

YORK MUSEUMS TRUST RISK ASSESSMENT RECORD

URN: YM0022

(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: Fire Away – Roman Catapults							Sign AP			Date 1 September 2010			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
Travelling around the museum	Trips/falls up or down stairs or into cases	*				*	2	2	4	Children warned of dangers before setting off into the galleries. Supervision				

Using pencils for writing	Swallowing pencil lead					*	2	2	4	Verbal instruction at start of session about behaviour/verbal reminders not to run/adequate adult supervision				
Use of paper to write on	Cuts from paper / card					*	2	2	4	Supervision by workshop leaders				
Possible use of clipboards	Risk of trapping fingers in clipboards					*	2	2	4	Supervision by teachers and adult helpers				
Possible use of pencil sharpeners	Ingestion or Cuts from sharp metal					*	2	2	4	Controlled use of sharpeners. Supervision by workshop leaders and adults with group				

Possible use of erasers	Swallowing and choking					*	2	2	4	Controlled, minimal use of large erasers. Supervision by workshop leaders and adults with group.				
Handling objects	Dropping heavy objects onto toes	*				*	3	2	6	Children only given objects when they are seated. Supervision by workshop leaders and adults with group.				
Handling objects	Dirt from objects onto hands which could be ingested	*				*	2	2	4	Group told to wash hands before eating and not to put hand into mouth. Supervision				
Use of equipment for making catapults	Swallowing small objects eg. baking beads (catapult ammo)					*	3	2	6	Verbal warning plus supervision by workshop leaders and adults with group.				

Use of equipment for making catapults	Cuts from lollipop sticks	*				*	2	2	4	Verbal warning plus supervision by workshop leaders and adults with group.				
Use of equipment for making catapults	Elastic bands causing injury eg. to eyes	*				*	3	2	6	Verbal warning plus supervision by workshop leaders and adults with group.				
Testing catapults	Being hit by firing baking beans (catapult ammo)	*				*	2	3	6	Controlled testing, making sure children are firing into a space where there are no people in the firing line. Baking beans are very light weight. Supervision				