

|   |  |  |  |   |  |
|---|--|--|--|---|--|
| <b>Task:</b> Chelmsford Museum School Session – Rhymes, Tales and Trails  |  | <b>Unit/Area/Plant:</b> Chelmsford Museum, Oaklands Park |  | <b>Service:</b>                           |  |
| <b>Assessment Date:</b> 23/08/2023  |  | <b>Review Date:</b>                                      |  | <b>Compiled By (Assessors):</b> L. French |  |
| <b>Persons Consulted:</b>   |  |  |  |   |  |
| <b>Description of task being assessed (including limitations):</b> Running a safe educational session for visiting pre-school children and teachers on the topic Rhymes, Tales and Trails |  |  |  |   |  |

| Common Hazards                                |       |                                  |       |
|---|-------|----------------------------------|-------|
| Hazards                                       | PA    | Hazards                          | PA    |
| Slips & Trips<br>(Access/Egress/Walkways)     | A C D | Falls from Height                |       |
| Manual Handling<br>(Lifting/Pushing/Pulling)  | A     | Falling Objects                  |       |
| Manual Handling<br>(Repetitive Strain)        |       | Deep Water                       |       |
| Ergonomics                                    |       | Excavations<br>(Subsidence)      |       |
| Inclement Weather<br>(Sunlight/Ice/Snow/Wind) |       | Fire/Explosion                   | A C D |
| Temperature/ Humidity                         | A C D | Electricity                      |       |
| Violence & Aggression                         | C D   | Sharp Objects                    |       |
| Psychosocial Issues<br>(Stress)               |       | Oxygen Deficiency/<br>Enrichment |       |
| Flammable Substances<br>(COSH OR DSEAR RA)    |       |                                  |       |

| Plant/Equipment/Vehicle/Machinery Hazards |    |                        |    |
|---|----|------------------------|----|
| Hazards                                   | PA | Hazards                | PA |
| Noise                                     |    | Ejection               |    |
| Vibration<br>(HAVS & WBVS)                |    | Trapping or Drawing In |    |
| Pressure<br>(Air or Liquid)               |    | Crushing               |    |
| Stored Energy                             |    | Impact                 |    |
| Electrical                                |    | Friction or Abrasion   |    |
| Fire/Explosion                            |    | Entanglement           |    |
| Thermal Hot/ Cold<br>Surfaces             |    | Shearing/Severing      |    |
| Radiation<br>(Ionizing/Non-Ionizing)      |    | Cutting/Severing       |    |
| Fumes Gases                               |    | Stabbing/ Puncturing   |    |
| Steam                                     |    | Fluid Injection        |    |
| Magnetic Fields                           |    |                        |    |

| Health Hazards                                |    |
|---|----|
| Hazards                                       | PA |
| Chemicals<br>(COSH RA)                        |    |
| Heavy Metals                                  |    |
| Non-Conforming/ Hazardous Waste               |    |
| Dusts   |    |
| Liquids from Waste                            |    |
| Noise   |    |
| Liquids                                       |    |
| Gases   |    |
| Solids  |    |
| Bacterial/Parasites/ Viruses/ Bio<br>Aerosols |    |
| Herbicides/Insecticides/ Pesticides           |    |

| Persons Affected (PA): | A - Employees             | B – Members of the Public | C - Customer | D – Children/Young Persons |
|------------------------|---------------------------|---------------------------|--------------|----------------------------|
|                        | E – New/Expectant Mothers | F - Contractors           | G - Visitors | H – All PA's               |

Reference No:

Version No:

**Risk Rating – Severity (S) x Likelihood (L) = Risk (R)**

Low (L) <8 – Risk acceptable with controls inform staff.  
 Medium (M) 8 – 14 – Provide specific training &/or brief staff (Record on training plan).  
 High (H) >14 – STOP & review controls in place via an improvement plan.

| Hazard Description     | Potential Risk   | Existing Methods/Control Measures   | Risk Rating |   |   | Risk (L/M/H) | Further Actions/Comments |
|------------------------|--|---|-------------|---|---|--------------|--------------------------|
|                        |  |   | S           | L | R |              |                          |
| Slips and trips        | Excited children running or pushing on stairs or in corridors may slip or fall.  | Children warned in safety briefing not to run and move around the museum in a calm and orderly fashion. Children always with their group adults.  | 2           | 2 | 4 | L            |                          |
| Manual handling        | Resources used in some of the teaching sessions are heavy and need to be moved from storage cupboards to the education room, potential injuries if lifted incorrectly. | Museum staff receive manual handling training   | 2           | 1 | 2 | L            |                          |
| Temperature / humidity | Too hot or cold resulting in heat exhaustion or illness.   | Education room is temperature controlled. Children may drink water during the teaching session if required.   | 2           | 1 | 2 | L            |                          |
| Fire / explosion       | Fire within the building resulting in asphyxiation and/or burns.   | Standard evacuation procedure to be followed in the event of a fire. Children and teachers informed of evacuation procedure in safety briefing at the start of the session.   | 3           | 1 | 3 | L            |                          |
| Sharp Objects          | Handling objects used in the session may have sharp edges.   | Objects to be checked by museum staff before session for any potential hazards. Children to be supervised while handling objects at all times. IN the event of injury report to first aider. There is a qualified first aider on duty in the museum at all times. | 2           | 1 | 2 | L            |                          |

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|-------------------------|---|---|-------------|---|---|--------------|--------------------------|
|                         |   |   | S           | L | R |              |                          |
| Violence and aggression | <p>Danger from other museum visitors.</p> <p>Children wandering off into park, risk of assault or abduction, risk from dogs – bites or fouling.</p> | <p>The museum is open to the public during school sessions with museum assistants on duty at the reception desk, and patrolling through the museum; with CCTV access on the front desk (recorded at the Council CCTV Control Room). Museum staff are all DBS certified.</p> <p>Appropriate briefing by staff on arrival and ensure compliance with instructions. No children should leave the building unless supervised by school and museum staff. Dog walkers are asked to keep their dogs under control or on a leash, and to clear up any fouling. Dogs are not permitted in the play areas.</p> | 4           | 1 | 4 | L            |                          |
|                         |   |   |             |   |   |              |                          |

| Summary of Internal Documentation<br>(Procedures/Guidance/Safe Systems of Work/Tool Box Talks etc. and parts thereof, used to train employees)           |   | List other Risk Assessments linked to this one (i.e. Manual Handling) |
|--|---|---|
| <p>Teaching staff briefed on risk assessment; risk assessment available for visiting schools to download from website in advance of their visit.</p>     |   | <p>Manual Handling</p>  |
| <p><i>I confirm I am the person responsible for ensuring the control measures are being complied with, and for implementing additional controls.</i></p> |   |   |
| <p><b>Assessed/Reviewed By:</b> Caroline Hammer</p>  | <p><b>Signature:</b> <i>Caroline Hammer</i></p> | <p><b>Date:</b> 23/08/2023</p>  |
| <p><b>Communicated to Staff by:</b> Caroline Hammer</p>  | <p><b>Signature:</b> <i>Caroline Hammer</i></p> | <p><b>Date:</b> 23/08/2023</p>  |