

EXTERNAL EVENT HEALTH AND SAFETY RISK ASSESSMENT FORM

PART 1-EVENT DETAILS

Event Name	Guildford Cathedral Stargazing Evening	Date	20/1/17
Location	Guildford Cathedral	Time	18:00-20:30

Who is the main organiser of this event? (Please tick)

Guildford A.S

External Organisation

What is the nature of this event? (Please tick)

Public (Open to all)

Public (Open by invitation)

Private

Other (See below)

If "other", please give details:

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PART 2-ASSESSMENT DETAILS

Assessment Date	13/01/17	Assessor(s)	George Zealey Louise Kenyon
Assessment Time	14:00-14:45	Position of Assessor(s)	Health and Safety Officer (GAS) Outreach Officer (Guildford Cathedral)

PART 3-ASSESSMENT

Hazard Number	Hazard Description	Existing Controls	Severity of risk		Further precautions
			High	Medium	
<u>1</u>	Telescope tripods, risk of tripping	GAS members standing next to tripods to warn people, visitors advised to bring a torch	Low		
<u>2</u>	Cables, risk of tripping and/or electrocution	No Cathedral cables above ground, GAS members told to keep all cables within the tripod base.	Low		
<u>3</u>	Telescopes, risk of falling onto someone	GAS members to keep all telescopes at a stable height and supervised at all times.	Low		Visitors told not to hang onto telescopes by supervising members
<u>4</u>	Telescopes hitting people whilst slewing, chance of injury or falling	GAS members to not slew the telescope whilst someone is at the eyepiece or too near to the telescope	Low		
<u>5</u>	Soft ground, causing slipping or sinking when wet		Low		Visitors and GAS members advised to wear suitable footwear
<u>6</u>	Child safeguarding	Multiple GAS members attending, outside space with no chance of one-on-one contact	Low		
<u>7</u>	Kerbs and steps, trip hazard	All kerbs are marked with white paint, none are in an area that will be completely dark.	Low		

Hazard Number	Hazard Description	Existing Controls	Severity of risk High    Medium Low	Further precautions
<u>8</u>	Ice on paths, slip hazard	Salt to be put down if icy	Low	Members to be told on arrival of ice risk.
<u>9</u>	Use of ladders/steps for observing, risk of falling (mainly children)	Ladders only to be used if necessary, under supervision and with parents/guardians of the child present	Medium	Members told not to use ladders/steps if the ground is too soft

#### PART 4-ANY OTHER COMMENTS

- The fire assembly point for the Cathedral site is the location where the telescopes will be set up. No fire alarm tests are due to be run during the evening.
- If the wind speed exceeds 55MPH, the marque will be evacuated and occupants transferred to the Cathedral building. Cathedral staff will be on hand to implement this policy and guide visitors.
- Only the lights around the observing site will be turned off, all other site lights will be on.
- First aid will be provided by either an outside body (British Red Cross), or by a team of three qualified first-aiders. There is a private section at the end of the marque that will be used as a treatment room.