

# YORK MUSEUMS TRUST RISK ASSESSMENT RECORD

<b>URN: YM0073</b>
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(Must be completed by/or in conjunction with competent trained persons only, then sent to the H&S Office for a URN)

<b>Risk Level (seriousness X probability)</b> 16 – 25 High risk; 11 – 15 Medium risk; 10 and below Low risk	<b>Seriousness Score</b>	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

<b>Priority Action Rating:</b> High – Immediate; Medium – 1 Month; Low – 3 Months	<b>Probability / Likelihood / Frequency Score</b>	1: Improbable	2: Remote	3: Possible	4: Probable	5: Very likely to occur

<b>LOCATION &amp; RA TITLE:</b> Real Romans – Finds Lab							<b>Sign EW</b>			<b>Date 5 April 2013</b>			<b>Page 1 of 4</b>	
<b>RISK ASSESSMENT</b>										<b>ACTION PLAN</b>				
		<b>Persons at risk</b>								<b>Review</b>				
Activity	Risk Identified	Employee	Volunteer	Contractor	Public	Visitor	Seriousness Category	Probability	Risk Level	Existing Controls	Additional Controls Required	Revised Seriousness	Revised Probability	Final Risk
Smelling and touching Roman food	Allergies to Pine nuts, olives or fish sauce	*	*	*	*	*	5	2	10	Children do not taste or ingest any of the food. Supervision of children by workshop leader.	Ask teachers to ensure any children with known allergies do not receive the food.	5	1	5

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				
Handling objects	Cuts or nicks from broken edges	*	*	*	*	*	2	2	4	Objects inspected by staff before use for safety; reminders of correct means of handling objects; Staff/adult supervision at all times				
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				

Trying on replica armour	Risk of pinching fingers	*	*	*	*	*	2	2	4	Staff assistance in trying on armour. Supervision . First aid available				
Trying on replica armour	Excessive weight causing strains or related injuries				*	*	2	2	4	Staff to gently ease armour onto child, support its weight, repetitively ask if weight is too heavy. Supervision				
Using hairpins	Pinpricks on fingertips	*	*	*	*	*	2	2	4	Supervised activity – by teachers				
Playing knucklebones	Swallowing game pieces			*	*	*	3	1	3	Warning given, supervision by teacher. First Aider				
Putting on and taking off costumes	Tying cords around head and neck rather than around waist as belts			*	*	*	2	2	4	Supervision of pupils by staff and learning facilitator.				

Building Arches from blocks	Blocks fall over and injuring fingers	*	*	*	*	*	2	3	6	Laminated warning. Activity to be done on the floor NOT on a table. Supervision of pupils by staff and learning facilitator.				
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