

The National Justice Museum. The Shire Hall. Nottingham.

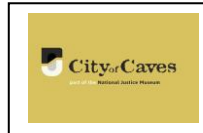
Risk Assessment Record for: City of Caves Exhibition areas

Completed By: Gary Holmes

Position: General Manager

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No	Task/Event	Hazard	Existing Precautions	Likelihood	Severity	Risk Rating	Additional Action Required
1	General access	Slips, trips and falls	Designated access routes. Adequate lighting. Aisles & stairways kept clear. Carpets/flooring in good condition, with regular inspection. Regular inspection of metal stair and walkways Gravel provided for use in cave area during wet conditions. Appropriate warnings in exhibition areas of certain exposure conditions. Regular staff training sessions with regard to access issues. All visitors given health and safety advice prior to entering cave system.	2	4	8	Employ daily inspection of lighting, & access routes. In severe wet conditions prohibit access to cave system.
		Electrocution	Proprietary equipment PAT tests undertaken Socket covers to exposed electrical sockets. Majority of electrical equipment concealed in lockable units. Low voltage lighting systems	1	5	5	Employ periodic inspection of all electrical units. (Cont).

		Inadvertent impact with displays	Adequate lighting in display areas. Designated visitor routes and / or safety barriers present	2	3	6	Regular inspections of all displays
		Inadvertent impact with plate glass doors/windows	Very little glazing of such size. Timber partitioned glazed units make easy recognition	1	3	3	
2	Articles at high level	Injury arising from falling displays	Purpose manufactured stands, displays & securements. Competent, fully trained staff engaged to erect displays.	1	4	4	Regular inspections of high level display stability
3	Costumed Interpreters Participation						See specific Risk Assessment if required
4	General Conditions	Injury arising from outbreak of fire	Fire risk managed				See specific Fire Risk Assessment If required
		General discomfort	Adequate lighting Adequate heating although not present in cave system. Alternative exits signposted Rest seats positioned throughout exhibitions.	1	2	2	Regular monitoring and review of environmental conditions due to shopping complex demolition process
							(Cont).

		Electrocution	Fixed wiring inspections and tests carried out by competent contractor	1	5	5	Next inspection September 2025
		Injury or illness arising from inadequate welfare facilities	No visitor toilet facilities available – agreement with Nottingham Contemporary to direct visitors to their centre facilities or visitors directed to bus station toilet facilities. First aid availability via NJM procedures	1	3	3	Periodic inspection of all first aid boxes to ensure sufficient stock available
		Injury arising from transfer between city of Caves and National Justice Museum	Clear directions given to general visitors and groups. No road ways to cross Maintained public walkways present between sites	1	5	5	No lift facilities to the City of Caves. Entrance via sloped walk way to Canal Street – return using Sussex street under tram bridge, or steps adjacent to Nottingham Contemporary entrance.

5X5 MATRIX METHOD:

Rating: 1 - 4 ACCEPTABLE - No further action required, but ensure control measures are maintained.

5 - 9 ADEQUATE - Look for suitable improvements at the next review.

10 - 16 TOLERABLE - Look to improve within a specified timescale.

17 - 25 UNACCEPTABLE - Stop activity and make immediate improvements.