

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: 13/08/2024		Compiled By (Assessors): L. French	
				Persons Consulted: J Hiskey	
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 (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)	
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: SM015
Version No: 3.0

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. Teachers, TA and education team must always supervise the children to ensure this is controlled.	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. Certain items need to be lifted, pushed, pulled or carried by two people where possible. Lighten and even the load to prevent injury. Training updated 2-3 years	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.	Children and teachers informed of evacuation procedure in safety briefing at the start of the session. Register is taken by teacher on arrival. The fire evacuation procedure is updated regularly. Children and teachers informed of evacuation procedure in safety briefing at the start of the session. Operations manager or Technician test the fire alarm system weekly. Daily checks are carried out on fire escapes and fire doors. Weekly checks carried out on fire safety equipment. Regular practice fire evacuations are carried out. Building is risk assessed every 2-3 years by an external assessor. All portable electrical items are PAT tested annually by a competent contractor or technician. Fixed wiring certification is updated every 5 years and is available on request. All gas appliances are checked annually by a registered gas safe engineer. No compressed air or gas are present on site. Employees are fire warden trained.	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	
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Hazard Description	Potential Risk	Existing Methods/Control Measures	Risk Rating			Risk (L/M/H)	Further Actions/Comments
			S	L	R		
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. The museum is connected to Townlink radio via handsets. The purpose is to communicate with CCTV very quickly. Staff have access to a panic alarm on the front desk which is connected directly to Colt Security via Essex Police. A procedure is in place to lock the building down quickly in the event of an emergency. Operations manager completed conflict resolution training. 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. All employees and volunteers are trained in Safeguarding to a minimum of level 2. Management at level 3. There is a designated Safety Reporting officer for the museum.	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>Emergency procedures – in the event of a threat or incident</p> <p>Fire evacuation procedure</p> <p>First Aid Training – Appointed First aiders on the premises.</p> <p>Fire warden training.</p> <p>Safeguarding training</p> <p>Conflict Resolution training</p>	<p>Manual Handling</p> <p>School’s Use of iPads</p> <p>Manual handling RA</p> <p>Lifting and Carrying RA</p> <p>Pushing and Pulling RA</p> <p>Safeguarding – General RA</p> <p>Fire RA</p> <p>General RA</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: J Hiskey</p>	<p>Signature: <i>J Hiskey</i></p>	<p>Date: 13/08/2024</p>
<p>Communicated to Staff by: C Hammer</p>	<p>Signature: <i>C Hammer</i></p>	<p>Date: 13/08/2024</p>