

RISK ASSESSMENT FORM

Activity/Task: Use of Museum iPads during educational sessions

HAZARDS	CONTROLS	RISK RATING (Numeric rating Low, Acceptable, High, Unacceptable)
<p>This risk assessment is designed for use when Chelmsford Museum's five iPad mini tablets are used for digital learning within school sessions and other workshops containing children.</p>	<p>This risk assessment does NOT apply to situations where schools provide their own tablets or activities within the museum. These would fall under the school's own risk and protection policies.</p>	
<p>1. Child protection</p> <p>Chelmsford Museum is part of Chelmsford City Council and abides by the child protection guidelines and procedures.</p>	<p>Museum staff are regularly trained and updated on child protection procedures. School staff accompany all visits and children are supervised at all times</p>	
<p>Images of children posted to external sites such as Facebook, Twitter, Instagram or other social media.</p> <p>Inappropriate access to media such as websites, books, films or images.</p>	<p>Museum iPads do not contain a SIM card so they can only be connected to the internet via Wi-Fi. The museum has a password-controlled Wi-Fi system which is only accessible in or near the upstairs education room and the network can be 'forgotten' by the iPads so access cannot be obtained. [NOTE: Whilst mobile phones can be used to generate a local Wi-Fi it is very unlikely a child on a visit would be able to do this with the level of supervision and limited timescales.]</p>	L1 x C3
<p>Inappropriate use of iPads e.g. sexting, grooming</p>	<p>The internet function on the iPads is disabled by the museum during use by children. The iPads are used by groups of children (typically 3 to 5 children) so private access is very rare. The iPads cannot transfer images from one tablet to another without internet access.</p>	L1 x C3
<p>Images of children from other schools accessible to current users</p>	<p>Digital output from each session is uploaded from each individual iPad using a secure server facility (currently Citrix Sharefile). The files are then deleted from each iPad's photo collection before the next session.</p> <p>Schools are sent a link to download their files from the secure server. This link can be set for one-time access or multiple downloads. All files on the secure server are routinely deleted after 60 days.</p> <p>The iPads have an access code and a separate restrictions code. Restrictions are set to disable all functions except the camera plus safe ratings for music, films, TV programmes, Siri and websites.</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>	L1 x C1
<p>2. Physical harm</p> <p>iPad broken or damaged e.g. glass screen cracks</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>	L2 x C1
<p>3. Image permission</p> <p>Photographs are taken of children by children [using the iPads] within school sessions or other workshops</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>	L3 x C1
<p>Photographs of children using the iPads in workshops or school sessions are used without permission</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</p>	L1 x C3

allowing the museum (Chelmsford City Council) to use the image.

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 staff to ensure material from previous schools have been uploaded and deleted.

2) Safe Working:

- Museum and school staff to supervise children to ensure they are not attempting to use the iPads inappropriately.

3) Upon Completion:

- Museum staff to check all material recorded by students is appropriate as it is uploaded, and flag any concerns with the school.
- Museum staff to delete all material from iPads once it has been uploaded.
- School to raise any concerns with the museum.

Overall Residual Risk (Subjective Assessment of Overall Risk) After implementing control measures;
(High, Med, Low) : **Low**

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

Assessor Name: Caroline Hammer **Date:** 8/1/2020

Date Communicated to Staff: 8/1/2020

RISK ASSESSMENT REVIEW Date:

ADDITIONAL CONTROL MEASURES:

Are Employees Complying Yes / No

Have Any New Hazards Been Identified Yes / No

Are the Risks Adequately Controlled Yes / No

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

REVIEWED BY:

Signature:

Date:

Date Communicated to Staff: