

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

**Risk Assessment Record for: Police Station – Choices & Consequences**

**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	Police Station – Choices & Consequences	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 staff training periodically
2		Injury arising from falling objects or displays	<ul style="list-style-type: none"><li>○ Very little stored at height</li><li>○ Purpose manufactured stands &amp; securements.</li></ul>	1	4	4	Ensure staff are aware of potential risk and will highlight anything they see immediately to management.
3		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>○ Stairs and coverings</li></ul>	2	3	6	No further action required

			in good condition with hand rail fitted				
4		Electrocution	<ul style="list-style-type: none"> <li>○ Socket covers on exposed electrical sockets.</li> </ul>	1	3	3	No further action required.
5		Inadvertent impact with displays or with doors/windows	<ul style="list-style-type: none"> <li>○ Adequate lighting</li> <li>○ Health and safety briefing given before activities commence</li> <li>○ Safety glass fitted in all areas.</li> </ul>	1	3	3	No further action required.
6		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	3	6	No further action required
7		General discomfort	<ul style="list-style-type: none"> <li>○ Group numbers limited to a maximum of 30.</li> </ul>	1	2	2	No further action required

8		Injury or illness arising from inadequate welfare facilities	<ul style="list-style-type: none"> <li>○ Appropriate number of toilets, washing, and rest facilities, although not situated in a close vicinity to the site</li> <li>○ Trained first aid support available.</li> </ul>	2	2	4	No further action required
9		Injury arising from attack	<ul style="list-style-type: none"> <li>○ Pre- booked activities.</li> <li>○ Restricted access for non-visitors only.</li> </ul>	2	3	6	No further action required.
10		Use of site for storing items.	<ul style="list-style-type: none"> <li>○ If items stored in this area they are cordoned off/locked away</li> <li>○ Items not stored in this area unless absolutely necessary.</li> </ul>	2	2	4	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.**