

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: Learn0025

LOCATION FOR RISK ASSESSMENT	RISK ASSESSMENT TITLE	PERSON OR PERSONS COMPLETEING THIS RISK ASSESSMENT	DATE	PAGES
CM – Workhouse and Kirkgate	ESOL workshops	Sarah Mortimer	29/11/18	1 of 1

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
Handling and moving tables and chairs	Falling, trapped fingers, Manual handling injury	Employee	L	Manual handling training Only moved before or after session		Ongoing school workshop	
Kirkgate tour	Slips or trips	Visitor	L	Supervision, First Aid Schools Risk Assessment, verbal reminders given			
Handling artefacts and baskets	Trapped fingers, choking	Visitor	L	Supervision, First Aid Schools Risk Assessment, object condition check pre / post use			
Computer and screen use	Electrocution	Employee	L	Good practice when setting up equipment, equipment PAT tested			

RISK ASSESSMENT SIGN OFF BY H&S:
H&S Advisor (Andy Waller) 29.11.18