



<p><b>2. Physical harm</b></p> <p>iPad broken or damaged e.g. glass screen cracks</p> <p><b>3. Image permission</b></p> <p>Photographs are taken of children by children [using the iPads] within school sessions or other workshops</p> <p>Photographs of children using the iPads in workshops or school sessions are used without permission</p>	<p>L2 x C1</p> <p>L3 x C1</p> <p>L1 x C3</p>	<p>Staff using the iPads have been trained on the restrictions in place and procedures for uploading and downloading school images. Children are supervised at all times whilst using the iPads.</p> <p>The iPad minis all have coloured shock proof cases with handles to minimise the chances of being dropped and damage occurring if they are dropped.</p> <p>The iPad minis have plastic screen protectors fitted that would minimise any hazards from broken screens.</p> <p>All equipment is visually checked before use to make sure there is no visible damage.</p> <p>Children are asked to photograph exhibits not each other. All images are checked by museum staff after sessions and deleted. The iPad restrictions mean camera images cannot be sent from one iPad to another or to an external site without internet access. Image consent forms would be given to schools to sign before the museum used any image of a child for any reason.</p> <p>For any photographs showing the children using the digital technology or taken with a traditional camera for public use, a written image consent form is signed by the school allowing the museum (Chelmsford City Council) to use the image.</p>
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**PEOPLE AT RISK:**

Tick appropriate box(s)

Employees

Non Employees

**SAFE SYSTEM OF WORK - Control Measures Required to Avoid or Minimise Risk**

**1) Before Starting Work:**

Museum is open c342 days per year to the public 10am – 5pm (closed term time Fridays)

Check education room and other areas to be used is set up with equipment and large windows are locked.

**2) Safe Working:**

Ensure adults are informed of Fire Evacuation procedures.

Additional assistants and/or volunteers will be provided for larger groups or where required for the safe running of the activity.

3) Upon Completion:

Assess any feedback from Leaders.

Overall Task Residual Risk (High, Med or Low) After Implementing Control Measures LOW

Are the Risks Adequately Controlled Yes (If No This Activity **Must Not** Take Place. Contact Health, Safety & Welfare for further advice)

Assessor Name: Y Lawrence Signature Date: 14<sup>th</sup> January 2016

Date Communicated to Staff:

RISK ASSESSMENT REVIEW

ADDITIONAL CONTROL MEASURES:

Are Employees Complying Yes

Have Any New Hazards Been Identified No

Are the Risks Adequately Controlled Yes

If No This Activity **Must Not** Take Place. Contact Health, Safety & Welfare for further advice

REVIEWED BY: N Wickenden

Signature:



Date: 14 January 2016

Date Communicated to Staff (if findings different):