

YORK MUSEUMS TRUST RISK ASSESSMENT RECORD

URN: YM0086

(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: Seven 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: Legionary's Life						Sign: EW			Date 01 November 2013				Page 1 of 2		
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 sharp corners.	✓	✓			✓	2	2	4	Children verbally warned to walk around museum. Supervision. First aider within Museum					
Handling artefacts	Dropping Heavy or sharp Objects	✓	✓			✓	3	2	6	Children remain seated when handling objects. Reminded of appropriate behaviour and to hold and pass with two hands.					

Handling artefacts	Transferring dirt from objects onto hands and ingesting	✓	✓			✓	2	2	4	Pupils wear gloves for this.				
Use of paper / worksheets	Paper cuts	✓	✓			✓	2	2	4	Activity is supervised and paper is only used in this one activity.				
Use of pencils	Stabbing oneself or others	✓	✓			✓	2	2	4	Pupils leave pencils at this activity and do not move around room with them. Activity is supervised.				
Lifting chain mail	Dropping it on oneself or others	✓	✓			✓	2	2	4	Activity is supervised				
Dressing up	Catching /scratching oneself on sharp metal or pinching skin	✓	✓			✓	2	3	6	Activity is supervised. Staff to regularly check condition of costume particularly metal parts.				

Using dry wipe pens	Swallowing lids or sucking pen tip	✓	✓			✓	3	3	9	Not a supervised activity however, Learning Facilitators (LF) to make a point of visually checking each group's behaviour is appropriate. Remove pen lids prior to activity if necessary				
Using clay	Ingestion	✓	✓			✓	2	2	4	Pupils to wash hands afterwards				
Playing games with small counters	Choking	✓	✓			✓	5	1	5	Not a supervised activity however, LF to make a point of visually checking each group's behaviour is appropriate.				
Using swords and shields	Hitting or catching each other.	✓	✓			✓	2	2	4	Issue kit and remove kit immediately before and after activity. Constant supervision from LF.				
Moving around in Museum Gardens	Trips and Falls	✓	✓			✓	2	2	4	Pupils are marching in organised lines so have plenty of space, minimising likelihood of injury.				