

YORK MUSEUMS TRUST RISK ASSESSMENT RECORD

URN: YM0105

(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: Prehistoric Progress					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 display 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. 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.				
Building teepee	Splinters from wooden canes.	✓	✓		✓	✓	2	2	4	Canes checked before activity. Activity is supervised by teacher.				
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. Staff to regularly check condition of costume particularly metal parts.				
Using face paints.	Allergies. Hygiene	✓	✓		✓	✓	3	3	9	Each child uses disposable cotton wool pad to apply face paint. Use high quality, snazaroo paints. Advance warning in Teacher Notes that face paints are an optional activity.				
Using flint tools.	Cuts	✓	✓			✓	3	2	6	Use blunt flints - YMT LF to check before each workshop for breaks etc. Teacher supervision. First aider available within Museum				
Using scissors	Cuts	✓	✓			✓	2	2	4	Supervised by teacher. Use school scissors.				

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.				
Using air hardening clay	Ingestion Choking	✓	✓		✓	✓	4	2	8	Supervision by staff and teachers. Use non-toxic materials. First aider available in museum				
Using air hardening clay.	Allergic reaction to clay dust (asthma) or clay (skin reaction)	✓	✓		✓	✓	4	2	8	Use non-toxic materials - from recommended educational suppliers. Wash hands after activity,				
Using clay tools.	Injury through cutting or piercing skin	✓	✓		✓	✓	3	2	6	Supervision by staff and teachers. Position tools where needed - such that they do not need to be carried around the room. Plastic tools - no sharp edges. First aider				