

# YORK MUSEUMS TRUST RISK ASSESSMENT RECORD

**URN: CM0159**

(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>	1: Accident or incident where no injury occurs	2: Minor injury – First Aid only	3: Seven day injury as determined in RIDDOR	4: Major injury outcome (ie. RIDDOR reportable)	5: Fatal or multi-fatal outcome

<b>Priority Action Rating:</b> High – Immediate; Medium – 1 Month; Low – 3 Months	<b>Probability / Likelihood / Frequency Score</b>	1: Improbable	2: Remote	3: Possible	4: Probable	5: Very likely to occur

<b>LOCATION &amp; RA TITLE:</b> KS2 workshop – Queen Victoria's Empire	<b>Sign SM</b>	<b>Date</b> 15/08/14	<b>Page</b> 1 of 2
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RISK ASSESSMENT										ACTION PLAN				
Activity	Risk Identified	Persons at risk								Review				
		Employee	Volunteer	Contractor	Public	Visitor	Seriousness Category	Probability	Risk Level	Existing Controls	Additional Controls Required	Revised Seriousness	Revised Probability	Final Risk
Embossing card	Graze or cut				*	*	2	2	4	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
Walking on Kirkgate	Falls, Trips and slips, personal injury	*			*	*	4	2	8	Supervision, First Aid, Schools Risk Assessment Reminder of cobbles being uneven				
Handling small artefacts	Cuts, Choking, personal injury	*	*		*	*	4	3	12	Supervision, First Aid Schools Risk Assessment Object condition check after use.				
Handling and moving larger artefacts	Falling, trapped fingers, back injury, personal injury	*					4	2	8	Manual handling training Only moved before or after session, team lifts, mechanical aids				