

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: YM0105

LOCATION FOR RISK ASSESSMENT	RISK ASSESSMENT TITLE	PERSON OR PERSONS COMPLETEING THIS RISK ASSESSMENT	DATE UPDATED	PAGES
YORKSHIRE MUSEUM	PREHISTORIC PROGRESS	H&S ADVISOR	04.07.16	1 of 4

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 SHARP DISPLAY CORNERS.	STAFF VOLUNTEER PUBLIC VISITOR	L	CHILDREN VERBALLY WARNED TO BEHAVE WHILE WALKING AROUND THE MUSEUM. ADULT SUPERVISION. FIRST AIDER AVAILABLE			
HANDLING ARTEFACTS	DROPPING HEAVY OR SHARP OBJECTS	STAFF VOLUNTEER PUBLIC VISITOR	L	CHILDREN REMAIN SEATED WHEN HANDLING OBJECTS. REMINDED OF 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 THIS. REMINDED OF CLEANLINESS. ADULT SUPERVISION CHILDREN REMINDED NOT TO PLACE HANDS IN MOUTH.			
USE OF PAPER WORKSHEETS	PAPER CUTS	STAFF VOLUNTEER PUBLIC VISITOR	L	ACTIVITY IS SUPERVISED AND PAPER IS ONLY USED IN THIS EXERCISE ACTIVITY. FIRST AIDER AVAILABLE			

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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. ADULT SUPERVISION			
BUILDING TEEPEE	SPLINTERS FROM WOODEN CANES.	STAFF VOLUNTEER PUBLIC VISITOR	L	CANES CHECKED BEFORE ACTIVITY. ADULT SUPERVISION			
USING QUERN STONE WITH WHEAT	WHEAT ALLERGIES	STAFF VOLUNTEER PUBLIC VISITOR	L	WARNING IN TEACHERS NOTES IN ADVANCE OF WORKSHOP THAT PUPILS WILL USE WHEAT. SCHOOL RISK ASSESSMENT. REMIND PUPILS NOT TO INGEST AND WASH HANDS AFTER WORKSHOP.			
DRESSING UP	CATCHING, SCRATCHING ONESELF ON SHARP METAL OR PINCHING SKIN	STAFF VOLUNTEER PUBLIC VISITOR	L	ACTIVITY IS SUPERVISED BY TEACHER. STAFF TO REGULARLY CHECK CONDITION OF COSTUME PARTICULARLY METAL PARTS.			
USING FACE PAINTS.	ALLERGIES. HYGIENE	STAFF VOLUNTEER PUBLIC VISITOR	L	EACH CHILD USES DISPOSABLE COTTON WOOL PAD TO APPLY FACE PAINT. USE HIGH QUALITY, SNAZAROO PAINTS. ADVANCE WARNING IN TEACHER NOTES THAT FACE PAINTS ARE AN OPTIONAL ACTIVITY.			

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USING FLINT TOOLS.	CUTS	STAFF VOLUNTEER PUBLIC VISITOR	L	USE BLUNT FLINTS – YMT LF TO CHECK BEFORE EACH WORKSHOP FOR BREAKS ETC. TEACHER SUPERVISION. FIRST AIDER AVAILABLE			
USING SCISSORS	CUTS	STAFF VOLUNTEER PUBLIC VISITOR	L	SUPERVISED BY TEACHER. USE SCHOOL ROUNDED END SCISSORS.			
USING COCKTAIL STICKS TO TRACE DESIGN ONTO CARDBOARD.	CUTS, PUNCTURE WOUNDS.	STAFF VOLUNTEER PUBLIC 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 AIDER AVILABLE			
USING AIR HARDENING CLAY	INGESTION CHOKING	STAFF VOLUNTEER PUBLIC VISITOR	L	SUPERVISION BY STAFF AND TEACHERS. USE NON-TOXIC MATERIALS. FIRST AIDER AVAILABLE IN MUSEUM			
USING AIR HARDENING CLAY.	ALLERGIC REACTION TO CLAY DUST (ASTHMA) OR CLAY (SKIN REACTION	STAFF VOLUNTEER PUBLIC VISITOR	L	USE NON-TOXIC MATERIALS – FROM RECOMMENDED EDUCATIONAL SUPPLIERS. WASH HANDS AFTER ACTIVITY,			

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USING CLAY TOOLS.	INJURY THROUGH CUTTING OR PIERCING SKIN	STAFF VOLUNTEER PUBLIC VISITOR	L	SUPERVISION BY STAFF AND TEACHERS. POSITION TOOLS WHERE NEEDED - SUCH THAT THEY DO NOT NEED TO BE CARRIED AROUND THE ROOM. PLASTIC TOOLS – NO SHARP EDGES. FIRST AIDER AVAILABLE			

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

Signature

Date