

National Justice Museum. The Shire Hall. Nottingham.

Risk Assessment Record for: Narrow Marsh - Victorian CSI, KS1 Local History

Completed By: NG

Position: Learning and Access Manager

Date: 04/09/20

Date for review: 04/09/21

No	Task/Event	Hazard	Existing Precautions	Likelihood	Severity	Risk Rating	Additional Action Required
1	Narrow Marsh - Victorian CSI, KS1 Local History	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		Injury arising from falling goods or displays	<ul style="list-style-type: none">○ Very little stored at height○ Purpose manufactured stands & securements. Competent, fully trained staff engaged to erect and maintain displays.	1	4	4	Ensure staff are aware of potential risk and will highlight anything they see immediately to management.
3		Slips, trips, and falls	<ul style="list-style-type: none">○ All groups under supervision at all times.○ Staff issued with radios to be used if assistance is required.○ Telephone available for staff to call for assistance○ Health and safety briefing given before	2	4	8	Carry out periodic staff training

			<ul style="list-style-type: none"> activities commence. ○ Designated access routes. ○ Adequate lighting. ○ Passages and doorways kept clear. ○ Flagstone flooring in good condition, with regular inspection. ○ Appropriate warnings in exhibition areas of certain exposure conditions. 				
4		Electrocution	<ul style="list-style-type: none"> ○ Proprietary equipment ○ PAT tests undertaken ○ Socket covers on exposed electrical sockets. ○ Majority of electrical equipment concealed ○ Fixed wiring inspections carried out every 3 years 	1	4	4	No further action required
5		Inadvertent impact with displays or with plate glass doors/windows	<ul style="list-style-type: none"> ○ Adequate lighting in display areas. ○ Safety glass fitted in all areas. ○ Staff issued with radios to be used if assistance is required. ○ Timber partitioned glazed units make easy recognition 	2	4	8	No further action required
6		Injury arising from outbreak of fire	<ul style="list-style-type: none"> ○ Alternative exits available. 	2	5	10	No further action required

			<ul style="list-style-type: none"> ○ Group always with a member of staff when in this area ○ Staff issued with radios to be used if assistance is required. ○ 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. 				
7		General discomfort	<ul style="list-style-type: none"> ○ Group numbers limited to a maximum of 35. ○ Lift service available. 	1	2	2	No further action required
8		Injury or illness arising from inadequate welfare facilities	<ul style="list-style-type: none"> ○ Appropriate number of toilets, washing, and rest facilities, although not situated in a close vicinity to the site ○ Telephone available for staff to call for assistance ○ Trained first aid availability. 	2	3	6	No further action required
9		Injury arising from attack	<ul style="list-style-type: none"> ○ Secure area with restricted access to public. ○ Pre- booked activities. 	1	4	4	Check of CCTV performed regularly.

			<ul style="list-style-type: none"> ○ CCTV surveillance in operation 				
10		Ongoing Maintenance work	None carried out whilst open to visitors	1	3	3	No further action required.
11		Contact with and Spread of covid-19 Coronavirus	<p>Social-distancing: Delivery staff will maintain a distance from participants in line with government guidelines.</p> <p>PPE: 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 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) will asked to wear face coverings when in the building.</p> <p>Hand washing: Hand washing facilities with antibacterial soap and paper towel drying will be made available. Participants will be asked to wash their hands after visiting toilets, before and</p>	3	5	15	<ul style="list-style-type: none"> • Staff training and daily briefings • Social distancing signage • Hand gel stations available • Additional cleaning materials made available • All workshop resources to be laminated to enable cleaning after use

			<p>after lunch and when moving between activities. Gel sanitizer facilities to be made available.</p> <p>Cleaning: 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.