

Manchester Metropolitan University
Risk Assessment Record for: National Justice Museum - Visiting school groups
Completed By: Kath Downs **Position: Learning Manager NW**

Date: 11/08/2024

Date for review: 11/08/2025



No	Task/Event	Hazard	Existing Precautions	Risk H / M / L	In place	Additional Action Required
1	<p>General access to all public spaces within MMU General access by, but not limited to:</p> <ul style="list-style-type: none"> • Employees of the National Justice Museum • Employees of MMU • Students of MMU • All visitors. • Maintenance contractors • Delivery drivers <p>Any other person who comes into contact with the premises in relation to business</p>	Contact with and spread of covid – 19 Coronavirus	<p>Visitor access: One school per session Max. number of 30 pupils per session One-way system in operation at all times.</p> <p>Hand washing Handwash facilities with antibacterial soap and paper Gel sanitiser facilities available to use throughout the session</p> <p>Cleaning 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 all details pre-visit.
2	Visit to MMU moot courtroom	Pedestrianised area outside the Business school		L	Yes	
				L	Yes	

		<p>Revolving doors on entry</p> <p>Injury as a result of slipping/ tripping over an obstacle/trip hazard in the walkway/access route within the premises</p> <p>A serious incident occurring requiring the full or partial evacuation of the premises on permanent or temporary basis. The nature of the incident causing potentially serious injuries at the outset, or during the evacuation phase.</p>	<p>The revolving doors are manually operated. Teachers to supervise 1-2 students at a time.</p> <p>Separate eating & drinking areas Sufficient cleaning staff/security on site to mop up any spillage/put up hazard signs quickly.</p> <p>Visitors receive verbal information about emergency evacuation procedure, routes available and assembly point. All fire doors unlocked prior to visitor's arrival. Staff are fully trained and will lead the way safely.</p> <p>The moot courtroom is located on the ground floor and therefore, there is no lift/stair risks.</p> <p>Trained first aiders available</p>	<p>L</p> <p>L</p> <p>L</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	
5	Courtroom	<p>Delivery of courtroom workshops</p> <p>Slips, trips or falls in courtroom</p>	<p>All resources used in the delivery of the workshops will be sanitised before use and after use. NJM delivery staff will maintain a safe distance from visitors in line with government guidelines.</p> <p>Pupils will be required to sit in allocated positions throughout the courtroom. Pupils will be advised of any steps in the courtroom area. All visitors are asked not to bring in food or drink (water being the exception).</p>	<p>M</p>	<p>Yes</p>	<p>All workshop resources to be laminated to enable cleaning after use</p>

		Ventilation	New ventilation system installed which allows fresh air from outside to circulate freely around the room.			
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