

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

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	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		Electrocution	<ul style="list-style-type: none">○ PAT tests undertaken○ Socket covers on	1	4	4	

			<p>exposed electrical sockets.</p> <ul style="list-style-type: none"> ○ Electrical equipment concealed 				
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. ○ 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.