MUSEUM OF CHELMSFORD

General Risk Assessment

Reference No: SM017	H&S-F-003(a)
Version No: 4.0	Version 1.0
	February 2020

Task: Museum of Chelmsford School Visit		**Unit/Area/Plant:** Museum of Chelmsford, Oaklands Park	**Service:** Museums
Assessment Date: September 2026	**Review Date:** September 2027	**Compiled By (Assessors):** Helen Brown	**Persons Consulted:** Kate Reeder
Description of task being assessed (including limitations): Running a safe educational session for visiting school children and teachers.			

Common Hazards

Hazards	PA	Hazards	PA
Slips & Trips (Access/Egress/Walkways)	A 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**	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 (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**	CD
Stored Energy		**Impact**	CD
Electrical		**Friction or Abrasion**	ACD
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	ACD
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

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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. Some sessions use string; this could pose a trip hazard.	Children warned in safety briefing not to run and move around the museum in a calm and orderly fashion. Children instructed not to step over string held in the air. 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	

Sharp objects	Items used in sessions may have sharp points or edges either intentionally of because of breakages. E.g. bow drill, pieces of pottery, tin toys. Flint objects dropped or bashed together could create very sharp edges.	Museum staff demonstrate how to handle objects: sitting down, handling objects over the mats and only holding one object at a time to prevent 'knocking' flint tools together. Pupils supervised throughout the session. In the event of injury refer to first aider. There is always a qualified first aider on duty in the museum. 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. Handling objects checked for any sharp edges at the start of each session.	2	1	2	L	
Dust	Dust from stones in bow drill activity, or grinding grain activity, or gravel trays in archaeology activities.	Museum staff to tell children not to blow dust from stones into the air. If affected, take person out to fresh air. Wash hands after activity. If eyes are affected, rinse open eyes with plenty of water. If irritation persists, seek medical advice. 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	
Friction or abrasion	Bow drill and quern stone used in Stone Age survival skills session may cause minor injuries.	Museum staff to demonstrate correct use of objects and supervise children throughout the session. In the event of injury refer to first aider. There is always a qualified first aider on duty in the museum. 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	
Impact / Crushing	Top level of wooden stocks used in Local History session may drop onto part of a child's body if not used correctly. Heavy Maconi bolt held by children in Marconi and Inventor sessions. 5.8kg.	Children only allowed to sit in the stocks when supervised by an adult who will lift and lower the top level of the stocks. 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. Children when sitting when bolt is passed round. Staff to assist. Children given instructions about safely holding and passing the bolt. Not to be lifted above waist height.	2	2	4	L	
Crocodile clips on wires	In Electrical Engineers session clips are used which could pinch fingers.	Children instructed before using these to only clip them onto the connector pegs light bulbs. Pupils supervised during activities.	2	2	4	L	

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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 Town link 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	

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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)**
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.

Assessed/Reviewed By: K. Bacon	**Signature:** *K. Bacon*	**Date:** 29/09/2026
Communicated to Staff by: H Brown	**Signature:** *HBrown*	**Date:** 29/09/2026