

YORK MUSEUMS TRUST RISK ASSESSMENT RECORD

URN: AG0014

(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: Story writing	Sign G Lees	Date 05/10/10	Page 1 of 2
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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
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 /bags etc.	*	*			*	3	2	6	Ensure furniture is appropriately located. Bags and coats placed on hanging racks.				

Activity	Risk Identified	Employee	Volunteer	Contractor	Public	Visitor	Seriousness Category	Probability	Risk Level	Existing Controls	Additional Controls Required	Revised Seriousness	Revised Probability	Final Risk
Adding words to foam board	Tripping over or slipping on the board	*	*		*	*	2	2	4	Supervision by staff and adults/ Ensure foam board is located in a suitable place				
Writing	Puncture wounds from pencils					*	2	2	4	Supervision by staff and adults/ guardians.				
Moving around the gallery / going up and down staircase	Injury due to tripping, slipping or falling	*	*		*	*	3	2	6	Controlled movement around the gallery. Guides and cleaning staff ensure floor surfaces are clean & clear.				