

# YORK MUSEUMS TRUST RISK ASSESSMENT RECORD

<b>URN: YM0022</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> Fire Away – Roman Catapults							<b>Sign AP</b>			<b>Date 1 September 2010</b>			<b>Page 1 of 3</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
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				

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				
Possible use of clipboards	Risk of trapping fingers in clipboards					*	2	2	4	Supervision by teachers and adult helpers				
Possible use of pencil sharpeners	Ingestion or Cuts from sharp metal					*	2	2	4	Controlled use of sharpeners. Supervision by workshop leaders and adults with group				

Possible use of erasers	Swallowing and choking					*	2	2	4	Controlled, minimal use of large erasers. Supervision by workshop leaders and adults with group.				
Handling objects	Dropping heavy objects onto toes	*				*	3	2	6	Children only given objects when they are seated. Supervision by workshop leaders and adults with group.				
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				
Use of equipment for making catapults	Swallowing small objects eg. baking beads (catapult ammo)					*	3	2	6	Verbal warning plus supervision by workshop leaders and adults with group.				

Use of equipment for making catapults	Cuts from lollipop sticks	*				*	2	2	4	Verbal warning plus supervision by workshop leaders and adults with group.				
Use of equipment for making catapults	Elastic bands causing injury eg. to eyes	*				*	3	2	6	Verbal warning plus supervision by workshop leaders and adults with group.				
Testing catapults	Being hit by firing baking beans (catapult ammo)	*				*	2	3	6	Controlled testing, making sure children are firing into a space where there are no people in the firing line. Baking beans are very light weight. Supervision				