

YORK MUSEUMS TRUST RISK ASSESSMENT RECORD

URN: YM0026

(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: Earth and Beyond	Sign AP	Date 15 September 2010	Page 1 of 3
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RISK ASSESSMENT	ACTION PLAN
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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
Travelling around the museum	Trips/falls up or down stairs or into cases	*				*	2	2	4	Children warned of dangers before setting off to the learning level. Supervision				

Walking to and from the Observatory	Trips/falls Lost pupils					*	3	1	3	Supervised movement. Workshop leader at front of the group and teachers at the back to keep pupils together.				
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.				
Trips, slips and falls	Injury due to tripping, slipping or falling	*			*	*	3	2	6	Controlled movement around the room. Hazards to be removed (eg. cables out of way) and limited.				
Walking up and down Observatory stairs	Injury due to fall up or down stairs	*			*	*	3	3	9	Verbal warnings given that the stairs are steep and supervision from teachers and employee				

Small balcony area around the telescope	Falling down the Observatory stairs					*	4	2	8	Teacher asked to stand at the top of the stairs. Controlled number of pupils on the telescope balcony.				
Walking around observatory	Injury due to touching heaters				*	*	3	2	6	Verbal warnings given and supervision from teachers and employee				
Looking at telescope	Injury – banging head / eye				*	*	3	2	6	Permission from adult/ guardian. Supervision and assistance by guides and adults/ guardians.				
Looking at telescope	Banging knees on wooden surface				*	*	2	1	2	Permission from adult/ guardian. Supervision and assistance by guides and adults/ guardians.				

Handling objects	Dropping objects onto toes (none of the objects being used are heavy enough to cause serious injury)	*			*	*	2	2	4	Objects in question to be handled carefully Supervision by guides and adults / guardians.				
Handling objects	Dirt from objects onto hands which could be ingested	*			*	*	2	2	4	Supervision by teacher and adults/ guardians. Children to wash hands afterwards.				