

The Galleries of Justice Museum. The Shire Hall. Nottingham.

Risk Assessment Record for: Police Station

Completed By: NG

Date: 04/09/20

Position: Learning and Access Manager

Date for revue: 04/09/20

No	Task/Event	Hazard	Existing Precautions	Likelihood	Severity	Risk Rating	Additional Action Required
1	Police Station	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 period staff training
2		Injury arising from falling objects or displays	<ul style="list-style-type: none"> ○ Very little stored at height ○ Purpose manufactured stands & securements. 	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. ○ Health and safety briefing given before activities commence. ○ Designated access routes. ○ Adequate lighting. ○ Passages and doorways kept clear. ○ Flooring in good condition, with regular inspection. ○ Stairs and coverings 	2	3	6	No further action required

			in good condition with hand rail fitted				
4		Electrocution	<ul style="list-style-type: none"> ○ Socket covers on exposed electrical sockets. 	1	3	3	No further action required.
5		Inadvertent impact with displays or with doors/windows	<ul style="list-style-type: none"> ○ Adequate lighting ○ Health and safety briefing given before activities commence ○ Safety glass fitted in all areas. 	1	3	3	No further action required.
6		Injury arising from outbreak of fire	<ul style="list-style-type: none"> ○ Alternative exits available. ○ Group always with a member of staff when in this area ○ 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. 	2	3	6	No further action required
7		General discomfort	<ul style="list-style-type: none"> ○ Group numbers limited to a maximum of 30. 	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 ○ Trained first aid support available. 	2	2	4	No further action required
9		Injury arising from attack	<ul style="list-style-type: none"> ○ Pre- booked activities. ○ Restricted access for non-visitors only. 	2	3	6	No further action required.
10		Use of site for storing items.	<ul style="list-style-type: none"> ○ If items stored in this area they are cordoned off/locked away ○ Items not stored in this area unless absolutely necessary. 	2	2	4	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-</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

			<p>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 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>				be laminated to enable cleaning after use
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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.

