

YORK MUSEUMS TRUST RISK ASSESSMENT FORM

RISK ASSESSMENT FORM TO BE COMPLETED IN FULL THEN SENT TO HEALTH & SAFETY FOR FINAL APPROVAL AND A RA NUMBER

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| RA NUMBER: CAS0009 |
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| LOCATION FOR RISK ASSESSMENT | RISK ASSESSMENT TITLE | PERSON OR PERSONS COMPLETING THIS RISK ASSESSMENT | DATE | PAGES |
|------------------------------|--|---|----------|---------------|
| York Castle Museum | KS2 workshop – Rowntrees and the Chocolate Factory | Sarah Mortimer | 25/08/16 | 1 of 2 |

| LIST ACTIVITIES | LIST RISKS IDENTIFIED | PERSONS AT RISK | RISK LEVEL L M H | LIST EXISTING CONTROLS IN PLACE | LIST ANY ADDITIONAL CONTROLS REQUIRED | START DATE | FINISH DATE |
|---|---------------------------------|-----------------|---|---|---------------------------------------|------------|-------------|
| Workshop leader (LF) using ppt via laptop and projector. Pupils watching and discussing | Trips on leads Electrocution | LF | L | Good practice when setting up equipment Equipment PAT tested | | Sept 16 | No end date |
| Object handling | Cuts, Choking, personal injury | Pupils | L | Supervision First Aid Object condition check after use. | | | |
| Using paper | Paper cuts | Pupils | L | Supervision First Aid | | | |

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|---|----------------------------------|-----------------|---------------------|--|---------------------------------------|------------|-------------|
| Using thermometers | Glass breaking – personal injury | Pupils | M | Supervision First Aid Object condition check after use Safety glass used Reminder of how to use safely | | | |
| Using small objects including wooden shapes | Choking | Pupils | L | Supervision First Aid | | | |

RISK ASSESSMENT SIGN OFF BY H&S:

On behalf of H&S Advisor

Geoff Hutchinson

31/08/16

Signature

Date