

RISK ASSESSMENT FORM

Activity/Task: Film Makers for a Day – Learning Session

HAZARDS	CONTROLS	RISK RATING (Numeric rating Low, Acceptable, High, Unacceptable)
Use of iPads for filming – accessing or sharing inappropriate content	Museum iPads are not connected to the internet. Images and videos created by children are uploaded from the iPads by museum staff and deleted from the iPads before they are used again. For further information please see our separate risk assessment for use of iPads.	L1 x C3
Object handling – minor injuries	Demonstrator to warn of specific hazards at start of session. Children to be supervised throughout activity by museum and school staff. In the event of injuries refer to first aider.	L2 x C2
Museum – General Fire Damage to and from glass cases Stairs, trips Children going outside, wandering off, abduction, assault Danger from other museum users Open doorways to private areas, giving access to unquantified dangers Heat exhaustion	<i>A trained first aider is always on duty at the museum.</i> Standard Evacuation Procedure. Ensure teachers are informed of Fire Evacuation procedures. Fire alarm is linked to the Fire brigade. Assistant and school adult supervision. Glass is toughened or covered with safety film. Children to be warned in briefing not to run in museum. Appropriate briefing by staff on arrival and ensure compliance with instructions. No children should leave the building unless supervised by school and museum staff. 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. Routine locking of private area doors Education Room is air conditioned. Water is available.	L1 x C4 L2 x C3 L2 x C2 L1 x C4 L1 x C4 L1 x C3 L1 x C3
Oaklands Park – General Vehicles on entrance road and in car park Play equipment – swings, climbing frames, slides etc – trips, falls Dogs – bites, fouling	<i>The museum cannot take responsibility for the safety of children in the park</i> School staff to supervise children and ensure they do not play on road or in the car park. School staff to supervise children and deal with incidents as appropriate 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.	L1 x C4 L2 x C3 L1 x C4
PEOPLE AT RISK: Tick appropriate box(s) Employees <input type="checkbox"/> Non Employees <input checked="" type="checkbox"/>		

SAFE SYSTEM OF WORK - Control Measures Required to Avoid or Minimise Risk
1) Before Starting Work:

- School to make museum aware of any specific needs, allergies, access requirements etc on booking form.
- School staff to carry out a pre-visit if possible and contact the museum in advance of their visit with any concerns or queries.

2) Safe Working:

- Museum staff to give safety briefing at the start of the session.
- Museum and school staff to supervise children throughout their visit and ensure safety rules are being adhered to.

3) Upon Completion:

- School to raise any health and safety concerns with 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: