

YORK MUSEUMS TRUST RISK ASSESSMENT RECORD

URN: YM0023

(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: Three 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: Prince and Paupers – Finds Lab							Sign AP			Date 1 September 2010			Page 1 of 3	
RISK ASSESSMENT										ACTION PLAN				
		Persons at risk								Review				
Activity	Risk Identified	Employee	Volunteer	Contractor	Public	Visitor	Seriousness Category	Probability	Risk Level	Existing Controls	Additional Controls Required	Revised Seriousness	Revised Probability	Final Risk
Moving around St Marys Abbey ruins	Trips, falls, slips	*				*	2	2	4	Children to be warned to tread carefully. Supervised by staff and teachers.				

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Travelling around the museum	Trips/falls up or down stairs or into cases	*				*	2	2	4	Children warned of dangers before setting off into the galleries. Supervision				
Handling objects	Cuts or nicks from broken edges	*				*	2	2	4	Objects inspected by staff before use for safety; reminders of correct means of handling objects; Staff/adult supervision at all times				
Handling objects	Dirt from objects onto hands which could be ingested	*				*	2	2	4	Group told to wash hands before eating and not to put hand into mouth. Supervision				

Handling objects	Strains from handling heavy objects					*	2	2	4	Workshop leader to assist with holding the objects.				
Using pencils for writing	Swallowing pencil lead					*	2	2	4	Verbal instruction at start of session about behaviour/verbal reminders not to run/adequate adult supervision				
Use of paper to write on	Cuts from paper / card					*	2	2	4	Supervision by workshop leaders				