

National Justice Museum Education at the Royal Courts of Justice.

Risk Assessment Record for: General Areas

Updated By: Tom Jewkes

Date: May 2019

Position: Learning Manager

Date for review: May 2020

No	Task/Event	Hazard	Existing Precautions	Likelihood	Severity	Risk Rating	Additional Action Required
1	General access	Slips, trips and falls	<ul style="list-style-type: none"> ○ Designated access routes. Adequate lighting. Aisles kept clear. Carpets/flooring in good condition, with regular inspection (HMCTS) ○ Regular inspection of stairways (HMCTS) 	2	4	8	Employ periodic inspection of lighting, & access routes.
		Electrocution/ shock	<ul style="list-style-type: none"> ○ Proprietary equipment HMCTS ○ PAT tests undertaken regularly. Any electrical equipment brought onto and used on site e.g. laptops should also be tested as part of the regime. 	1	5	5	Employ periodic inspection of all electrical units. Organiser should inform students not to touch electrical equipment or sockets
		Inadvertent impact with displays, plate glass doors/windows	<ul style="list-style-type: none"> ○ Adequate lighting and barriers in display areas (HMCTS) Safety glass fitted in areas such as costume galleries. Other panes are of a small size to reduce impact. 	2	3	6	Responsible adult should ensure that students use appropriate behaviour near glass display units and windows

2	Articles at high level	Injury arising from falling displays	<ul style="list-style-type: none"> ○ Purpose manufactured stands & securements. Competent, fully trained staff engaged to erect displays. 	1	4	4	Periodically inspect displays for stability
3	General Conditions	Injury arising from outbreak of fire	Fire procedures in Place	2	3	6	RCJ has full fire risk assessment – to be supplied on request
		General discomfort	<ul style="list-style-type: none"> ○ Adequate lighting ○ Adequate heating ○ Alternative exits available) ○ Rest seats positioned throughout RCJ complex ○ Lift service available 	1	2	2	<p>Periodic inspection of exit doors. Lift service regularly maintained</p> <p>Building is over 130 years old and lighting and floor levels can be inconsistent.</p>
		Electrocution/ shock	<ul style="list-style-type: none"> ○ Fixed wiring inspections and tests (HMCTS) 	1	5	5	
		Injury or illness arising from inadequate welfare facilities	<ul style="list-style-type: none"> ○ Appropriate number of toilets, washing and rest facilities ○ First aid availability via Security Control X.6260 	1	3	3	Periodic inspection of all first aid boxes to ensure sufficient stock available. In the event of an emergency a First Aider can be contacted through Security Control X6260
4	General Maintenance	Various to task	<ul style="list-style-type: none"> ○ HMCTS 				See specific risk assessment

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.