

National Justice Museum. The Shire Hall. Nottingham.

Risk Assessment Record for: Civil Court Courtroom Workshop

Completed By: NG

Date: 04/09/20

Position: Learning and Access Manager

Date for review: 04/09/21

No	Task/Event	Hazard	Existing Precautions	Likelihood	Severity	Risk Rating	Additional Action Required
1	Civil Court Courtroom Workshop	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"><li>○ All groups under supervision at all times.</li><li>○ Health and safety briefing given before activities commence.</li><li>○ Designated access routes.</li><li>○ Adequate lighting.</li><li>○ Passages and doorways kept clear.</li><li>○ Flooring in good condition, with regular inspection.</li><li>○ Group warned about trip hazards</li><li>○ All trip hazards highlighted with yellow and black tape</li></ul>	2	2	4	No further action required.
3		Electrocution	<ul style="list-style-type: none"><li>○ PAT tests undertaken</li><li>○ Socket covers on exposed electrical</li></ul>	1	4	4	No further Action Required

			sockets.				
4		Injury arising from outbreak of fire	<ul style="list-style-type: none"> <li>○ Alternative exits available.</li> <li>○ Group always with a member of staff when in this area</li> <li>○ Fire warning system in full operation</li> <li>○ Fire drills regularly take place</li> <li>○ Instruction for in the event of a fire given to all groups at the beginning of the day.</li> <li>○ Site regularly inspected by fire service.</li> </ul>	2	2	4	No further Action Required
5		Inadvertent impact with court furniture and doors	<ul style="list-style-type: none"> <li>○ Adequate Lighting</li> <li>○ Health &amp; Safety briefing given before activities commence</li> </ul>	3	2	3	No further action required
6		General discomfort	<ul style="list-style-type: none"> <li>○ Group numbers limited to a maximum of 60</li> <li>○ Lift service available.</li> </ul>	1	2	2	No further action required
7		Injury or illness arising from inadequate welfare facilities	<ul style="list-style-type: none"> <li>○ Appropriate number of toilets, washing, and rest facilities situated close by</li> <li>○ Trained first aid availability.</li> </ul>	1	3	3	No further action required

7		Injury arising from attack	<ul style="list-style-type: none"> <li>○ Pre- booked activities.</li> <li>○ Restricted access for non-visitors only, (this site is situated close to the main public route and by the visitor toilets)</li> <li>○ Signage to deter entry</li> </ul>	2	3	6	No further action required.
8		Contact with and Spread of covid-19 Coronavirus	<p><b>Social-distancing:</b> Delivery staff will maintain a distance from participants in line with government guidelines.</p> <p><b>PPE:</b> Delivery staff will wear face masks or visors while in the building or delivering to groups. All participants that are not exempt (see government guidelines <a href="https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own">https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</a> ) will asked to wear face coverings when in the building.</p> <p><b>Hand washing:</b> Hand washing facilities with antibacterial soap and paper towel drying will be made available.</p>	3	5	15	<ul style="list-style-type: none"> <li>• Staff training and daily briefings</li> <li>• Social distancing signage</li> <li>• Hand gel stations available</li> <li>• Additional cleaning materials made available</li> <li>• All workshop resources to be laminated to enable cleaning after use</li> </ul>

			<p>Participants will be asked to wash their hands after visiting toilets, before and after lunch and when moving between activities. Gel sanitizer facilities to be made available.</p> <p><b>Cleaning:</b> Enhanced cleaning and hygiene protocol in all areas. Regular disinfecting of surfaces that are used regularly, including but not limited to, door handles, light switches and hand-rails. Additional cleaning materials will be made available to delivery staff so that laminated workshop resources can be cleaned after each use.</p>				
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**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.**