

# YORK MUSEUMS TRUST RISK ASSESSMENT RECORD

URN: YM0106
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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: Seven 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> The Struggle for York					<b>Sign:</b> Amy Baggaley			<b>Date</b> 07/07/14			<b>Page</b> 1 of 2			
<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
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 this. Reminded 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 in 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.				
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 Ipad and laptop/project or	Electric shock	✓	✓		✓	✓	2	2	4	Ensure PAT tested, pre/post use checks				