

# 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: YM0086</b>
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LOCATION FOR RISK ASSESSMENT	RISK ASSESSMENT TITLE	PERSON OR PERSONS COMPLETEING THIS RISK ASSESSMENT	DATE UPDATED	PAGES
YORKSHIRE MUSEUM	A LEGIONARY'S LIFE	H&S ADVISOR	04.07.16	1 of 3

LIST ACTIVITIES	LIST RISKS IDENTIFIED	PERSONS AT RISK	RISK LEVEL <span style="color: green;">L</span> <span style="color: orange;">M</span> <span style="color: red;">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 CASES	STAFF VOLUNTEER PUBLIC VISITOR	<b>L</b>	CHILDREN WARNED OF DANGERS BEFORE SETTING OFF INTO THE GALLERIES. ADULT SUPERVISION			
TRAVELLING AROUND MUSEUM GARDENS	SLIPS TRIPS AND AFLLS	PUBLIC VISITOR	<b>L</b>	ADULT SUPERVISION AND CLEAR INSTRUCTIONS. KEEP CLASS TOGETHER IN ONE GROUP, COUNT IN AND OUT.			
USING PENCILS FOR WRITING	SWALLOWING PENCIL LEAD	VISITOR	<b>L</b>	VERBAL INSTRUCTION AT START OF SESSION ABOUT BEHAVIOUR. VERBAL REMINDERS NOT TO RUN. ADEQUATE ADULT SUPERVISION. FIRST AIDER AVAILABLE			
USE OF PAPER TO WRITE ON	CUTS FROM PAPER AND CARD	STAFF VOLUNTEER PUBLIC VISITOR	<b>L</b>	SUPERVISION BY WORKSHOP LEADERS FIRST AIDER AVAILABLE			

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POSSIBLE USE OF CLIPBOARDS	RISK OF TRAPPING FINGERS IN CLIPBOARDS	STAFF VOLUNTEER PUBLIC VISITOR	L	SUPERVISION BY TEACHERS AND ADULT HELPERS			
USE OF WOODEN SWORDS	HITTING OR CATCHING OTHER CHILDREN OR PERSONS	STAFF VOLUNTEER PUBLIC VISITOR	L	ISSUE THE KIT AND REMOVE KIT IMMEDIATELY BEFORE AND AFTER THE ACTIVITY. ADULT SUPERVISION. FIRST AIDER AVAILABLE			
POSSIBLE USE OF PENCIL SHARPENERS	INGESTION OF SHAVINGS OR CUTS FROM SHARP METAL	VISITOR	L	CONTROLLED USE OF SHARPENERS. SUPERVISION BY WORKSHOP LEADERS AND ADULTS WITH GROUP FIRST AIDER AVAILABLE			
POSSIBLE USE OF ERASERS	SWALLOWING AND CHOKING	VISITOR	L	MINIMAL USE OF LARGE ERASERS. SUPERVISION BY WORKSHOP LEADERS AND ADULTS WITHIN GROUP. FIRST AIDER AVAILABLE			
HANDLING OBJECTS	DROPPING HEAVY OBJECTS ONTO TOES HEAVY AND/OR SHARP OBJECTS	STAFF VOLUNTEER PUBLIC VISITOR	L	CHILDREN ONLY GIVEN OBJECTS WHEN THEY ARE SEATED. REMINDED OF APPROPRIATE BEHAVIOUR. SUPERVISION BY WORKSHOP LEADERS AND ADULTS WITH GROUP. FIRST AIDER AVAILABLE			

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HANDLING OBJECTS	DIRT FROM OBJECTS ONTO HANDS WHICH COULD BE INGESTED.	STAFF VOLUNTEER PUBLIC VISITOR	L	GROUP TOLD TO WASH HANDS BEFORE EATING AND NOT TO PUT HAND INTO MOUTH. ADULT SUPERVISION. CLEAR INSTRUCTIONS GIVEN ON HOW TO HANDLE EACH OBJECT. FIRST AIDER AVILABLE			
USE OF EQUIPMENT FOR MAKING CATAPULTS	SWALLOWING/INHALATION OF SMALL OBJECTS EG. BAKING BEADS (CATAPULT AMMO)	PUBLIC VISITOR	L	VERBAL WARNING PLUS SUPERVISION BY WORKSHOP LEADERS AND ADULTS WITH GROUP. FIRST AIDER AVAILABLE			
USE OF EQUIPMENT FOR MAKING CATAPULTS	CUTS FROM LOLLIPOP STICKS	STAFF VOLUNTEER PUBLIC VISITOR	L	VERBAL WARNING PLUS SUPERVISION BY WORKSHOP LEADERS AND ADULTS WITH GROUP. FIRST AIDER AVAILABLE			
USE OF EQUIPMENT FOR MAKING CATAPULTS	ELASTIC BANDS CAUSING INJURY EG. TO EYES	STAFF VOLUNTEER PUBLIC VISITOR	L	VERBAL WARNING PLUS SUPERVISION BY WORKSHOP LEADERS AND ADULTS WITH GROUP. FIRST AIDER AVAILABLE			
TESTING CATAPULTS	BEING HIT BY FIRING BAKING BEANS (CATAPULT AMMO)	STAFF VOLUNTEER PUBLIC 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. FIRST AIDER AVAILABLE			

RISK ASSESSMENT SIGN OFF BY H&S: ANDY WALLER 04.07.16

Signature

Date