National Justice Museum. The Shire Hall. Nottingham.
Risk Assessment Record for: Narrow Marsh - Victorian CSI, KS1 Local History
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	Narrow Marsh - Victorian CSI, KS1 Local History	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.	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. ○ Staff issued with radios to be used if assistance is required. ○ Telephone available for staff to call for assistance ○ Health and safety briefing given before	2	4	8	Carry out periodic staff training

			activities commence. o Designated access routes. o Adequate lighting. o Passages and doorways kept clear. o Flagstone flooring in good condition, with regular inspection. o Appropriate warnings in exhibition areas of certain exposure conditions. o External areas regularly inspected and cleaned.				
4		Electrocution	o Proprietary equipment o PAT tests undertaken o BSI Kitemarked sockets, regularly inspected o Majority of electrical equipment concealed o Fixed wiring inspections carried out every 3 years	1	4	4	No further action required
5		Inadvertent impact with displays or with plate glass doors/windows	o Adequate lighting in display areas. o Safety glass fitted in all areas. o Staff issued with radios to be used if assistance is required. o Timber partitioned glazed units make easy recognition	2	4	8	No further action required

6		Injury arising from outbreak of fire	○ Alternative exits available. ○ Group always with a member of staff when in this area ○ Staff issued with radios to be used if assistance is required. ○ 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	5	10	No further action required
7		General discomfort	○ Group numbers limited to a maximum of 35. ○ 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, although not situated in a close vicinity to the site ○ Telephone available for staff to call for assistance ○ Trained first aid availability.	2	3	6	No further action required

9		Injury arising from attack	○ Secure area with restricted access to public. ○ Pre- booked activities. ○ CCTV surveillance in operation	1	4	4	Check of CCTV performed regularly.

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.