

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: Learn0021

LOCATION FOR RISK ASSESSMENT	RISK ASSESSMENT TITLE	PERSON OR PERSONS COMPLETEING THIS RISK ASSESSMENT	DATE	PAGES
Yorkshire Museum	Yorkshire Museum Generic Building assessment for schools.	Emma Williams	26/11/2018	1 of 3

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
Entering Museum	Lip on front door – slip, trip & fall	All	M	Maintenance, regular checks			
Entering museum through glass doors	Trap and crush injuries	All	M	Damper built in, good housekeeping			
Walking on shop, reception floor	Slips, trips, falls	All	M	Housekeeping to keep dust down / water off, signage if wet			
Free standing glass cabinets throughout museum	Bumps/ sharp hazard on corners	All	L	Supervision of small groups. Don't run in museum.			
Visitors using shop – small items	Choking hazard children	Visitor	M	Supervision of children by teachers.	Check stock for size – review stock and put small items in case		
Using coffee machine	Spills, slips, trips and scalds	All	M	Teacher supervision of small groups			

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Jurassic Gallery	Narrow access around cases – trips, bumps	All	L	Teacher supervision. No running in galleries			
Jurassic Gallery – activity sculptures	Falls, bumps	Visitor	L	Supervision - Do not allow children to climb the sculptures.			
Flooring throughout museum	Slips & falls	All	M	No running. Housekeeping to Keep dust down			
Cupboard doors throughout museum	Trapping / squashing fingers	Visitor	L	Teacher supervision			
Transition from gallery to shop	Trips at change of floor surface	All	M	Don't run – monitoring of flooring			
Using stairs throughout the museum	Bumps, bangs, trips, slips and falls	All	M	Keep lighting maintained. Hold onto banisters. Don't accumulate groups near stairwells.			
Medieval Gallery- Changes in flooring levels	Slips trips and falls	All	M	Keep lighting maintained. Don't run on gallery			
Climbing on stonework around museum	Fall injuries	Visitor	M	Teacher supervision – do not allow any climbing			
Accessing toilets	Lino floors – slips, trips and falls	All	M	Housekeeping to keep dry and clean. Signage when wet. Maintain good lighting levels			
Touching radiators	Burns and scald injuries	Visitor	L	Staff to monitor temperature. Don't accumulate groups near heaters/radiators.			

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Moving around Learning Level	Accessibility to balustrade – person able to jump off / fall over the top/ drop items	Visitor	H	Keep any obstructions away from balustrades. Teacher to ensure safe behaviour on mezzanine floor. Keep eye out for loose items balancing on rail.			
Using Mesolithic House	Tripping on step	Visitor	L	Staff supervision. Sensible behaviour. Do not over crowd space.			
Using Perspex information holders	Visitors breaking holders resulting in sharp edges that may cause cuts	Visitor	L	Report any breakages to staff. Staff to carry out maintenance checks. First aid available.			

RISK ASSESSMENT SIGN OFF BY H&S:

H&S Advisor (Andy Waller)

27.11.18