

**National Justice Museum. The Shire Hall. Nottingham.**

**Risk Assessment Record for: Civil Court Courtroom Workshop**

**Completed By: JA**

**Date: 09/11/23**

**Position: Learning Manager**

**Date for review: 09/11/24**

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"><li>○ All groups under supervision at all times.</li><li>○ Health and safety briefing given before activities commence.</li><li>○ Designated access routes.</li><li>○ Adequate lighting.</li><li>○ Passages and doorways kept clear.</li><li>○ Flooring in good condition, with regular inspection.</li><li>○ Group warned about trip hazards</li><li>○ All trip hazards highlighted with yellow and black tape</li></ul>	2	2	4	No further action required.
3		Electrocution	<ul style="list-style-type: none"><li>○ PAT tests undertaken</li><li>○ Socket covers on exposed electrical</li></ul>	1	4	4	No further Action Required

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

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