National Justice Museum. The Shire Hall. Nottingham.
Risk Assessment Record for: Transformer Room – Cave Workshops, Justice Reinvented, Capital Punishment Debate, Case Study, British Values
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	Transformer Room – Cave Workshops, Justice Reinvented, Capital Punishment Debate, Case Study, British Values	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		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. ○ Flagstone/ uneven flooring in good condition, with regular inspection.	2	2	4	No further action required.
3		Injury arising from falling objects or displays	○ Very little stored at height	1	4	4	Ensure staff are aware of potential

			○ Single layer stacking on shelves ○ Purpose manufactured stands & securements.				risk and will highlight anything they see immediately to management.
4		Electrocution	○ PAT tests undertaken ○ BSI Kitemarked sockets, regularly inspected ○ Electrical systems locked away	1	4	4	
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. ○ Staff issued with radios to call for assistance if needed	2	3	6	No further action required
6		Inadvertent impact with displays or with doors/windows	○ Adequate lighting ○ Safety glass fitted in all areas. ○ Staff issued with	1	3	3	No further action is required.

			radios to be used if assistance is required.				
7		General discomfort	○ Group numbers limited to a maximum of 30.	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 in a close vicinity to the site ○ Trained first aid availability.	2	2	4	No further action required.
9		Injury arising from attack	○ Secure area with restricted access to public. ○ Office tenants only with access to the corridor next to the room. ○ Pre- booked activities. ○ Signage to deter entry	1	4	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.