

Risk Assessment

Hertford Museum Outreach session: Fossils

Hazard/Risk	Control measure(s)
<i>Handling fossils</i>	<p>Museum Learning Officer will explain and demonstrate appropriate handling of fossils to the children as a group.</p> <p>Museum Learning Officer, class teacher and any other adults to supervise children at all times.</p>
<i>Handling heavy fossils</i>	<p>Museum Learning Officer will explain appropriate handling of heavy fossils to the class. Including:</p> <ul style="list-style-type: none"> • Never lift a fossil if you think it is too heavy. • Always use two hands to lift the fossil. • Never lift a (heavy) fossil above head-height. <p>Museum Learning Officer will not include unnecessarily heavy fossils in the handling collection for this session.</p> <p>Museum Learning Officer, class teacher and any other adults to supervise children at all times.</p>
<i>Dropped fossils on hands/feet</i>	<p>Museum Learning Officer to explain appropriate handling of objects and set expectations of behaviour.</p> <p>Museum Learning Officer, class teacher and any other adults to supervise children at all times.</p>
<p><i>Handling small fossils or fossils with small/moveable parts</i></p> <p><i>Choking on small fossil parts</i></p>	<p>Museum Learning Officer will explain appropriate handling of small fossils or fossils with small/moveable parts to the children as a group. Explain the risks of handling fossils with small parts and demonstrate how to avoid trapped fingers etc.</p> <p>Museum Learning Officer to highlight potential choking hazards of fossils, that they are not to be put in or near to children's' mouths.</p> <p>Museum Learning Officer, class teacher and any other adults to supervise children</p>

	at all times.
<i>Handling minerals – ingestion of mineral content/ fibres</i>	Museum Learning Officer will not bring hazardous/poisonous minerals to handling session. All children will be asked to wash their hands thoroughly after touching minerals and before any contact with food or drink.