

National Justice Museum. The Shire Hall. Nottingham.

Risk Assessment Record for: Civil Court Courtroom Workshop

Completed By: JA

Date: 05/11/24

Position: Learning Manager

Date for review: 05/11/25

| No | Task/Event | Hazard | Existing Precautions | Likelihood | Severity | Risk Rating | Additional Action Required |
|----|--------------------------------|---|---|------------|----------|-------------|-----------------------------------|
| 1 | Civil Court Courtroom Workshop | Injury arising from manual handling activity when setting up. | Permit only fully trained staff members to carry out this operation. | 1 | 4 | 4 | Carry out periodic staff training |
| 2 | | Slips, trips, and falls | <ul style="list-style-type: none">○ All groups under supervision at all times.○ Health and safety briefing given before activities commence.○ Designated access routes.○ Adequate lighting.○ Passages and doorways kept clear.○ Flooring in good condition, with regular inspection.○ Group warned about trip hazards○ All trip hazards highlighted with yellow and black tape | 2 | 2 | 4 | No further action required. |
| 3 | | Electrocution | <ul style="list-style-type: none">○ PAT tests undertaken○ Socket covers on exposed electrical | 1 | 4 | 4 | No further Action Required |

| | | | | | | | |
|---|--|--|--|---|---|---|----------------------------|
| | | | sockets. | | | | |
| 4 | | Injury arising from outbreak of fire | <ul style="list-style-type: none"> ○ Alternative exits available. ○ Group always with a member of staff when in this area ○ Fire warning system in full operation ○ Fire drills regularly take place ○ Instruction for in the event of a fire given to all groups at the beginning of the day. ○ Site regularly inspected by fire service. | 2 | 2 | 4 | No further Action Required |
| 5 | | Inadvertent impact with court furniture and doors | <ul style="list-style-type: none"> ○ Adequate Lighting ○ Health & Safety briefing given before activities commence | 3 | 2 | 3 | No further action required |
| 6 | | General discomfort | <ul style="list-style-type: none"> ○ Group numbers limited to a maximum of 35 per group. ○ Lift service available. | 1 | 2 | 2 | No further action required |
| 7 | | Injury or illness arising from inadequate welfare facilities | <ul style="list-style-type: none"> ○ Appropriate number of toilets, washing, and rest facilities situated close by ○ Trained first aid availability. | 1 | 3 | 3 | No further action required |

| | | | | | | | |
|---|--|----------------------------|---|---|---|---|-----------------------------|
| 7 | | Injury arising from attack | <ul style="list-style-type: none"> ○ Pre- booked activities. ○ Restricted access for non-visitors only, (this site is situated close to the main public route and by the visitor toilets) ○ Signage to deter entry | 2 | 3 | 6 | No further action required. |
|---|--|----------------------------|---|---|---|---|-----------------------------|

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.