

Task: Chelmsford Museum School Session – Use of iPads and tablets		Unit/Area/Plant: Chelmsford Museum, Oaklands Park		Service:	
Assessment Date: 19/10/2022		Review Date:		Compiled By (Assessors): L. French	
Persons Consulted:					
Description of task being assessed (including limitations): Use of museum iPads and tablets by school children visiting the museum					

Common Hazards			
Hazards	PA	Hazards	PA
Slips & Trips (Access/Egress/Walkways)	C D	Falls from Height	
Manual Handling (Lifting/Pushing/Pulling)		Falling Objects	
Manual Handling (Repetitive Strain)		Deep Water	
Ergonomics		Excavations (Subsidence)	
Inclement Weather (Sunlight/Ice/Snow/Wind)		Fire/Explosion	
Temperature/ Humidity		Electricity	
Violence & Aggression	C D	Sharp Objects	C D
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	Children may be focused on using the iPad/tablet and slip or trip.	Children warned in safety briefing to take care when moving around the museum with iPads/tablets.	2	2	4	L	
Sharp objects	iPad broken or damaged e.g. glass screen cracks	The iPad minis and tablets for Sparky Trail all have coloured shock proof cases with handles to minimise the chances of being dropped and damage occurring if they are dropped. The iPad minis have plastic screen protectors fitted that would minimise any hazards from broken screens. All equipment is visually checked before use to make sure there is no visible damage.	2	1	2	L	
Violence and Aggression – Child Protection	Chelmsford Museum is part of Chelmsford City Council and abides by the child protection guidelines and procedures.	Museum staff are regularly trained and updated on child protection procedures. School staff accompany all visits and children are supervised at all times during learning sessions (older children may do the Sparky trail without direct supervision).					
Violence and Aggression – Child Protection	Images of children posted to external sites such as Facebook, Twitter, Instagram or other social media. Inappropriate access to media such as websites, books, films or images.	Museum iPads/tablets 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.]	3	1	3	L	

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.

<p>Violence and Aggression – Child Protection</p>	<p>Inappropriate use of iPads e.g. sexting, grooming</p>	<p>The internet function on the iPads/tablets is disabled by the museum during use by children. The iPads/tablets are used by groups of children (typically 3 to 5 children) so private access is very rare. The iPads/tablets cannot transfer images from one tablet to another without internet access.</p>	3	1	3	L	
---	--	---	---	---	---	---	--

Hazard Description	Potential Risk	Existing Methods/Control Measures	Risk Rating			Risk (L/M/H)	Further Actions/Comments
			S	L	R		
<p>Violence and Aggression – Child Protection</p>	<p>Images of children from other schools accessible to current users</p>	<p>Digital output from each session is uploaded from each individual iPad. The files are then deleted from each iPad's photo collection before the next session.</p> <p>Schools are directly emailed the work created by their children.</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>	3	1	3	L	
<p>Violence and Aggression – Child Protection</p> <p>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 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>	2	1	2	L	
<p>Violence and Aggression – Child Protection</p> <p>Image Permission</p>	<p>Photographs of children using the iPads in workshops or school sessions are used without permission</p>	<p>For any photographs created 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>	3	1	3	L	

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><i>I confirm I am the person responsible for ensuring the control measures are being complied with, and for implementing additional controls.</i></p>		
Assessed/Reviewed By: Caroline Hammer	Signature: <i>Caroline Hammer</i>	Date: 19/10/2022
Communicated to Staff by: Caroline Hammer	Signature: <i>Caroline Hammer</i>	Date: 02/11/2022