

Greater Manchester Police Museum.

Risk Assessment Record for: National Justice Museum - Visiting school groups

Completed By: Kath Downs

Position: Learning Manager NW

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No	Task/Event	Hazard	Existing Precautions	Risk H / M / L	In place	Additional Action Required
1	<p>General access to all public spaces, including galleries, charge office, cells, courtroom and exhibition areas within the GM Police Museum. General access by, but not limited to:</p> <ul style="list-style-type: none"> • Employees of the National Justice Museum • Employees of the GM Police Museum • All visitors. • Maintenance contractors • Delivery drivers <p>Any other person who comes into contact with the premises in relation to our business</p>		<p><u>Visitor access:</u> One school per session Max. number of 30 pupils per session One-way system in operation at all times. Limited numbers admitted to smaller spaces.</p> <p><u>Hand washing</u> Handwash facilities with antibacterial soap and paper Gel sanitiser facilities available to use throughout the session</p> <p><u>Cleaning</u> Enhanced cleaning and hygiene protocol in all areas. Regular disinfecting of objects and surfaces that are used regularly, including but not limited to, door handles, light switches, hand rails</p>	M	Yes	Schools will be advised of any additional hazards/precautions pre-visit.
2	Visit to the Museum	<p>Material not suitable for young children</p> <p>Traffic on Public Highway outside Museum</p>	<p>Age restriction of 12+</p> <p>School groups advised to get transport to drop them off outside the main door. Member of staff will be waiting at front door to allow immediate access.</p>	<p>L</p> <p>L</p>	<p>Yes</p> <p>Yes</p>	

		Injury from heavy Victorian doors and cell door hatches	All doors are opened and operated by staff. Regular cleaning of latches and handles in operation.	L	Yes	
		Slip, trip or fall on staircase	Verbal warning of steepness of stairs to ensure safe ascent and descent of stairs. Alternative method of ascending to first floor via lift for those with mobility difficulties. Single file and a one-way system in operation.	L	Yes	
		Fire or other need for emergency evacuation	Visitors receive verbal information about emergency evacuation procedure, routes available and assembly point. Maximum capacity to first floor of 40 people maintained at all times. All fire doors unlocked prior to visitor's arrival. Museum staff are fully trained and will lead the way safely.	L	Yes	
		Emergency evacuation of visitors with impaired mobility who need the use of the lift	. The lift cannot be used in the event of a fire, therefore if pupils are only able to evacuate the upper floor by means of a lift, they are not allowed access to the upper floor of the building. Requirements specified at time of booking so staff can adequately prepare for needs of pupils. Access statement made available prior to the visit (PEP).	L	Yes	
		Risk to courtroom from drinks/food stains/encouraging pests	All visitors are asked not to bring in food or drink (water being the exception).	M	Yes	

3	Charge Office	Object handling by NJM staff only Injury from heavy Victorian doors Entrance to the Charge office	Objects will be shown by NJM staff and handed around the group. There will be clear instructions for the group how to handle these items. The Charge Office door is opened and operated by staff. Regular cleaning of latches and handles in operation. Entry to the Charge Office is through the outside courtyard. Care is to be taken as cobbled area, pupils will be advised to walk not run.	L M L	Yes Yes Yes	Staff training and regular briefings
4	Cells	Injury from heavy Victorian doors Overcrowding in cell	Door to the cell corridor kept open. Staff will operate all other cell doors. Regular cleaning of latches and handles in operation. Staff will advise how many pupils can enter a cell safely without the risk of overcrowding.	M	Yes	
5	Courtroom	Slips, trips or falls in courtroom Ventilation	Pupils will be required to sit in allocated positions throughout the courtroom. Pupils will be advised of any steps in the courtroom area. Internal doors will be kept ajar to allow ventilation of air within the courtroom.	M	Yes	
6	Additional Risks	Outbreak of Covid – 19 Coronavirus	The National Justice Museum, will follow all government guidelines in the event of a further outbreak of Covid-19 Coronavirus.	M	Yes	