

Date: 11/08/2025

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No	Task/Event	Hazard	Existing Precautions	Risk H / M / L	In place	Additional Action Required
1	<p>General access to all public spaces within MMU</p> <p>General access by, but not limited to:</p> <ul style="list-style-type: none"> Employees of the National Justice Museum Employees of MMU Students of MMU All visitors. Maintenance contractors Delivery drivers <p>Any other person who comes into contact with the premises in relation to business</p>	Contact with members of the public	<p><u>Visitor access:</u> One school per session Max. number of 35 pupils per session</p> <p><u>Hand washing</u> Handwash facilities with antibacterial soap and paper Gel sanitiser facilities available to use throughout the session</p> <p><u>Cleaning</u> Enhanced cleaning and hygiene protocol in all areas. Regular disinfecting of objects and surfaces that are used regularly, including but not limited to, door handles, light switches, hand rails</p>	M	Yes	Schools will be advised of all details pre-visit.
2	Visit to MMU moot courtroom	<p>Pedestrianised area outside the Business school</p> <p>Revolving doors on entry</p>	<p>The revolving doors are manually operated. Teachers to supervise 1-2 students at a time.</p> <p>Separate eating & drinking areas Sufficient cleaning staff/security on site to mop up any spillage/put up hazard signs quickly.</p>	<p>L</p> <p>L</p> <p>L</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	

		<p>Injury as a result of slipping/tripping over an obstacle/trip hazard in the walkway/access route within the premises</p> <p>A serious incident occurring requiring the full or partial evacuation of the premises on permanent or temporary basis. The nature of the incident causing potentially serious injuries at the outset, or during the evacuation phase.</p>	<p>Visitors receive verbal information about emergency evacuation procedure, routes available and assembly point. All fire doors unlocked prior to visitor's arrival. Staff are fully trained and will lead the way safely.</p> <p>.</p> <p>The moot courtroom is located on the ground floor and therefore, there is no lift/stair risks.</p> <p>Trained first aiders available</p>	<p>L</p> <p>L</p>	<p>Yes</p> <p>Yes</p>	
5	Courtroom	Delivery of courtroom workshops	All resources used in the delivery of the workshops will be sanitised before use and after use.	M	Yes	All workshop resources to be laminated to enable cleaning after use

		Slips, trips or falls in courtroom	Pupils will be required to sit in allocated positions throughout the courtroom. Pupils will be advised of any steps in the courtroom area. All visitors are asked not to bring in food or drink (water being the exception).			
		Ventilation	New ventilation system installed which allows fresh air from outside to circulate freely around the room.			