

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: 24/10/25

Date for review: 24/10/26

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	○ Very little stored at height ○ Purpose manufactured stands & securements. ○ Competent, fully trained staff engaged to erect and maintain displays. ○ 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	○ All groups under supervision at all times. ○ Health and safety briefing given before activities commence. ○ Designated access routes. ○ Adequate lighting. ○ Passages and	2	2	4	No further action required.

			- doorways kept clear. - Flooring in good condition, with regular inspection. - Group warned about trip hazards - All trip hazards highlighted with yellow and black tape				
4		Electrocution	- PAT tests undertaken - BSI Kitemarked sockets, regularly inspected	1	4	4	No further Action Required
5		Injury arising from outbreak of fire	- 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	2	4	No further Action Required
6		Inadvertent impact with court furniture and doors	- Adequate Lighting - Health & Safety briefing given before activities commence - Staff issued with radios to be used if assistance is required.	3	2	3	No further action 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.