RISK ASSESSMENT

Purpose

To describe the potential risks of utilising the Huddersfield Astronomical & Philosophical Society's Observatory at Crosland Hill, Huddersfield

Definitions

Member – any person who has completed a formal Application Form, to join Huddersfield Astronomical & Philosophical Society and has a membership status of current
Guest / Visitor – any person who is not a member of Huddersfield Astronomical & Philosophical Society
Contractor – any person requested by the Huddersfield Astronomical & Philosophical Society and / or the landlord of Huddersfield Observatory, Huddersfield, for the purpose of performing maintenance or statutory inspections of the building and facilities of the Observatory
First Aider – any member of Huddersfield Astronomical & Philosophical Society who is in current possession of a suitable First Aid qualification

Intention

The following measures are designed to reduce the risk of an accident, fire or similar abnormal occurrence at the Observatory that would necessitate the attendance of the Emergency Services and/or would require evacuation of the property at the Observatory
The measures below are designed to reduce and/or eliminate controllable and uncontrollable risks

Measures

Members, Guests/Visitors, Speakers and Contractors are required to:

a) ensure that the inside of the Observatory is maintained as a 'smoking free' area. Smoking is permitted OUTSIDE the Observatory and ONLY when the petrol generator is not in use
b) ensure that no flammable liquids are brought into the building without authorisation from the Observatory Director, Robert Williams, of the Huddersfield Astronomical & Philosophical Society.
c) ensure that no naked flames or other ignition sources are brought into the Observatory building without authorisation from the Observatory Director, Robert Williams, of the Huddersfield Astronomical & Philosophical Society. During any such activities the building MUST be fully open to maintain good free ventilation and suitable fire fighting measures must be in place
d) ensure that they are not intoxicated with alcohol or drugs before or during access to the Observatory
e) ensure that they do not undertake any unsupervised activities where there could be an increased risk of accident, fire or explosion. During such activities fire fighting, and other safety, measures appropriate for the task MUST be in place; a safety attendant be in attendance at the Observatory and clear access and egress be maintained, to/from the Observatory premises at all times
f) ensure that the electrical equipment and facilities in use at the Observatory are maintained to a high standard and are suitably inspected and approved for the tasks as appropriate
g) ensure that the security doors must be kept open when persons are inside the Observatory and must be kept locked when the Observatory is empty
h) ensure that the building be ventilated at all times when more than one persons are inside the Observatory
i) ensure that the stair access to the main telescope area of the Observatory is maintained clear of any obstructions at all times and that the handrail is given a visual inspection every 12 months, for signs of damage or corrosion
j) ensure that no containers holding pressurised flammable gases or liquids are brought into

the Observatory, without authorisation from the Observatory Director, Robert Williams, of the Huddersfield Astronomical & Philosophical Society.
k) ensure that the floor areas, stairs and frontage of the Observatory are maintained free of ice so far as is reasonably practicable mindful of the prevailing weather conditions and the presence of Members, Guests/Visitors and Contractors
l) ensure that, when guests and visitors are present and using any Telescope that a Member of the Society ensures that all access devices, such as ladders and steps, are checked as in good condition before they are used and that no guest is left unsupervised when using such equipment with any telescope
m) ensure that all guests are given adequate and thorough instruction in the operating of any telescope, before it is used by a guest of the Huddersfield Astronomical & Philosophical Society
n) ensure that all contractors, guests and minors are suitably supervised during their visit to the Observatory
o) ensure that no person is allowed to climb onto the concrete plinth at the telescope level of the outside of the Observatory, without the presence of an access platform or ladder and a safety attendant in place to monitor their activities
p) ensure that no person be allowed to climb out of the Observatory dome, unless for the express purpose of maintenance activities, without the presence of an access platform or ladder and a safety attendant in place to monitor such activities
q) ensure that the rotating section of the Observatory dome is moved in such a way that the open section is kept downwind to prevent damage to the dome or possible injury to the Observatory's occupants at the time, so far as is reasonably practicable
r) ensure that, in the event of an incident causing actual damage to the fabric of the Observatory, the Observatory Director, Robert Williams, is notified as soon as reasonably possible
s) ensure that, when any person is in attendance at the Observatory, that at least one member with a current First Aid qualification is present at all times
t) ensure that, in such circumstances that a person incurs an injury whilst in attendance at the Observatory, that a member of Huddersfield Astronomical & Philosophical Society is notified as soon as possible such that suitable emergency aid can be administered by a trained First Aider and the necessary emergency service be called. Pursuant to this at least one member of the Huddersfield Astronomical & Philosophical Society must be carrying a mobile phone, whilst at the Observatory at all times visitors are present