

**The National Justice Museum. The Shire Hall. Nottingham.
Risk Assessment Record for: City of Caves Exhibition areas**

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**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 public visitors provided with head protection and made aware of conditions.	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	Regular inspection of hard hats Employ periodic inspection of all electrical units. (Cont).

		Electrocution	Fixed wiring inspections and tests carried out by competent contractor	1	5	5	
		Injury or illness arising from inadequate welfare facilities	Toilets, washing and rest facilities available at the museum with signage and staff to direct. First aid availability via Caves staff and centre security	1	5	5	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 give to general visitors and groups. Accessible route should be described where applicable. Maintained public walkways present between sites.	1	5	5	

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.