

YORK MUSEUMS TRUST RISK ASSESSMENT RECORD

URN:

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

Risk Level (seriousness X probability) 16 – 25 High risk; 11 – 15 Medium risk; 10 and below Low risk	Seriousness Score	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

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

LOCATION & RA TITLE: Swinging Sixties workshop	Sign SM	Date 05/04/13	Page 1 of 3
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RISK ASSESSMENT	ACTION PLAN
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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
Handling small artefacts	Cuts, Choking		*		*	*	4	3	12	Supervision, First Aid Schools Risk Assessment	Object condition check after use.	4	2	8

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, back injury	*					4	2	8	Manual handling training Only moved before or after session				
Fall on stone floor	Personal injury, concussion, head injury				*	*	4	2	8	Supervision First Aid Schools Risk Assessment				
TV monitor and computer use	Electrocution	*					5	1	5	PAT Testing & Maintenance First Aid				
Display Mannequins	Falling	*	*			*	3	2	8	Supervision First Aid Placed in presentation area				

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 worksheets	Cuts		*		*	*	2	2	4	Supervision, First Aid				
Banging into public/ displays (gallery can be very crowded)	Personal injury, concussion, head injury		*	*	*	*	4	2	8	Supervision First Aid Adult helper with each group Schools Risk Assessment				
Using laptop and CD player	Electrocution				*	*	4	2	8	First Aid PAT Testing & Maintenance				
Dressing up in costume	Tripping up over garments that are too long				*	*	4	2	8	Supervision, First Aid, Adult Helper with each group, warn them about sizes.				