



SAFETY ACTION PLAN

Stardome Observatory and Planetarium has an accident register, hazards register, Health and Safety manual and detailed Health and Safety procedures, as required by law.

This Safety Action Plan (SAP) follows a template offered by the MOE, and is provided to advise you of risks we have identified.

Please be aware Stardome cannot be responsible for your students outside of their 90-minute session. If you choose to use the park, you will need to consider a safety plan for playground equipment, the flying fox, bee stings etc.

✧ **FIRST AID**

A first aid kit is kept at the Stardome reception desk. Two education staff and the receptionist hold St John first aid certificates.

✧ **GREENWOOD MEDICAL CENTRE**

(doctors, pharmacy, X-ray)
ph 625 6173
 641 Manukau Rd
 (across the road from the playground in One Tree Hill domain)

✧ **CORNWALL MEDICAL CENTRE**

ph 625 3140
 790 Manukau Rd
 (near Royal Oak roundabout)

✧ **STARDOME OBSERVATORY STREET ADDRESS**

ph 624 1246
 One Tree Hill Domain
 Nearest park entrance is Manukau Rd, opposite 'Frolic' café ('Frolic' is at 653 Manukau Rd). Other park entrances may not be open

✧ **STARDOME EMERGENCY CONTACTS**

Melissa Glew (Operations Manager)
ph 624 1246 ext 211

| WHAT COULD GO WRONG? | CAUSE | HOW COULD WE PREVENT IT FROM GOING WRONG? | WHOSE RESPONSIBILITY IS IT? (TO ADVISE STUDENTS/KEEP THEM SAFE FROM THIS) | WHEN/ WHERE WILL IT BE DONE? (THE IMPARTING OF SAFETY ADVICE) | EMERGENCY PLAN |
|-----------------------------|--|--|---|---|--|
| Accident with car | Main entrance to Stardome is beside car park. | Tell students to be careful | School teacher | Before getting off or on bus | Call ambulance if serious; contact school; provide first aid. |
| Stumble in dark environment | Planetarium is a dark, unfamiliar environment and people sometimes feel disorientated. | Once students are seated, must stay seated. If they must leave during presentation, they will not be allowed to reenter in the dark. | Stardome presenter | In planetarium, with lights on before show starts | Provide first aid and reassurance as necessary. Call ambulance and contact school if serious. |
| Asthma attack | Excitement | School asks students to bring inhalers | School | Before leaving school | Reassure student; have them sit leaning slightly forward in a place with lots of fresh air. Encourage them to use their inhaler. Ambulance if serious. |



STARDOME OBSERVATORY & PLANETARIUM

ONE TREE HILL DOMAIN
 PO BOX 24-180, ROYAL OAK
 AUCKLAND 1345
 INFO@STARDOME.ORG.NZ
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 09 624 1246

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|--|--|--|---|--|--|
| Epileptic fit | Reaction to changing lights in planetarium; or other unpredictable cause | Unable to prevent | Unable to prevent or predict | | Keep person safe while fit lasts ie remove any furniture nearby, reassure when they come around. Send for ambulance and contact school if severe/ not conscious after 15 mins. |
| Heart attack | Older visitor | Unable to prevent | Unable to prevent or predict | | Keep person seated and comfortably supported, provide resuscitation if needed. Call ambulance. |
| Items below apply to specific activities. If these activities are not part of your programme they should not pose a risk to safety. | | | | | |
| Severe eye injury or severe burn to skin | Solar viewing: sun focussed through solar telescope. | Supervised activity. Students remain at safe distance, looking at image of sun on screen (NEVER through the telescope). Solar telescope supervised at all times. Students will be warned never to look through any telescope/ binoculars etc pointed at the sun. | Stardome presenter | Before approaching telescope area | In case of burn to eye area, prevent movement of injured eye by gently closing and covering eye (it may be necessary to cover both eyes). Remove casualty to doctor; contact school. |
| Sunburn | Solar viewing/ Pipe Henge interaction (-15 minutes each); rocket launching activities (-45 minutes) take place outside | Supervised activity. Students bring sunhats and wear sunscreen if desired. | School teacher | Before the day of the trip (e.g. in letter home), tell students to bring sunhats and wear sunblock | First aid as necessary. Remove student from sun. |
| Mild skin irritation/eye irritation | Skin contact with very dilute acetic acid (vinegar) and baking soda while assembling rockets | Supervised activity. Water outside, to wash hands (eyes) as necessary. | Stardome presenter | At beginning of rocket session, before students start building rockets | Wash eye/skin with running water |
| Projectile | Rocket launches before student has moved away | Supervised activity. Students will be given instructions on how to hold/launch rockets so they don't hurt if they go off unexpectedly | Stardome presenter | At beginning of rocket session, before students start building rockets | First aid as necessary |



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