

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: YM0027

LOCATION FOR RISK ASSESSMENT	RISK ASSESSMENT TITLE	PERSON OR PERSONS COMPLETEING THIS RISK ASSESSMENT	DATE UPDATED	PAGES
YORKSHIRE MUSEUM	WHO WERE YOU	H&S ADVISOR	30.06.16	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
TRAVELLING AROUND THE MUSEUM	TRIPS FALLS UP OR DOWN STAIRS OR INTO CASES	STAFF VISITOR	L	CHILDREN WARNED OF DANGERS BEFORE SETTING OFF TO THE LEARNING LEVEL. ADULT SUPERVISION FIRST AIDERS AVAILABLE			
USING PENCILS FOR WRITING	SWALLOWING PENCIL LEAD	VISITOR	L	VERBAL INSTRUCTION AT THE START OF SESSION ABOUT BEHAVIOUR AND REMINDERS NOT TO RUN. ADULT SUPERVISION FIRST AIDERS AVAILABLE			
USE OF PAPER TO WRITE ON	CUTS FROM PAPER OR CARD	VISITOR	L	SUPERVISION BY WORKSHOP LEADERS FIRST AIDERS AVILABLE			
POSSIBLE USE OF CLIPBOARDS	RISK OF TRAPPING FINGERS IN CLIPBOARDS	VISITOR	L	SUPERVISION BY TEACHERS AND ADULT HELPERS FIRST AIDERS AVAILABLE			

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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 FIRST AIDERS AVAILABLE			
POSSIBLE USE OF ERASERS	SWALLOWING AND CHOKING	VISITOR	L	MINIMAL USE OF LARGE ERASERS. SUPERVISION BY WORKSHOP LEADERS AND ADULTS WITH GROUP. FIRST AIDERS AVIALABLE			
SLIPS TRIPS AND FALLS	INJURY DUE TO TRIPPING, SLIPPING OR FALLING	STAFF VOLUNTEER VISITOR	L	MOVEMENT AROUND THE ROOM. HAZARDS TO BE REMOVED (EG. CABLES OUT OF WAY) AND LIMITED. FIRST AIDERS AVIALABLE			
USING MICROSCOPES	BANGING HEAD OR TRAPPING FINGER.	STAFF VOLUNTEER VISITOR	L	CLEAR INSTRUCTIONS AND SUPERVISION BY TEACHERS AND WORKSHOP LEADER. FIRST AIDERS AVAILABLE			
HANDLING OBJECTS	DROPPING OBJECTS ONTO TOES (NONE OF THE OBJECTS ARE HEAVY	STAFF VOLUNTEER VISITOR	L	OBJECTS TO BE HANDLED OVER THE WORK-SURFACE. SUPERVISION & INSTRUCTIONS BY TEACHERS AND WORKSHOP LEADER. FIRST AIDERS AVAILABLE			
HANDLING OBJECTS	DIRT FROM OBJECTS ONTO HANDS WHICH COULD BE INGESTED	STAFF VOLUNTEER VISITOR	L	GLOVES PPE TO BE WORN FOR ALL OBJECT HANDLING. SUPERVISION BY GUIDES AND ADULTS/ GUARDIANS. HANDS TO BE WASHED.			

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HANDLING OBJECTS	SPLINTERS AND WOUNDS FROM SHARP OR POINTY OBJECTS (E.G. METAL, BONE, WOOD)	STAFF VOLUNTEER VISITOR	L	SAFE AND APPROPRIATE OBJECTS TO BE SELECTED. GLOVES TO BE WORN FOR ALL OBJECT HANDLING. SUPERVISION BY TEACHERS AND WORKSHOP LEADER. FIRST AIDERS AVILABLE.			

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

Signature *Date*