

| | | | | | |
|--|--|--|--|---|--|
| Task: Chelmsford Museum School Session – Victorian Natural Scientists KS2 | | Unit/Area/Plant: Chelmsford Museum, Oaklands Park | | Service: Museums | |
| Assessment Date: 21/4/2022 | | Review Date: | | Compiled By (Assessors): L. French | |
| Persons Consulted: | | | | | |
| Description of task being assessed (including limitations): Running a safe educational session for visiting school children and teachers on the topic Victorian Natural Scientists. | | | | | |

| 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 | A C D |
| Psychosocial Issues (Stress) | | Oxygen Deficiency/ Enrichment | |
| Flammable Substances (COSH 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 (COSH RA) | A C D |
| Heavy Metals | |
| Non-Conforming/ Hazardous Waste | |
| Dusts | |
| Liquids from Waste | |
| Noise | |
| Liquids | |
| Gases | |
| Solids | |
| Bacterial/Parasites/ Viruses/ Bio Aerosols | |
| Herbicides/Insecticides/ Pesticides | A C D |

| | | | | |
|-------------------------------|----------------------------------|----------------------------------|---------------------|-----------------------------------|
| 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 | |
| Violence and aggression | Danger from other museum visitors. Children wandering off into park, risk of assault or abduction, risk from dogs – bites or fouling. | 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. 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. | 4 | 1 | 4 | L | |

| Potential Risk | Existing Methods/Control Measures | Risk Rating | Risk | Further Actions/Comments |
|----------------|-----------------------------------|-------------|------|--------------------------|
|----------------|-----------------------------------|-------------|------|--------------------------|

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 | | | S | L | R | (L/M/H) | |
|---|--|--|---|---|---|---------|--|
| 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 | Taxidermy specimens attached to bases with pins/nails, could cause scratches/cuts. | Children instructed not to touch taxidermy specimens or bases. Staff should not need to move specimens during session, handle with caution if necessary. | 2 | 1 | 2 | L | |
| Chemicals Herbicides/insecticides/pesticides | Taxidermy specimens may have trace amounts of hazardous chemicals or pesticides on them from the preservation process. Some may be absorbed through the skin and may potentially cause damage to eyes and respiratory system.. | Children instructed not to touch taxidermy and to wash hands after the session. Open windows to keep room ventilated. Staff to wear gloves if handling taxidermy for extended periods of time. Wash hands after handling. Trace quantities of chemicals exposed to through occasional handling are unlikely to cause harm. | 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>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> | | |
| 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 |