

CAS STATEMENT OF SAFETY CONSIDERATIONS AND POLICIES

POLICY STATEMENT

- Provide and maintain premises and equipment that are safe and fit for purpose.
- Ensure safety and absence of risks to health in relation to use, handling, storage and transport of Society assets.
- Provide training, instruction and supervision where necessary to ensure safety of members and visitors.
- Monitor effectiveness of health and safety provisions operated within the Society.
- Keep all operational safety provisions and policies under regular review.

RESPONSIBILITIES

- Responsibility for Health and Safety is shared between the Committee Chairperson and the Committee Secretary in the first instance. These officers have a duty to report to the Trustees on matters of health and safety and any instances of injury, ill-health or 'near misses'.
- It is equally a duty for everyone engaged in Society activities to exercise responsibility and care in prevention of injury and ill health to themselves and to others who may be affected by their acts or omissions.
- No person shall, in the interests of Health and Safety, intentionally interfere with or misuse anything owned by the Society.

MEMBERS OF THE SOCIETY MUST:

- Report any incident of accident or injury to the Committee Secretary.
- Report any concerns relating to the safety of equipment or premises to the Committee Secretary.
- Not attempt to service or repair equipment unless they are qualified to do so.
- Not permit access to premises or use of equipment by the public if they have any doubts regarding safety.
- Seek advice if they have any doubts as to how to operate equipment safely.

THE CAS COMMITTEE MUST:

- Not allow access to premises or use of equipment by the public if they have any doubts regarding its safety.
- Publish guidelines and advice relating to the safe use of equipment and premises and draw members attention to such guidelines, rules and advice.
- Conduct a Health and Safety review of all premises and equipment at least once per year preferably just prior to the AGM.
- Ensure that a Health and Safety review of any site visited as part of an Outreach event is conducted in conjunction with the site operator regarding Astronomy requirements.
- Make available a First Aid facility plus an emergency phone at the Society's prime site at Dyffryn Gardens.

OBSERVING SESSIONS, EVENTS, SPONSORED BY CAS

- Any children present at events must be supervised by an adult at all times.
- The requirements of any disabled visitors must be considered within the constraints imposed by the site.
- Access to an emergency telephone and First Aid facilities must be available on-site.

SOLAR OBSERVING

- The Sun is inherently dangerous to view without proper equipment and this must be pointed out to all persons present at the event.
- Only telescopes, whether owned by the Society or others and properly fitted with approved solar filters and sighting scopes, will be admitted as part of the event.
- Telescopes set up for viewing the Sun must not be left unattended at any time.
- People should also be advised that open exposure to the Sun is not advisable without proper protection i.e. sunscreen, hats, clothing etc.

DARK SKY OBSERVING

- The locations of equipment should be advised to attendees because the event will take place in conditions of minimal light and any potential trip hazards must be identified. Telescopes, either CAS property or privately owned, must be operated only with the prior approval of CAS representatives or the individual owners.
- The use of laser pens or pointers should be thoroughly discouraged, but if needed for instructional purposes, must be used only by someone with a proper appreciation of the possible hazards.
- Guidance should be given regarding the parking of vehicles at the events and the use of vehicle lights.
- If the event is jointly organised between CAS and another body, then full consultation must take place prior to the event regarding safety issues.
- Use of the CAS Observatory requires prior arrangement with the Observatory Manager or his/her nominated representative and normally would require training in the operation of the equipment.

OUTREACH EVENTS

The officer responsible for setting up and organising outreach events must ensure, so far as is reasonably practicable, that, other than for safety matters purely related to astronomical equipment, the organisations involved e.g. National Trust, National Museum of Wales, National Parks, NRW, schools etc) have in place proper Health and Safety procedures and if an employer has carried out a risk assessment according to HSE guidelines. This particularly applies to car parking and guiding of the public in, out of necessity, dark areas.

[This CAS Statement of Safety Considerations and Policies was last updated on 9th December 2018]