National Justice Museum. The Shire Hall. Nottingham.
Risk Assessment Record for: Civil Court - Courtroom Workshop, Deeds not Words
Completed By: JA **Position: Learning Manager**
Date: 04/11/26 **Date for review: 04/11/27**

No	Task/Event	Hazard	Existing Precautions	Likelihood	Severity	Risk Rating	Additional Action Required
1	Civil Court - Courtroom Workshop, Deeds not Words	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	o Very little stored at height o Purpose manufactured stands & securements. o Competent, fully trained staff engaged to erect and maintain displays. o Regular inspections	1	4	4	Ensure staff are aware of potential risk and will highlight anything they see immediately to management.
3		Slips, trips, and falls	o All groups under supervision at all times. o Health and safety briefing given before activities commence. o Designated access routes. o Adequate lighting including for	2	2	4	No further action required.

			emergency. o Passages and doorways kept clear. o Flooring in good condition, with regular inspection. o Group warned about trip hazards o All trip hazards highlighted with yellow and black tape				
4		Electrocution	o PAT tests undertaken o BSI Kitemarked sockets, regularly inspected	1	4	4	No further Action Required
5		Injury arising from outbreak of fire	o Alternative exits available. o Group always with a member of staff when in this area o Fire warning system in full operation o Fire drills regularly take place o Instruction for in the event of a fire given to all groups at the beginning of the day. o Site regularly inspected by fire service.	2	2	4	No further Action Required
6		Inadvertent impact with court furniture and doors	o Adequate Lighting o Health & Safety briefing given before activities commence o Staff issued with radios to be used if	3	2	3	No further action required

			assistance is required.				
7		General discomfort	○ Group numbers limited to a maximum of 35 per group. ○ Lift service available.	1	2	2	No further action required
8		Injury or illness arising from inadequate welfare facilities	○ Appropriate number of toilets, washing, and rest facilities situated close by ○ Trained first aid availability.	1	3	3	No further action required
9		Injury arising from attack	○ Pre- booked activities. ○ Restricted access for non-visitors only, (this site is situated close to the main public route and by the visitor toilets) ○ Clear signage to deter entry	2	3	6	No further action required.

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.