

**The Observatory Science Centre**

Wartling Road, Herstmonceux, Hailsham, BN27 1RN

**Location: Coach Park, Car Park, Gardens and Grounds**

<b>Title :</b> Coach Park, Car Park, Gardens and Grounds	<b>Date of Assessment :</b> 27/03/2018	<b>Risk Assessor :</b> Sandra Voss
<b>Risk Assessment Reference :</b> SchCPGG	<b>People involved in making this assessment :</b> Jo Harris	
<b>Task/ Process :</b> Visits from schools	<b>People at Risk :</b> Employees, Contractors, Members of the Public, Volunteers	

<b>Hazard : Road risk</b> Being hit by moving vehicles in coach park, car park or on the road when walking up to The Centre
<b>Control Measures:</b>
1. School children supervised by teachers/adult helpers at all times
2. Speed limited to 20mph with speed bump control on the roads
3. No coach is allowed to reverse whilst children are in the coach park and all children must remain on the coach until their vehicle has parked.
4. No coach to be moved into the coach park until all children have vacated the area.
5. Children must be supervised by responsible adults at all times in the visitor park. Visiting public use this car park throughout the day.
6. Information has been added to the guidance notes for visit organisers (see attached document)

<b>Hazard : Uneven, Wet or Slippery Floors</b> Slips, trips, falls, cuts and bruises
<b>Control Measures:</b>
1. Discovery park closed in extremely wet or icy weather
2. Discovery Park checked regularly for rabbit holes which are either filled in or have a barrier placed around them. Ongoing programme to reduce the number of rabbits on the premises
3. Excessive duck mess is cleared as and when appropriate
4. Ongoing maintenance programme to keep pathways from becoming excessively slippery due to algae.
5. Ongoing maintenance programme to make sure edges around the safety surfaces in the Discovery Park do not present trip hazards; new surfaces were laid in September 2016 to replace many of the old surfaces that were presenting a potential hazard
6. Mole hills removed as and when necessary
7. Safety talk at the beginning of the visit re the nature of the historic site and stressing more care needed on wet days etc; no running
8. Signs at the top and bottom of each ramp to say slippery when wet and non-slip surface applied to discovery park ramp when necessary
9. Signage at the entrance to the Centre stating that it is a historic site and care is needed due to uneven surfaces and high walkways
10. Adult supervision at all times especially with primary school children
11. No roller type footwear to be worn

12. Regular maintenance of flag stones and replacement of missing cobble stones minimises uneven surfaces and trip hazards				
13. Car park regularly checked for pot holes etc and filled in where appropriate				
14. The person checking outdoor exhibits/Discovery Park looks for rabbit holes/rabbit damage; holes are filled in where necessary				
15. Storm drains on the road leading up to main reception and concrete bases on the intercom system by the castle barrier are painted bright yellow by Castle maintenance. Any concerns must be raised with the Castle management.				
<b>Further Control Measures Required:</b>	<b>Added Documents</b>	<b>Assignee</b>	<b>Due Date</b>	<b>Status</b>
1. The area outside reception by Dome A needs a sign warning of the dangers of rabbit holes and not to walk on the grassed bank.		Sandra Voss	28/02/2014	Completed

<b>Hazard : Pond Drowning</b>				
<b>Control Measures:</b>				
1. Safety talk at the beginning of the visit warning about the hazards and telling children to stay clear of the pond.				
2. Teachers and children told not to use the picnic benches adjacent to the pond during lunch breaks				
3. Signs at either side and either end of the pond saying "Do not walk across the reeds."				
<b>Further Control Measures Required:</b>	<b>Added Documents</b>	<b>Assignee</b>	<b>Due Date</b>	<b>Status</b>
1. Put a barrier at the bottom end of the pond by Dome D		John Pilbeam	14/02/2014	Completed

<b>Hazard : Ducks Pecking</b>				
<b>Control Measures:</b>				
1. If ducks are in residence, signs are put up to say please do not feed the ducks as they may become aggressive if continuously fed by the public.				
2. During the safety/welcome talk school children are asked not to feed the ducks and to try and ignore them if they are present within the Centre				

<b>Hazard : Steps and Raised Walkways</b> Slips, trips, falls, cuts, bruises				
<b>Control Measures:</b>				
1. All stone steps and raised walkways are edged with white lines to make more visible. Ongoing maintenance programme to refresh the lines				
2. Steps and edges of raised walkways maintained in good order to prevent trip hazards				
3. Solid metal bar fitted halfway up the existing barrier on top of the metal steps/ramp leading into the east corridor				
4. Rubber edges fitted onto the bottom of the metal steps and ramps which are maintained regularly				
5. Railings are checked monthly for safety in the ongoing preventative maintenance programme				
6. Walkways maintained free of potential trip hazards and obstructions; staff are instructed at their induction to inform Duty Manager/HSO if there are problems and to complete a hazard report form.				

<b>Hazard : Broken Drain Covers</b> Damage to ankles, feet, legs etc					
<b>Control Measures:</b>					
1. Any broken drain covers are replaced as soon as possible					
<b>Further Control Measures Required:</b>		<b>Added Documents</b>	<b>Assignee</b>	<b>Due Date</b>	<b>Status</b>
1. Replace broken drain covers outside reception. Check with the Castle estate manager to see if this has been completed or when the expected completion date will be			Sandra Voss	28/02/2014	Completed

<b>Documents Associated with this Risk Assessment:</b>	
<b>Review Date :</b> 27/03/2019	<b>Reviewer :</b> Sandra Voss