National Justice Museum. The Shire Hall. Nottingham.
Risk Assessment Record for: Police Station – Knife crime session
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	Police Station	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 staff training periodically
2		Injury arising from falling objects or displays	○ Very little stored at height ○ Purpose manufactured stands & securements.	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 doorways kept clear. ○ Flooring in good condition, with regular inspection. ○ Stairs and coverings in good condition with	2	3	6	No further action required

			hand rail fitted ○ Black and yellow safety tape used on any raised steps				
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 ○ Health and safety briefing given before activities commence ○ Safety glass fitted in all areas. ○ Staff issued with radios to be used if assistance is required.	1	3	3	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 ○ 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	3	6	No further action required
7		General discomfort	○ Group numbers	1	2	2	No further action

			limited to a maximum of 30.				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 ○ Trained first aid support available.	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.
10		Use of site for storing items.	○ If items stored in this area they are cordoned off/locked away ○ Items not stored in this area unless absolutely necessary.	2	2	4	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.