

# 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: YM0104</b>
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LOCATION FOR RISK ASSESSMENT	RISK ASSESSMENT TITLE	PERSON OR PERSONS COMPLETEING THIS RISK ASSESSMENT	DATE UPDATED	PAGES
YORKSHIRE MUSEUM	LIFE IN ANGLO SAXON YORK	H&S ADVISOR	29.06.16	1 of 3

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 WALKING AROUND MUSEUM. ADULT SUPERVISION. FIRST AIDERERS WITHIN MUSEUM			
HANDLING ARTEFACTS	DROPPING HEAVY OR SHARP OBJECTS	STAFF VOLUNTEER PUBLIC VISITOR	L	CHILDREN REMAIN SEATED WHEN HANDLING OBJECTS. REMINDED OF APPROPRIATE BEHAVIOUR AND TO HOLD AND PASS WITH TWO HANDS.			
HANDLING ARTEFACTS	TRANSFERRING DIRT FROM OBJECTS ONTO HANDS AND INGESTING.	STAFF VOLUNTEER PUBLIC VISITOR	L	PUPILS WEAR GLOVES FOR HANDLING ARTEFACTS, REMINDER OF CLEANLINESS.			
USE OF PAPER / WORKSHEETS	PAPER CUTS	STAFF VOLUNTEER PUBLIC VISITOR	L	ACTIVITY IS SUPERVISED AND PAPER IS ONLY USED IN THIS ONE ACTIVITY. FIRST AIDER AVAILABLE WITHIN MUSEUM			

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USE OF PENCILS	STABBING ONESELF OR OTHERS	STAFF VOLUNTEER PUBLIC VISITOR	L	PUPILS LEAVE PENCILS AT THIS ACTIVITY AND DO NOT MOVE AROUND ROOM WITH THEM. ACTIVITY IS SUPERVISED. FIRST AIDERS AVAILABLE.			
LIFTING REPLICA YORK HELMET	DROPPING IT ON ONE SELF OR OTHERS	STAFF VOLUNTEER PUBLIC VISITOR	L	ACTIVITY IS SUPERVISED BY YMT LEARNING FACILITATOR. WARNING TO PUPILS THAT IT IS VERY HEAVY.			
USING QUERN STONE WITH WHEAT	WHEAT ALLERGIES	STAFF VOLUNTEER PUBLIC VISITOR	L	WARNING IN TEACHER'S NOTES IN ADVANCE OF THE WORKSHOP THAT PUPILS WILL USE WHEAT. SCHOOL RISK ASSESSMENT. REMIND PUPILS NOT TO INGEST. WASH HANDS AFTER WORKSHOP. FIRST AIDERS AVAILABLE.			
DRRESSING UP	CATCHING /SCRATCHING ONESELF ON SHARP METAL OR PINCHING SKIN	STAFF VOLUNTEER VISITOR	L	ACTIVITY IS SUPERVISED BY TEACHER. YMT STAFF TO REGULARLY CHECK CONDITION OF COSTUME PARTICULARLY METAL PARTS.			
USING FELT TIP PENS	SWALLOWING LIDS OR SUCKING PEN TIP	STAFF VOLUNTEER VISITOR	L	ACTIVITY SUPERVISED BY TEACHER. YMT LEARNING FACILITATORS (LF) TO MAKE A POINT OF VISUALLY CHECKING EACH GROUP'S BEHAVIOUR IS APPROPRIATE. REMOVE PEN LIDS PRIOR TO ACTIVITY IF NECESSARY. FIRST AIDERS AVAILABLE			

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PLAYING GAMES WITH SMALL COUNTERS	CHOCKING	STAFF VOLUNTEER VISITOR	L	NOT A SUPERVISED ACTIVITY HOWEVER. LF TO MAKE A POINT OF VISUALLY CHECKING EACH GROUP'S BEHAVIOUR IS APPROPRIATE. SCHOOL RISK ASSESSMENT FIRST AIDERS AVAILABLE.			
USING SCISSORS	CUTS, PUNCTURE WOUNDS	STAFF VOLUNTEER VISITOR	L	SUPERVISED BY TEACHER. USE SCHOOL SCISSORS. FIRST AIDERS AVAILABLE.			
USING COCKTAIL STICKS TO TRACE DESIGN ONTO CARDBOARD.	CUTS, PUNCTURE WOUNDS.	STAFF VOLUNTEER VISITOR	L	SUPERVISED BY TEACHER. WARNING GIVEN BEFORE THE START OF THE ACTIVITY. SPONGE UNDERNEATH THE CARD. PUPILS TOLD TO KEEP THE CARDBOARD ON THE SPONGE AND NOT TO PUT THEIR HAND BEHIND THE CARD. FIRST AIDERS AVAILABLE.			

RISK ASSESSMENT SIGN OFF BY H&S: ANDY WALLER 29.06.16

*Signature*

*Date*