

# 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: YM0021
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LOCATION FOR RISK ASSESSMENT	RISK ASSESSMENT TITLE	PERSON OR PERSONS COMPLETEING THIS RISK ASSESSMENT	DATE UPDATED	PAGES
YORKSHIRE MUSEUM	EXPLORING EBORACUM	H&S ADVISOR	30.06.16	1 of 2

LIST ACTIVITIES	LIST RISKS IDENTIFIED	PERSONS AT RISK	RISK LEVEL <span style="font-size: small;">L M H</span>	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 SHARP CASE CORNERS.	STAFF VOLUNTEER PUBLIC VISITOR	L	CHILDREN VERBALLY WARNED TO BEHAVE WHILE IN THE MUSEUM. ADULT SUPERVISION. FIRST AIDERERS AVAILABLE			
HANDLING OBJECTS	DROPPING HEAVY OR SHARP OBJECTS CAUSING INJURY CUTS AND NICKS	STAFF VOLUNTEER PUBLIC VISITOR	L	OBJECTS INSPECTED BY STAFF BEFORE USE FOR SAFETY; REMINDERS OF CORRECT MEANS OF HANDLING OBJECTS; STAFF/ADULT SUPERVISION AT ALL TIMES			
SMELLING AND TOUCHING ROMAN FOOD	ALLERGIES TO PINE NUTS, OLIVES OR FISH SAUCE	STAFF VISITOR	L	CHILDREN DO NOT TASTE OR INGEST ANY OF THE FOOD. SUPERVISION OF CHILDREN BY WORKSHOP LEADER. FIRST AIDERS AVAILABLE.	ENSURE ANY CHILDREN WITH KNOWN ALLERGIES DO NOT RECEIVE THE FOOD.		
HANDLING OBJECTS	DIRT FROM OBJECTS ONTO HANDS WHICH COULD BE INGESTED	STAFF VISITOR	L	GROUP TOLD TO WASH HANDS BEFORE EATING AND NOT TO PUT HAND INTO MOUTH. ADULT SUPERVISION			

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TRYING ON REPLICA ARMOUR	RISK OF PINCHING FINGERS	STAFF VISITOR	L	STAFF ASSISTANCE IN TRYING ON ARMOUR. ADULT SUPERVISION			
TRYING ON REPLICA ARMOUR	EXCESSIVE WEIGHT CAUSING STRAINS OR RELATED INJURIES	VISITOR	L	STAFF TO GENTLY EASE ARMOUR ONTO CHILD. SUPPORT ITS WEIGHT, REPETITIVELY ASK IF WEIGHT IS TOO HEAVY. ADULT SUPERVISION			
USING HAIRPINS	PINPRICKS ON FINGERTIPS	VISITOR		SUPERVISED ACTIVITY – BY TEACHERS FIRST AIDERS AVAILABLE			
PLAYING KNUCKLEBONES	SWALLOWING GAME PIECES	VISITOR		WARNINGS GIVEN. ADULT SUPERVISION BY TEACHER. FIRST AIDERS AVAILABLE			
USE OF AIR HARDENING CLAY	INGESTING CLAY	VISITOR		CHILDREN SUPERVISED AT ALL TIMES. HAND WASHING FACILITIES PROVIDED FIRST AIDERS AVILABLE			
PUTTING ON AND TAKING OFF COSTUMES	TYING CORDS AROUND HEAD AND NECK RATHER THAN AROUND WAIST AS BELTS	VISITOR		SUPERVISION OF PUPILS BY STAFF AND LEARNING FACILITATOR.			
BUILDING ARCHES FROM BLOCKS	BLOCKS FALL OVER AND INJURING FINGERS	STAFF VISITOR		LAMINATED WARNING. ACTIVITY TO BE DONE ON THE FLOOR NOT ON A TABLE. SUPERVISION OF PUPILS BY STAFF AND LEARNING FACILITATOR.			

RISK ASSESSMENT SIGN OFF BY H&S: ANDY WALLER 30.06.16

Signature

Date