

## Risk Assessment

### Hertford Museum Outreach session: Where in the World?

Hazard/Risk	Control measure(s)
<i>Handling objects</i>	<p>Museum Learning Officer will explain and demonstrate appropriate handling of objects 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 objects</i>	<p>Museum Learning Officer will explain appropriate handling of heavy objects to the class. Including:</p> <ul style="list-style-type: none"> <li>• Never lift an object if you think it is too heavy.</li> <li>• Always use two hands to lift the object.</li> <li>• Never lift a (heavy) object above head-height.</li> </ul> <p>Museum Learning Officer will not include unnecessarily heavy objects 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 objects 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>
<i>Handling small objects or objects with small/moveable/very delicate parts, or objects that may have sharp or pointy edges</i>	<p>Museum Learning Officer will explain appropriate handling of small objects or objects with small/moveable/very delicate parts to the children as a group. Explain the risks of handling objects with small parts and demonstrate how to avoid trapped fingers etc. Explain the risks of handling objects with sharp or pointy edges and outline appropriate handling at outset.</p> <p style="text-align: center;"><b>Some of the more delicate objects will be boxed, and the children will be asked that these objects remain in their boxes.</b></p>

<p><i>Choking on small object parts</i></p>	<p>Museum Learning Officer to highlight potential choking hazards of smaller objects, 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 at all times.</p>
<p><i>Handling objects with varying material content – ingestion of mineral content/ fibres</i></p>	<p>Museum Learning Officer will not bring objects made from or containing hazardous/poisonous materials to handling session.</p> <p>All children will be asked to wash their hands thoroughly after touching objects and before any contact with food or drink.</p>
<p><i>Wearing latex gloves</i></p>	<p>Children may be asked to wear cotton/latex gloves to handle some of the more delicate/fragile objects.</p> <p>Group leader to sign post any allergies to Museum Learning Officer prior to the session.</p>