

YORK MUSEUMS TRUST RISK ASSESSMENT RECORD

URN: YM0027

(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: Who Were You							Sign AP			Date 15 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 to the learning level. 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.				
Trips, slips and falls	Injury due to tripping, slipping or falling	*			*	*	3	2	6	Controlled movement around the room. Hazards to be removed (eg. cables out of way) and limited.				
Using microscopes	Banging head or trapping finger.	*			*	*	2	2	4	Clear instructions and Supervision by teachers and workshop leader.				

Handling objects	Dropping objects onto toes (none of the objects being used are heavy enough to cause serious injury)	*			*	*	2	2	4	Objects in question to be handled over the work-surface. Supervision & instructions by teachers and workshop leader.				
Handling objects	Dirt from objects onto hands which could be ingested	*			*	*	2	2	4	Gloves to be worn for all object handling. Supervision by guides and adults/guardians. Hands to be washed.				
Handling objects	Splinters and wounds from sharp or pointy objects (e.g. metal, bone, wood)	*			*	*	2	2	4	Safe and appropriate objects to be selected. Gloves to be worn for all object handling. Supervision by teachers and workshop leader.				