

The National Justice Museum. The Shire Hall. Nottingham.

Risk Assessment Record for: General Exhibition Areas

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Position: General Manager

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No	Task/Event	Hazard	Existing Precautions	Likelihood	Severity	Risk Rating	Additional Action Required
1	General access	Slips, trips and falls	Designated access routes. Adequate lighting. Aisles kept clear. Carpets/flooring in good condition, with regular inspection. Regular inspection of 17 th & 18 th century stairways Regular inspection of caves. Appropriate warnings in exhibition areas of certain exposure conditions.	2	4	8	Employ daily inspection of lighting, & access routes. In severe wet conditions prohibit access to medieval cave system. Ensure all gallery staff give verbal warnings as required.
		Electrocution	Proprietary equipment PAT tests undertaken Socket covers to exposed electrical sockets. Majority of electrical equipment concealed in lockable units Low voltage exhibition lighting in most areas	1	5	5	Employ periodic inspection of all electrical units. (Cont.).

		Inadvertent impact with displays	Adequate lighting in display areas Signage and rope barriers placed as required	2	3	6	Carry out regular assessments of display areas and case layout. Extra attention required to NTU displays
		Inadvertent impact with plate glass doors/windows	Very little glazing of such size. Timber partitioned glazed units make easy recognition	1	3	3	
2	Articles at high level	Injury arising from falling displays	Purpose manufactured stands & securements. Competent, fully trained staff engaged to erect displays.	1	4	4	Periodically inspect displays at height for stability
3	Costumed Interpreters Participation	Various to task	Character performances assessed for risk including use of theatrical and replica props	1	4	4	See specific Risk Assessment if required
4	General Conditions	Injury arising from outbreak of fire	Fire risk managed	1	5	5	See specific Fire Risk Assessment if required
		General discomfort	Adequate lighting Adequate heating although parts of the exhibitions are exposed. (visitors advised) Alternative exits available in most exhibition areas. Rest seats positioned throughout exhibitions. Lift service available. Staff present to assist	1	2	2	Periodic inspection of exit doors. Lift service regularly maintained by competent contractor

		Electrocution	Fixed wiring inspections and tests carried out by competent contractor	1	5	5	
		Injury or illness arising from inadequate welfare facilities.	Appropriate number of toilets, washing and rest facilities. First aid assistance available Emergency procedures in place Appointed persons on call at all times	1	3	3	
		Injury arising from transfer from National Justice Museum to City of Caves attraction	Clear directions give to general visitors and groups. Pedestrian crossing facility available. Maintained public walkways present between sites	1	5	5	
5	General Maintenance	Various to task	Planned maintenance procedures. Risk registers inspected regularly. Major works undertaken out of hours	1	4	4	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.