

# 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

<b>RA NUMBER: YM0022</b>
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LOCATION FOR RISK ASSESSMENT	RISK ASSESSMENT TITLE	PERSON OR PERSONS COMPLETEING THIS RISK ASSESSMENT	DATE UPDATED	PAGES
YORKSHIRE MUSEUM	FIRE AWAY	H&S ADVISOR	12.07.16	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 DISPLAY CORNERS.	STAFF VOLUNTEER PUBLIC VISITOR	L	CHILDREN VERBALLY WARNED TO BEHAVE WHILE WALKING AROUND THE MUSEUM. ADULT SUPERVISION. FIRST AIDER AVAILABLE			
USING PENCILS FOR WRITING	SWALLOWING PENCIL LEAD	VISITOR	L	VERBAL INSTRUCTION AT START OF SESSION ABOUT BEHAVIOUR/VERBAL REMINDERS NOT TO RUN ADEQUATE ADULT SUPERVISION			
USE OF PAPER TO WRITE ON	CUTS FROM PAPER / CARD	VISITOR	L	SUPERVISION BY WORKSHOP LEADERS			
POSSIBLE USE OF CLIPBOARDS	RISK OF TRAPPING FINGERS IN CLIPBOARDS	VISITOR	L	SUPERVISION BY TEACHERS AND ADULT HELPERS			
POSSIBLE USE OF PENCIL SHARPENERS	INGESTION OR CUTS FROM SHARP METAL	VISITOR	L	CONTROLLED USE OF SHARPENERS. SUPERVISION BY WORKSHOP LEADERS AND ADULTS WITH GROUP			

POSSIBLE USE OF ERASERS	SWALLOWING AND CHOKING	VISITOR	L	CONTROLLED, MINIMAL USE OF LARGE ERASERS. SUPERVISION BY WORKSHOP LEADERS AND ADULTS WITH GROUP.			
HANDLING OBJECTS	DROPPING HEAVY OBJECTS ONTO TOES	STAFF VISITOR	L	CHILDREN ONLY GIVEN OBJECTS WHEN THEY ARE SEATED. SUPERVISION BY WORKSHOP LEADERS AND ADULTS WITH GROUP.			
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			
USE OF EQUIPMENT FOR MAKING CATAPULTS	SWALLOWING SMALL OBJECTS EG. BAKING BEADS (CATAPULT AMMO)	STAFF VISITOR	L	VERBAL WARNING PLUS SUPERVISION BY WORKSHOP LEADERS AND ADULTS WITH GROUP.			
USE OF EQUIPMENT FOR MAKING CATAPULTS	CUTS FROM LOLLIPOP STICKS	STAFF VISITOR	L	VERBAL WARNING PLUS SUPERVISION BY WORKSHOP LEADERS AND ADULTS WITH GROUP.			
USE OF EQUIPMENT FOR MAKING CATAPULTS	ELASTIC BANDS CAUSING INJURY EG. TO EYES	STAFF VISITOR	L	VERBAL WARNING PLUS SUPERVISION BY WORKSHOP LEADERS AND ADULTS WITH GROUP.			
TESTING CATAPULTS	BEING HIT BY FIRING BAKING BEANS (CATAPULT AMMO)	STAFF VISITOR	L	CONTROLLED TESTING, MAKING SURE CHILDREN ARE FIRING INTO A SPACE WHERE THERE ARE NO PEOPLE IN THE FIRING LINE. BAKING BEANS ARE VERY LIGHT WEIGHT. ADULT SUPERVISION			

RISK ASSESSMENT SIGN OFF BY H&S: ANDY WALLER 12.07.16

*Signature*

*Date*