

YORK MUSEUMS TRUST RISK ASSESSMENT RECORD

URN: YM0071

(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 Sensing the Gardens	Sign Gaby Lees	Date 21 March 2013	Page 1 of 1
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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
Setting up the session – moving around the learning room, storage areas and gardens	Tripping, falling	*	*				2	2	4	Keep work and storage areas tidy and clear of obstructions. Take care on muddy ground.				

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: coloured pencils, Wax crayons, erasers, glue sticks, 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.)				

Moving around the gardens	Slips/falls	*	*			*	2	2	4	Keep to footpaths, particularly when the grounds are wet and muddy or icy. Snow cleared by gardeners Supervision First aid				
Handling leaves etc. in the gardens	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 leaves, twigs etc. in the gardens	Cuts or nicks from sharp or rough edges	*				*	2	2	4	Children advised to take care. Staff/adult supervision at all times, first aid				
Using scissors (collage activity)	Cuts or nicks					*	2	2	4*	Staff/adult supervision at all times. Children given instruction on using scissors (as necessary)				

* risk is slightly higher with younger children: this is addressed by having a higher ratio of supervising adults.