

YORK MUSEUMS TRUST RISK ASSESSMENT RECORD

URN: YM0104

(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: Life in Anglo Saxon York				Sign: Amy Baggaley		Date 07/07/14				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 case 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 handling artefacts, reminder of cleanliness.				
Use of paper / worksheets	Paper cuts	✓	✓		✓	✓	2	2	4	Activity is supervised and paper is only used in this one activity. First aider available within Museum				
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. First aider				
Lifting replica York Helmet	Dropping it on oneself or others	✓	✓		✓	✓	2	2	4	Activity is supervised by YMT Learning Facilitator, warning to pupils that it is very heavy.				
Using Quern Stone with wheat	Wheat allergies	✓	✓		✓	✓	3	2	6	Warning in teacher notes in advance of workshop that pupils will use wheat. School risk assessment. Remind pupils not to ingest, wash hands after workshop.				

Dressing up	Catching /scratching oneself on sharp metal or pinching skin	✓	✓			✓	2	3	6	Activity is supervised by teacher. YMT Staff to regularly check condition of costume particularly metal parts.				
Using felt tip pens	Swallowing lids or sucking pen tip	✓	✓			✓	5	3	15	Activity supervised by teacher. YMT Learning Facilitators (LF) to make a point of visually checking each group's behaviour is appropriate. Remove pen lids prior to activity if necessary. First aider within Museum				
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. School risk assessment				
Using scissors	Cuts, puncture wounds	✓	✓			✓	2	2	4	Supervised by teacher. Use school scissors. First aid				

Using cocktail sticks to trace design onto cardboard.	Cuts, puncture wounds.	✓	✓			✓	2	2	4	Supervised by teacher. Warning given before the start of the activity. Sponge underneath the card, pupils told to keep the cardboard on the sponge and not to put their hand behind the card.				
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