



Mansfield & Sutton Astronomical Society
Sherwood Observatory
Coxmoor Road, Sutton-in-Ashfield,
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Responsibilities of Safety Controllers	
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Responsibilities of Safety Controllers

The Fire Assembly point is adjacent to the top car park and is appropriately labelled

The following personnel are entrusted to carry out the following duties in the event of an evacuation or emergency:-

Group Visits

Main Lecturer

- Ensure all visitors leave the lecture room and exit the building in an orderly manner.
- Undertake a "Room Sweep" of all downstairs areas and collect the visitors book on the way out of the building.
- Will be the last person to leave the building together with the Scope Operator.
- Call any relevant emergency service as necessary by dialling 999.
- Carry a head count and roll call at the Fire Assembly point.
- Will co-ordinate the evacuation of the building and direct visitors to the Fire Assembly Point.
- Co-ordinate and co-operate with all incoming services and Media.

Dome Speaker / Scope Operator

- Ensure all visitors leave the Dome and exit the building in an orderly manner.
- Carry out a "Room Sweep" of the Dome.
- Carry out a "Room Sweep" of all downstairs areas if this has not been completed by the Lecturer.
- Will be the last person to leave the building together with the Lecturer.
- Assist the Lecturer in coordinating the evacuation and management of visitors at the assembly point.

Open Evenings

Events Coordinator

- Will call any relevant emergency service as necessary by dialling 999.
- Will assume the role of Incident Controller and will co-ordinate and co-operate with all incoming services and Media.



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Main Lecture Room

- Ensure all visitors leave the lecture room and exit the building in an orderly manner.
- Undertake a "Room Sweep" of all downstairs areas and collect the visitors book on the way out of the building.
- Will be the last person to leave the building together with the Scope Operator.
- Report to the Events Coordinator at the Assembly point and confirm that your area is clear.

Dome Speaker / Scope Operator

- Ensure all visitors leave the Dome and exit the building in an orderly manner.
- Carry out a "Room Sweep" of the Dome.
- Carry out a "Room Sweep" of all downstairs areas if this has not been completed by the staff member in the Lecture Room.
- Will be the last person to leave the building together with the Lecturer.

Access Control

- Ensure that visitors move in an orderly manner away from the building.
- Do not allow any visitors to enter/re-enter the building.

Outside Areas

- Members working in the vicinity of the O.C.R.A. will open the double doors fully.
- Ensure all visitors in your particular area move in an orderly manner clear of the building and towards the assembly point.
- Once your area is clear, assist visitors from other areas to clear the premises.
- Report to the Events Coordinator at the Assembly point and confirm that your area is clear.

Car park attendants

- Ensure that the entrance drive is kept clear AT ALL TIMES to allow access to service vehicles.
- Co-ordinate the visitors within the Fire Assembly Area.
- Do not allow any visitors to remove their car from the car park area until all essential service vehicles have arrived at the site.
- The duties of the Car Park Attendants will be supported by controllers from the outside areas.