

YORK MUSEUMS TRUST RISK ASSESSMENT RECORD

URN: YM0070

(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: Yorkshire Museum Portraits in Your Pocket							Sign Gaby Lees			Date 21 March 2013			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
Setting up the session – moving around the learning room and storage areas	Tripping, falling	*	*		*	*	2	2	4	Keep work and storage areas tidy and clear of obstructions				

Entering and moving around the Learning Room	Tripping on Furniture /bags etc.	*	*		*	*	2	2	4	Ensure furniture is appropriately located. Bags and coats placed on hooks/ hanging racks/ as appropriate.				
Moving 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				
Art/craft: charcoal, coloured pencils, erasers, etc.	Ingestion / choking					*	3	2	6*	Supervision by staff and adults/ guardians. Use non-toxic materials. Use large erasers etc where possible (not capable of being swallowed.) First aid * risk is slightly higher with younger children: this is addressed by having a higher ratio of supervising adults.				

Using a clipboard	Trapping fingers					*	2	1	2	Sensible behaviour encouraged in the museum. Supervision				
Handling objects	Dropping, cuts, nicks					*	2	1		All objects boxed; small and lightweight, no known risk.				