

National Justice Museum. The Shire Hall. Nottingham.

Risk Assessment Record for: Transformer Room – Cave Workshops, Justice Reinvented, Capital Punishment Debate, Case Study

Completed By: JA

Position: Learning Manager

Date: 05/11/24

Date for review: 05/11/25

No	Task/Event	Hazard	Existing Precautions	Likelihood	Severity	Risk Rating	Additional Action Required
1	Transformer Room – Cave Workshops, Justice Reinvented, Capital Punishment Debate, Case Study	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. ○ Flagstone/ uneven flooring in good condition, with regular inspection. 	2	2	4	No further action required.
3		Injury arising from falling objects or displays	<ul style="list-style-type: none"> ○ Very little stored at height 	1	4	4	Ensure staff are aware of potential

			<ul style="list-style-type: none"> ○ Single layer stacking on shelves ○ Purpose manufactured stands & securements. 				risk and will highlight anything they see immediately to management.
4		Electrocution	<ul style="list-style-type: none"> ○ PAT tests undertaken ○ Socket covers on exposed electrical sockets. ○ Electrical equipment concealed 	1	4	4	
5		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. ○ Staff issued with radios to call for assistance if needed 	2	3	6	No further action required
6		General discomfort	<ul style="list-style-type: none"> ○ Group numbers limited to a maximum of 35. 	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 in a close vicinity to the site ○ Trained first aid availability. 	2	2	4	No further action required.
8		Injury arising from attack	<ul style="list-style-type: none"> ○ Secure area with restricted access to public. ○ Office tenants only with access to the corridor next to the room. ○ Pre- booked activities. ○ Signage to deter entry 	1	4	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.