

# YORK MUSEUMS TRUST RISK ASSESSMENT RECORD

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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>	1: Accident or incident where no injury occurs	2: Minor injury – First Aid only	3: Three 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> Early Years workshop – Bread and Butter							<b>Sign SM</b>			<b>Date 16/08/2013</b>			<b>Page 1 of 2</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 museum objects	Cuts, choking	*				*	4	2	8	Supervision First Aid Schools Risk Assessment Object condition check after session				

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 craft materials	Paper cuts Swallowing, choking	*				*	4	2	6	Supervision First Aid Schools Risk Assessment Make sure adults aware, briefed, stay at designated table.				
Using playdough	Choking, ingestion					*	2	2	4	Supervision First Aid Schools Risk Assessment Non-toxic playdough used				
Visit to Mill area	Trips, falls	*				*	4	2	8	Supervision First Aid Schools Risk Assessment Reminders given when visiting area and using stairs				