

Task: Chelmsford Museum School Session – Film makers for a Day		Unit/Area/Plant: Chelmsford Museum, Oaklands Park		Service: Museums	
Assessment Date: 19/10/2022		Review Date:		Compiled By (Assessors): L. French	
				Persons Consulted: C. Hammer	
Description of task being assessed (including limitations): Running a safe educational session for visiting school children and teachers on the topic Film Makers for a Day					

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

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

Health Hazards	
Hazards	PA
Chemicals (COSHH RA)	
Heavy Metals	
Non-Conforming/ Hazardous Waste	
Dusts	
Liquids from Waste	
Noise	
Liquids	
Gases	
Solids	
Bacterial/Parasites/ Viruses/ Bio 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.	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	
Inappropriate use of iPads	Children using the museum iPads to create their films may be exposed to or create inappropriate content.	Refer to School's Use of iPads and Tablets risk assessment.	3	1	3	L	

Reference No:

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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		
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	
			S	L	R		

Summary of Internal Documentation (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 School's Use of iPads</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>Assessed/Reviewed By: Caroline Hammer</p>	<p>Signature: <i>Caroline Hammer</i></p>	<p>Date: 19/10/2022</p>
<p>Communicated to Staff by: Caroline Hammer</p>	<p>Signature: <i>Caroline Hammer</i></p>	<p>Date: 02/11/2022</p>