

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

RA NUMBER: Learn0020

LOCATION FOR RISK ASSESSMENT	RISK ASSESSMENT TITLE	PERSON OR PERSONS COMPLETEING THIS RISK ASSESSMENT	DATE	PAGES
Yorkshire Museum, Castle Museum, York Art Gallery	Museum Monkeys sessions	Lisa Coombs	13/11/18	1 of 4

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
Travelling around the museum	Trips/falls up or down stairs or into cases, or over toys.	Visitors & employees	L	Children warned of dangers before setting off into the galleries, Supervision in rooms & on gallery. Toys on gallery regularly tidied.		13/11/18	Ongoing
Playing and moving around room or galleries.	Tripping, falling and bumping. Fire exits becoming obstructed.	Visitors & employees	L	Parental supervision required at all times. Pack excess tables away and have activities on floor. Tidy items during session so there are not too many things on floor causing tripping hazard. Keeping resources away from Fire exits. Push chairs stored away from fire exits.		13/11/18	Ongoing

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Moving around Kirkgate at Castle	Tripping or falling on dimly lit uneven cobbles.	Visitors & employees	L	Verbal reminder to take care. Escorted and supervised by carers.		13/11/18	Ongoing
Using props and toys	Getting fingers caught on splinters or scratched on sharp bits. Choking hazard on small pieces which may become detached.	Visitors & employees	M	Check condition of props and toys before each session. Make sure toys are suitable for children to play with. First aider available.		13/11/18	Ongoing
Toys props and materials	Risk of germs spreading	Visitors & employees	M	Use antibacterial wipes after session if children put toys in mouth. Washing of soft toys and fabrics & toys wiped with antibacterial wipes regularly.		13/11/18	Ongoing
Singing rhymes using instruments or props	Hitting self or other children/ adults	Visitors & employees	M	Parental supervision required at all times. Staff supervision. Modelling how to use resources.		13/11/18	Ongoing
Playing with textured materials	Strangulation	Visitors & employees	M	Parental supervision. Staff supervision Check for any choking hazards E.g. any loose threads and repair. First aider available on site.		13/11/18	Ongoing

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Sand play	Getting sand in eyes / mouth. Slips on sand.	Visitors & employees	M	Adult supervision at all times, staff & carers. Model how to use sand and verbal instructions. First aider available. Spilt sand swept up.		13/11/18	Ongoing
Use of Playdough	Ingestion, transfer of germs.	Visitors	L	Adult supervision at all times, staff & carers. Model how to use play dough. Playdough regularly changed.		13/11/18	Ongoing
Water play	Choking on water, drowning hazard. Slip hazard.	Visitors & employees	M	Adult supervision (staff and carer) at all times. Small shallow water tub. Keep children out of water tub and water away from face. First aider available. Mats or car pets to soak up spills, wipe up spills on floor.		13/11/18	Ongoing
Craft activities. Paints, paper, crayons, pencil, pens, scissors, plaster of paris, beads etc.	Paper cuts, choking hazards, cuts.	Visitors	M	Adult supervision (staff and carer) at all times. Use of children's scissors. Instructions on how to use resources. Instructions and observation on not putting materials in mouth. Goggles worn. First aider on site.		13/11/18	Ongoing

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Handling objects	Bruising from heavy objects e.g. fossils. Cuts from broken objects. Dirt from objects onto hands which could be ingested.	Visitors & employees	M	Instructed not to put hands into mouth. Wash hands after handling. Adult supervision by staff. Demonstrate and instruct how to handle. Children sat down. Heavy objects handled by staff for children to touch, not to hold. Objects inspected before and after handling for sharp or broken parts. First aider on site.		13/11/18	Ongoing

RISK ASSESSMENT SIGN OFF BY H&S:
H&S Advisor (Andy Waller) 20.11.18