

# YORK MUSEUMS TRUST RISK ASSESSMENT RECORD

<b>URN: CM0120</b>
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(Must be completed by/or in conjunction with competent trained persons only, then sent to the H&S Office for a URN)

<b>Risk Level (seriousness X probability)</b> 16 – 25 High risk; 11 – 15 Medium risk; 10 and below Low risk	<b>Seriousness Score</b>	<b>1:</b> Accident or incident where no injury occurs	<b>2:</b> Minor injury – First Aid only	<b>3:</b> seven day injury as determined in RIDDOR	<b>4:</b> Major injury outcome (ie. RIDDOR reportable)	<b>5:</b> Fatal or multi-fatal outcome
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<b>Priority Action Rating:</b> High – Immediate; Medium – 1 Month; Low – 3 Months	<b>Probability / Likelihood / Frequency Score</b>	<b>1:</b> Improbable	<b>2:</b> Remote	<b>3:</b> Possible	<b>4:</b> Probable	<b>5:</b> Very likely to occur
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<b>LOCATION &amp; RA TITLE:</b> Early Years workshop – Knights at the Castle							<b>Sign SM</b>			<b>Date 16/08/2013</b>			<b>Page 1 of 3</b>	
<b>RISK ASSESSMENT</b>										<b>ACTION PLAN</b>				
		<b>Persons at risk</b>								<b>Review</b>				
Activity	Risk Identified	Employee	Volunteer	Contractor	Public	Visitor	Seriousness Category	Probability	Risk Level	Existing Controls	Additional Controls Required	Revised Seriousness	Revised Probability	Final Risk
Handling and moving larger artefacts	Falling, trapped fingers, Manual handling injury	*	*				4	2	8	Manual handling training Only moved before or after session				
Use of craft materials	Paper cuts, Swallowing	*				*	3	2	6	Supervision First Aid Schools Risk Assessment				

Activity	Risk Identified	Employee	Volunteer	Contractor	Public	Visitor	Seriousness Category	Probability	Risk Level	Existing Controls	Additional Controls Required	Revised Seriousness	Revised Probability	Final Risk
Use of scissors	Cuts	*				*	4	2	8	Supervision First Aid School Risk Assessment, children to use safety scissors only				
Gluing (craft activities)	Ingestion of glue	*				*	3	2	6	Supervision First Aid Schools Risks Assessments PVA glue used to be non toxic				
Use of repro metal helmets (heavy)	Dropping on feet, trapping fingers in hinged visor, scratches from sharp corners	*				*	3	2	6	Supervision, delivery by trained facilitator verbal explanation, & warning about risks, emphasis on weight of helmets integral to activity				

Activity	Risk Identified	Employee	Volunteer	Contractor	Public	Visitor	Seriousness Category	Probability	Risk Level	Existing Controls	Additional Controls Required	Revised Seriousness	Revised Probability	Final Risk
Visiting outside areas	Slips, Trips and falls	*				*	4	1	4	Supervision First Aid School Risk Assessment Reminders given when walking, First aid				

**NB** Separate Risk Assessment completed for use of sword during workshop