situation dangerous	Directors	As required	
Dome opening and rotation rope pulley systems	Volunteers/Members could be injured by over exertion, muscle strain, back injury	Only trained members should be allowed to rotate dome	Enforcement of policy	Directors		
Operation of Telescope	Volunteers/Members/Public could be struck if operator loses control of telescope	Only trained members should be allowed to operate telescope	Enforcement of policy	Directors		
Using telescope steps	Volunteers/Members/Public could be injured falling from steps	Warnings issued by operator. Only trained members should be allowed to operate telescope	Enforcement of policy	Directors		
Moving around in the dark	Volunteers/Members/Public could be injured falling on hard floor or bumping into objects	Ensure all in dome become Dark Adapted before moving around, use of red lights	Reinforcement of operator training Members/members of the public encouraged to bring a torch, red if possible.	Directors		
Sideriostat	Volunteers/Members/Public could be injured by light beam, eyesight damage	Warnings issued by operator		Directors		
Electrical equipment is dangerous	Volunteers/Members/Public could be injured by electric shock	Equipment has been isolated and not in use	Equipment scheduled to be re-built/re-wired to current standards or converted to Clockwork	Directors	June 2024	Yes
Solar viewing	Volunteers/Members/Public could be injured by light beam, eyesight damage	Warnings issued by operator, new projection equipment now in use	Enforcement of policy	Directors		
Exposed cogs and drive belts	Volunteers/Members/Public could be injured, fingers could become trapped in mechanism	Warnings issued by operator. Only trained members should be allowed to operate telescope	Enforcement of policy	Directors		
Sideriostat	Volunteers/Members/Public could be injured by light beam, eyesight damage	Area to be roped off when in operation. Operator to be in attendance at all times when in use.	Enforcement of policy	Directors		

Building: Connaught Dome

Date of risk assessment: 04/03/2025

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Floor covering is lifting in places	Volunteers/Members/Public could be injured tripping and falling		Flooring to be re-laid ensuring edges are stuck down	Directors	June 2016	Yes
Dome opening winding system	Volunteers/Members could be injured	Only trained members should be allowed to open dome. Winch should not be operated when dome is being rotated. winding handle should be removed and selector locked when not in use	Enforcement of policy	Directors		
Operation of Telescope	Volunteers/Members/Public could be struck if operator loses control of telescope	Only trained members should be allowed to operate telescope	Enforcement of policy	Directors		
Moving around in the dark	Volunteers/Members/Public could be injured falling on hard floor or bumping into objects	Ensure all in dome become Dark Adapted before moving around, use of red lights	Reinforcement of operator training Members/members of the public encouraged to bring a torch, red if possible.	Directors		
Narrow steps	Volunteers/Members/Public could be injured falling on steps	Warnings issued by operator	Enforcement of policy	Directors		
Dome rotation	Volunteers/Members/Public could be injured, fingers could become trapped when dome is being rotated	Warnings issued by operator	Enforcement of policy	Directors		
Store room	Members could be injured tripping or by falling items	Keep room tidy, equipment should not be left in a dangerous state	Regular inspections	Directors		

Building: Victoria & Pulsar Domes (ONLY TO BE USED BY MEMBERS)

Date of risk assessment: 04/03/2025

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Entry and Exit from Dome	Members could bang their head	Members to be warned of dangers when using the dome	No	Directors		
Operation of Telescope	Members could be struck if operator loses control of telescope	Only trained members should be allowed to operate telescope.	Enforcement of policy	Directors		
Moving around in the dark	Members could be injured falling on hard floor or bumping into objects	Ensure all in dome become Dark Adapted before moving around, use of red lights	Reinforcement of operator training Members/members of the public encouraged to bring a torch, red if possible.	Directors		
Dome rotation	Members could be injured, fingers could become trapped when dome is being rotated	Warnings issued by operator. Only trained members should be allowed to operate telescope	Enforcement of policy	Directors		
Pier legs	Members could be injured tripping and falling	Pier replaced with one without legs	No	Directors	October 2022	Completed

Building: Garage

Date of risk assessment: 04/03/2025

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Tools and Equipment	Members	Only authorized members allowed to use equipment	Training for users	Directors	As required	On going

Building: Main Building/Planetarium

Date of risk assessment: 04/03/2025

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Planetarium	Members/members of the public moving around in the dark	Occupants warned to sit and not to move around once lights are turned off	Enforcement of policy	Directors		

Trailing leads	Members/members of the public tripping	Minimizing use and safe routing of cables.		Directors		
Telescopes on display	Members/members of the public tripping or injured by fsling telescope or tripod	Ensure telescopes are stored safely and not blocking walkways		Directors and members	Ongoing	
Fire Risk	Members/members of the public	Up to date Fire Alarm System installed as part of the work to the new extension. Fire evacuation procedure in display in various locations. Fire evacuation procedure outlined at start of openevenings.	Regular testing of the system and fire drills	Directors	Testing monthly Drills at least annually	On going

Building: Additional Measures for COVID Pandemic/Infection Control

Date of risk assessment: 04/03/2025

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Spread of COVID or Other Virus	Members/members of the public become infected	Face coverings available Hand cleanser at Entrance Increased ventilation – Fans installed in main areas (Lecture theatre and Planetarium) Air purifiers purchased (Planetarium, Lecture Theatre and JEC	Only if required by Government	Directors		In palace

Building: Grounds

Date of risk assessment: 04/03/2025

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Moving around site in the dark	Members/members of the public, slips, trips and falls	Ensure path and external lights are switched on. Site guides escort members of the public on open evenings. Members/members of the public encouraged to bring a torch. Ensure site kept as tidy as possible.	Solar path lights to be purchased.and installed. New brochure to include site plan	Directors, members and volunteers on open evenings	Solar path lights installed August 2024	Yes
Fire in very dry conditions	Members/members of the public	Remind Members/members of the public of the fire risk, Smoking ban and reinforcement notices		Directors, members and volunteers on open evenings	As required	

Car Park	Members/members of the public injured by moving vehicle, damage to vehicles	Provide car park attendants to marshal vehicles and pedestrians when large numbers expected		Directors, members and volunteers on open evenings	As required	
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