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|--|--|--|--|---|--|
| <b>Task:</b> Chelmsford Museum School Session – The Wheels on the Bus  |  | <b>Unit/Area/Plant:</b> Chelmsford Museum, Oaklands Park |  | <b>Service:</b> Museums                   |  |
| <b>Assessment Date:</b> 19/10/2022   |  | <b>Review Date:</b> 13/08/2024                           |  | <b>Compiled By (Assessors):</b> L. French |  |
| <b>Persons Consulted:</b> J Hiskey   |  |  |  |   |  |
| <b>Description of task being assessed (including limitations):</b> Running a safe educational session for visiting nursery school children and teachers on the topic The Wheels on the Bus |  |  |  |   |  |

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

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

| Health Hazards                                |    |
|---|----|
| Hazards                                       | PA |
| Chemicals<br>(COSH RA)                        |    |
| Heavy Metals                                  |    |
| Non-Conforming/ Hazardous Waste               |    |
| Dusts   |    |
| Liquids from Waste                            |    |
| Noise   |    |
| Liquids                                       |    |
| Gases   |    |
| Solids  |    |
| Bacterial/Parasites/ Viruses/ Bio<br>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               |

| 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.<br>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<br>Certain items need to be lifted, pushed, pulled or carried by two people where possible.<br>Lighten and even the load to prevent injury.<br><br>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.   | Standard evacuation procedure to be followed in the event of a fire. 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.<br><br>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            |                          |

| 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>The museum is connected to Townlink radio via handsets. The purpose is to communicate with CCTV very quickly.</p> <p>Staff have access to a panic alarm on the front desk which is connected directly to Colt Security via Essex Police.</p> <p>A procedure is in place to lock the building down quickly in the event of an emergency.</p> <p>Operations manager completed conflict resolution training.</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> <p>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.</p> | 4           | 1 | 4 | L            |                          |
| Crushing                | <p>Fingers may become crushed in the large cogs if used incorrectly.</p>  | <p>Museum staff to demonstrate large cogs to children. They do not play with them. Cogs separated immediately after demonstration and put on table out of reach.</p>   | 3           | 1 | 3 | L            |                          |

| Summary of Internal Documentation<br>(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) |
|--|---|
|--|---|

Teaching staff briefed on risk assessment; risk assessment available for visiting schools to download from website in advance of their visit.

Emergency procedures – in the event of a threat or incident

Fire evacuation procedure

First Aid Training – Appointed First aiders on the premises.  
 Fire warden training.  
 Safeguarding training  
 Conflict Resolution training

Manual handling  
 Manual handling RA  
 Lifting and Carrying RA  
 Pushing and Pulling RA  
 Safeguarding – General RA  
 Fire RA  
 General RA

*I confirm I am the person responsible for ensuring the control measures are being complied with, and for implementing additional controls.*

|  |  |                         |
|--|--|-------------------------|
| <b>Assessed/Reviewed By:</b> J Hiskey            | <b>Signature:</b> <i>J Hiskey</i>        | <b>Date:</b> 13/08/2024 |
| <b>Communicated to Staff by:</b> Caroline Hammer | <b>Signature:</b> <i>Caroline Hammer</i> | <b>Date:</b> 13/08/2024 |