

YORK MUSEUMS TRUST RISK ASSESSMENT RECORD

URN: AG0015

(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: Hands on Ceramics, Art Gallery Studio – Gallery of Pots	Sign Gaby Lees	Date 05/10/10	Page 1 of 3
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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 studio and cupboard area	Tripping, falling	*	*				2	2	4	Keep work and storage areas tidy and clear of obstructions				
Entering and moving around the Studio	Tripping on Furniture / cables / bags etc.	*	*			*	2	3	6	Ensure furniture is appropriately located. Hazards to be removed and limited. Bags and coats placed on hanging racks.				

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Moving around the gallery / going up and down staircase	Injury due to tripping, slipping or falling	*	*			*	2	3	6	Controlled movement around the gallery. Guides and cleaning staff ensure floor surfaces are clean & clear				
Handling ceramic objects	Injury due to dropping item on self or others – cuts from broken pottery						2	3	6	Sit on carpeted floor where possible. Instruct children and adults in basic handling. Adult supervision.				
Drawing on clipboard	Puncture wounds from pencils. Pressure wound from clipboard					*	2	2	4	Supervision by staff and adult guardians.				
Art/craft: Using air hardening clay.	Ingestion / choking					*	4	2	8	Supervision by staff and adults/ guardians. Use non-toxic materials. * probability, higher with lower age range.				

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Art/craft: Using air hardening clay.	Allergic reaction to clay dust (asthma) or clay (skin reaction)	*	*			*	4	2	8	Use non-toxic materials –from recommended educational suppliers. Sink on hand to wash affected area – workroom close to front door to get asthmatic to clean air.				
Using clay tools:	Injury through cutting or piercing skin					*	3	2	6	Supervision by staff and adult guardians. Position tools where needed - such that they do not need to be carried around the room. Plastic tools – no sharp edges.				