

Task: Chelmsford Museum School Session – Use of iPads and tablets		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): 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 (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

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. Teachers, TA and education team must always supervise the children to ensure this is controlled.	2	2	4	L	
Sharp objects	iPad broken or damaged e.g. Glass screen cracks.	The iPad minis and tables for Sparky Trail all have coloured shock proof cased with handles to minimise the chances of damage if they are knocked or dropped. All equipment is visually checked before use to make sure there is no visible damage. First aiders are identified on signage at the front desk. A pattern of repeat accidents will create a review of the activity being carried out to prevent injury.	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. They are safeguarding trained to a minimum of level 2 and management at level 3. Schools staff accompany all visits and pupils are always supervised during learning sessions.	3	1	3	L	
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.	The tablets with the Sparky trail cannot be connected to the internet. iPads do not contain a SIM card so they can only be connected to the internet via Wi-Fi. Wi-Fi connection is 'disabled' on iPad when being used by pupils during a session. Only permanent museums staff upload and share films with schools, through Chelmsford City Council SharePoint system. Films/photographs with images of people are deleted from the Council system after they have been shared with the group leader, unless parent/guardians have signed Chelmsford City Council photo permission forms.	3	1	3	L	

Violence and Aggression – Child Protection	Inappropriate use of iPads e.g. Sexting, grooming	The iPads and tablets are used by small groups of pupils (3 – 5 individuals) supervised by staff, for a short period of time, so private access is very rare.	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 – Child Protection Image Permission	Photographs are taken of children using iPads within school sessions. Images of children from other schools accessible to current users.	When groups are using the iPads for our Film Makers session or project, the group are required to provide photo permission consent from parents/guardians. When films have been shared with the school all recordings/photographs of children are deleted from the iPads before they are used by any other group or individual. Films/images are only kept by Chelmsford City Council, when parents/guardians have signed Chelmsford Council photo permission forms giving consent for their use of images by the council for marketing/website/.	2	1	2	L	
Violence and Aggression – Child Protection Image Permission	Photographs of children used without permission.	When iPads are used by groups (unless for Film Makers session or project), children are asked to photograph only exhibits and not each other. All images are checked by museum staff and any images of people immediately deleted	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>Emergency procedures – in the event of a threat or incident</p> <p>First Aid Training – Appointed First aiders on the premises. Safeguarding training Conflict Resolution training</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: Caroline Hammer</p>	<p>Signature: <i>Caroline Hammer</i></p>	<p>Date: 13/08/2024</p>