

YORK MUSEUMS TRUST RISK ASSESSMENT RECORD

URN: AG0089

(Must be completed by/or in conjunction with competent trained persons only, then sent to the H&S Office for a URN)

Risk Level (seriousness X probability) 16 – 25 High risk; 11 – 15 Medium risk; 10 and below Low risk	Seriousness Score	1: Accident or incident where no injury occurs	2: Minor injury – First Aid only	3: Seven day injury as determined in RIDDOR	4: Major injury outcome (ie. RIDDOR reportable)	5: Fatal or multi-fatal outcome

Priority Action Rating: High – Immediate; Medium – 1 Month; Low – 3 Months	Probability / Likelihood / Frequency Score	1: Improbable	2: Remote	3: Possible	4: Probable	5: Very likely to occur

LOCATION & RA TITLE: YAG Masterstrokes (school Workshop)	Sign Gaby Lees	Date 11/08/2015	Page 1 of 4
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RISK ASSESSMENT										ACTION PLAN				
Activity	Risk Identified	Persons at risk								Review				
		Employee	Volunteer	Contractor	Public	Visitor	Seriousness Category	Probability	Risk Level	Existing Controls	Additional Controls Required	Revised Seriousness	Revised Probability	Final Risk
Setting up the session – moving around the Studio (learning room) and storage areas	Tripping, falling	*	*				2	2	4	Keep work and storage areas tidy and clear of obstructions.				

Activity	Risk Identified	Employee	Volunteer	Contractor	Public	Visitor	Seriousness Category	Probability	Risk Level	Existing Controls	Additional Controls Required	Revised Seriousness	Revised Probability	Final Risk
Entering and moving around the Studio	Tripping on Furniture /bags etc.	*	*		*	*	2	2	4	Ensure furniture is appropriately located. Bags and coats placed on hooks/ hanging racks/ as appropriate.				
Art/craft: coloured pencils, pastels, erasers, etc.	Ingestion / choking					*	4	2	8	Supervision by staff and adults/ guardians. Use non-toxic materials. Use large erasers etc where possible (not capable of being swallowed.)				
Using pencil sharpener	Personal injury (cut)	*	*	*	*	*	2	2	4	Supervision by adult,				

Activity	Risk Identified	Employee	Volunteer	Contractor	Public	Visitor	Seriousness Category	Probability	Risk Level	Existing Controls	Additional Controls Required	Revised Seriousness	Revised Probability	Final Risk
Fall on floor (slip/trip)	Personal injury, concussion, head injury	*	*	*	*	*	4	2	8	Splashes near sink to be wiped up promptly; Supervision by adults First Aid				
Drawing & Painting	Personal injury, Puncture wounds from pencils/ brushes	*	*	*	*	*	2	2	4	Supervision by adults, First Aid				
Opening cupboards/ drawers	Personal injury, Trapped skin/finger	*	*	*	*	*	2	3	6	Necessary materials and resources supplied; Supervision by adults, First Aid				
Using clipboard	Personal injury, Trapped skin/finger	*	*	*	*	*	2	2	4	Supervision by adults,				

Activity	Risk Identified	Employee	Volunteer	Contractor	Public	Visitor	Seriousness Category	Probability	Risk Level	Existing Controls	Additional Controls Required	Revised Seriousness	Revised Probability	Final Risk
Art/craft: coloured pencils, pastels, erasers, paint etc.	Allergy (to dust or contact with materials)	*	*	*	*	*	4	2	8	Use non-toxic materials, Supervision by accompanying adults/guardians, First Aid				
Using an easel	Personal injury, Trapped skin/finger	*	*	*	*	*	2	2	4	No need to move easels; Supervision by adults,				