National Justice Museum. The Shire Hall. Nottingham.
Risk Assessment Record for: Lunch rooms, including Youth Court, and Transformer Room when these spaces are being used by schools as a lunch room
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	Lunch Rooms. Including Youth court and Transformer Room when they are used as lunch rooms.	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 objects or displays	○ Very little stored at height ○ Purpose manufactured stands & securements. ○ Cabinets and objects locked away when used as a lunchroom	1	4	4	Ensure staff are aware of potential risk and will highlight anything they see immediately to management.
3		Slips, trips, and falls	○ Teachers aware of any potential hazards and informed where to get assistance from if an incident occurs. ○ Health and safety briefing given before activities commence. ○ Designated access routes. ○ Adequate lighting including emergency. ○ Passages and	2	2	4	No further action required

			doorways kept clear. ○ Flooring in good condition, with regular inspection.				
4		Electrocution	○ BSI Kitemarked sockets, regularly inspected	1	3	3	No further action required.
5		Inadvertent impact with displays or with doors/windows	○ Adequate lighting ○ Safety glass fitted in all areas. ○ Staff issued with radios to be used if assistance is required.	1	3	3	No further action is required.
6		Injury arising from outbreak of fire	○ Alternative exits available. ○ 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	Facilitators if not with a group should check all education spaces if possible or inform the fire wardens on duty to sweep those areas. Teachers should provide a headcount/register of pupils so that all pupils can be accounted for.
7		General discomfort	○ Group numbers limited to a maximum of 35 in some rooms and 30 in others this depends on the size of the room. ○ Lift access available	1	2	2	Wheelchair access for 2 lunch rooms plus Transformers

			○ Step free access available				
8		Injury or illness arising from inadequate welfare facilities	○ Appropriate number of toilets, washing, and rest facilities, although not situated in a close vicinity to all lunch rooms ○ Trained first aid availability.	2	2	4	No further action required
9		Injury arising from attack	○ Pre- booked activities. ○ Restricted access for non-visitors only. ○ 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.