National Justice Museum. The Shire Hall. Nottingham.
Risk Assessment Record for: Youth Court - Courtroom Workshop, Justice Reinvented, Capital Punishment Debate, Case Study, British Values, Cave Workshops
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	Youth Court - Courtroom Workshop, Justice Reinvented, Capital Punishment Debate, Case Study, British Values, Cave workshops	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	o Very little stored at height o Purpose manufactured stands & securements. o 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	o All groups under supervision at all times. o Health and safety briefing given before activities commence. o Designated access routes.	2	2	4	No further action required.

			○ Adequate lighting. ○ Passages and doorways kept clear. ○ Flooring in good condition, with regular inspection. ○ Doors to steps into Police Station kept closed.				
4		Electrocution	○ Proprietary equipment ○ PAT tests undertaken ○ BSI Kitemarked sockets, regularly inspected	1	4	4	No further Action Required
5		Inadvertent impact with glass doors/windows	○ Adequate lighting in all areas. ○ Safety glass fitted in all areas. ○ Staff issued with radios to be used if assistance is required.	1	2	2	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	2	2	4	No further Action Required

			service.				
7		General discomfort	○ Group numbers limited to a maximum of 35	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 ○ 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.