

National Justice Museum. The Shire Hall. Nottingham.

Risk Assessment Record for: Transformer Room – Cave Workshops, Victorian CSI, Convict Ship, Justice 2020, Capital Punishment Debate, Case Study

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	Transformer Room – Cave Workshops, Victorian CSI, Convict Ship, Justice 2020, Capital Punishment Debate, Case Study	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"> ○ 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. ○ Flagstone/ uneven flooring in good condition, with regular inspection. 	2	2	4	No further action required.

3		Electrocution	<ul style="list-style-type: none"> ○ PAT tests undertaken ○ Socket covers on exposed electrical sockets. ○ Electrical equipment concealed 	1	4	4	
4		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. ○ Staff issued with radios to call for assistance if needed 	2	3	6	No further action required
6		General discomfort	<ul style="list-style-type: none"> ○ Group numbers limited to a maximum of 35. 	1	2	2	No further action required
7		Injury or illness arising from inadequate welfare facilities	<ul style="list-style-type: none"> ○ Appropriate number of toilets, washing, and rest facilities, situated in a close vicinity to 	2	2	4	No further action required.

			<p>the site</p> <ul style="list-style-type: none"> ○ Trained first aid availability. 				
8		Injury arising from attack	<ul style="list-style-type: none"> ○ Secure area with restricted access to public. ○ Office tenants only with access to the corridor next to the room. ○ Pre- booked activities. ○ Signage to deter entry 	1	4	4	No further action required.
9		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>	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>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>				
--	--	--	--	--	--	--	--

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.