

National Justice Museum Education at the Royal Courts of Justice.

Risk Assessment Record for: Courtroom Workshop in any court room at the RCJ

Updated By: Tom Jewkes

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Position: Learning Manager

Date for review: May 2020

No	Task/Event	Hazard	Existing Precautions	Likelihood	Severity	Risk Rating	Additional Action Required
1	Mock Trial	Injury arising from manual handling activity when setting up.	Trained staff members to carry out this operation.	1	4	4	Carry out periodic staff training
2	Movement around the building and within courts.	Slips, trips, and falls	<ul style="list-style-type: none"> ○ All groups should remain under strict supervision at all times ○ Health and safety briefing given before activities commence. (HMCTS) ○ Designated access routes (HMCTS) ○ Adequate lighting (HMCTS) ○ Passages and doorways kept clear. (HMCTS) ○ Flooring in good condition, with regular inspection (HMCTS) ○ Group warned about trip hazards (Organiser) ○ All trip hazards highlighted with yellow and black tape (HMCTS) 	2	2	4	<p>HMCTS advise wearing of sensible footwear at all times</p> <p>There is an accessible route map available on request which avoids the use of stairs throughout the building.</p> <p>There are parts of the building which are over 130 years old and visitors should be mindful that lighting and floor levels can be inconsistent</p>

3	Electrical equipment on site.	Shock /electrocution	<ul style="list-style-type: none"> ○ PAT tests regularly undertaken (HMCTS) ○ Organiser to remind students not to touch electrical equipment or sockets 	1	4	4	No further Action Required
4	Outbreak of fire	Injury arising from contact with fire or smoke.	<ul style="list-style-type: none"> ○ Alternative exits available (HMCTS) ○ Groups should always be accompanied by members of staff who should be aware of the RCJ fire warning system ○ Fire drills regularly take place (HMCTS) ○ Instruction for in the event of a fire given to all groups at the beginning of the day (HMCTS to supply instructions -deliver instruction before/at events) ○ Site regularly inspected by HMCTS ○ Fire extinguishers throughout the site which should only be used by trained personnel. 	2	2	4	<p>No further Action Required</p> <p>Floor and fire wardens through out site</p>

5		General discomfort	<ul style="list-style-type: none"> ○ Group numbers limited to a maximum of 60 ○ Lift service available throughout the complex 	1	2	2	No further action required
6		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 (HMCTS) ○ HMCTS inform of all toilet locations ○ Trained first aid availability via Security Control X.6260 (HMCTS) ○ HMCTS to ensure are aware of HMCTS procedures for contacting first aiders 	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. ○ Access to RCJ complex controlled by HMCTS security staff 	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.