

# YORK MUSEUMS TRUST RISK ASSESSMENT RECORD

<b>URN: YM0020</b>
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(Must be completed by/or in conjunction with competent trained persons only, then sent to the H&S Office for a URN)

<b>Risk Level (seriousness X probability)</b> 16 – 25 High risk; 11 – 15 Medium risk; 10 and below Low risk	<b>Seriousness Score</b>	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

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

<b>LOCATION &amp; RA TITLE:</b> Amazing Adaptations – Science Lab at The Yorkshire Museum							<b>Sign AP</b>			<b>Date 1 September 2010</b>			<b>Page 1 of 6</b>	
<b>RISK ASSESSMENT</b>										<b>ACTION PLAN</b>				
		<b>Persons at risk</b>								<b>Review</b>				
Activity	Risk Identified	Employee	Volunteer	Contractor	Public	Visitor	Seriousness Category	Probability	Risk Level	Existing Controls	Additional Controls Required	Revised Seriousness	Revised Probability	Final Risk
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				

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Handling specimens display cases	Opening cases and touching inside.					*	3	2	6	Verbal warning plus supervision by workshop leaders and adults with group. Cases are sealed. PPE				
Handling skulls in display cases	Pinching fingers whilst opening and closing cases	*				*	2	2	4	Supervision by workshop leaders and adults with group.				

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Observing Hawfinch on twig	Touching with fingers and hands	*				*	2	2	4	Wear gloves to examine specimen. Supervised when observing specimens. Group wash hands after examining specimen. Told not to put hands in mouth until they have washed their hands. LF returns Hawfinch specimen to protective box when not in use.				

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Using different tools to imitate beaks	Pinching fingers	*				*	2	2	4	Demonstration by LF. Pupils supervised during activities.				
Using seeds	Swallowing seeds, risk of allergic reactions.					*	4	2	8	Supervision of children by workshop leader.	Ask teachers to ensure any children with known allergies do not take part in the seed activity.	4	1	4
Cracking "nuts"	Shards from the butter mints (substitute for nuts) may go into eyes	*				*	2	2	4	Goggles will be worn for this activity				
Cracking "nuts"	Pinching fingers whilst using nutcrackers	*				*	2	2	4	Supervision of children by workshop leader, staff and responsible adults.				

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Using hairslide	Pinching fingers whilst opening and closing slide	*				*	2	2	4	Supervision of children by workshop leader, staff and responsible adults				
Using Vaseline on end of plastic lace	Possible allergies to vaseline	*				*	5	2	10	Supervision of children by workshop leader.	Ask teachers to ensure any children with known allergies do not take part in this activity.	5	1	5
Using small beads in Oystercatcher activity	Swallowing small beads					*	2	2	4	Supervision of children by workshop leader, staff and responsible adults.				