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 Electrocution	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. Proprietary equipment PAT tests undertaken	2	4	8	Employ daily inspection of lighting, & access routes. In severe wet conditions prohibit access to cave system Regular inspection of hard hats
			Socket covers to exposed electrical sockets. Majority of electrical equipment concealed in lockable units. Low voltage lighting systems	•	C	S S	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	
							(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.