

YORK MUSEUMS TRUST RISK ASSESSMENT RECORD

URN: YM0059

(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: Dinosaur Detectives	Sign A Parkinson	Date 14 September 2012	Page 1 of 2
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RISK ASSESSMENT										ACTION PLAN				
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
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, Escort and supervision				

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				
Handling heavy fossils	Heavy objects causing strains, dropping objects	*	*		*	*	2	2	4	Facilitator to lay fossil on table in front of smaller children. First aider available				
Handling fossils and skulls	Ingesting dirt from fossils	*	*		*	*	2	2	4	Group told to wash hands before eating and not to put hand into mouth. Supervision				
Using Playdoh and colouring pencils, felt tips	Ingestion, puncture injury caused by pencil tips	*	*		*	*	2	2	4	Use non-toxic materials. Group told to wash hands before eating and not to put hand into mouth. Supervision, first aid available				

Using scissors	Cuts	*	*		*	*	2	2	4	Supervision, appropriate scissors for task and age group. First aid available				
Using pencils for writing	Swallowing pencil lead, puncture injury	*	*		*	*	2	2	4	Verbal instruction at start of session about behaviour/verbal reminders not to run/adequate adult supervision, first aid available				
Use of paper to write on	Cuts from paper / card	*	*		*	*	2	2	4	Supervision by workshop leaders First aid				