

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: Toys Through Time workshop							Sign SM			Date 05/04/13			Page 1 of 3	
RISK ASSESSMENT										ACTION PLAN				
		Persons at risk								Review				
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 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				
Climbing/ crawling on furniture	Falling, cuts and bruises				*	*	4	2	8	Supervision First Aid Schools Risk Assessment				