

National Justice Museum Education at the Royal Courts of Justice.**Risk Assessment Record for:** General Areas**Updated By:** Gemma Black**Date:** May 2026**Position:** Learning Manager**Date for review:** May 2027

No	Task/Event	Hazard	Existing Precautions	Likelihood	Severity	Risk Rating	Additional Action Required
1	General access	Slips, trips and falls	- Designated access routes. Adequate lighting. Aisles kept clear. Carpets/flooring in good condition, with regular inspection (HMCTS) - Regular inspection of stairways (HMCTS)	2	4	8	Employ periodic inspection of lighting, & access routes.
		Electrocution/ shock	- Proprietary equipment HMCTS - PAT tests undertaken regularly. Any electrical equipment brought onto and used on site e.g. laptops should also be tested as part of the regime.	1	5	5	Employ periodic inspection of all electrical units. Organiser should inform students not to touch electrical equipment or sockets
		Inadvertent impact with displays, plate glass doors/windows	Adequate lighting and barriers in display areas (HMCTS) Safety glass fitted in areas such as costume galleries. Other panes are of a small size to reduce impact.	2	3	6	Responsible adult should ensure that students use appropriate behaviour near glass display units and windows

2	Articles at high level	Injury arising from falling displays	○ Purpose manufactured stands & securements. Competent, fully trained staff engaged to erect displays.	1	4	4	Periodically inspect displays for stability
3	General Conditions	Injury arising from outbreak of fire	Fire procedures in Place	2	3	6	RCJ has full fire risk assessment – to be supplied on request
		General discomfort	○ Adequate lighting ○ Adequate heating ○ Alternative exits available) ○ Rest seats positioned throughout RCJ complex ○ Lift service available	1	2	2	Periodic inspection of exit doors. Lift service regularly maintained Building is over 130 years old, lighting and floor levels can be inconsistent.
		Electrocution/ shock	○ Fixed wiring inspections and tests (HMCTS)	1	5	5	Employ periodic inspection of all electrical units.
		Injury or illness arising from inadequate welfare facilities	○ Appropriate number of toilets, washing and rest facilities ○ First aid availability via Security Control X.6260	1	3	3	Periodic inspection of all first aid boxes to ensure sufficient stock available. In the event of an emergency a First Aider can be contacted through Security Control X6260
4	General Maintenance	Various to task	○ HMCTS				See specific risk assessment

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.