

RISK ASSESSMENT FOR  
COURTHOUSE

ASSESSMENT UNDERTAKEN

ASSESSMENT REVIEW

Ely Museum  
The Old Gaol, Market Street,  
Ely, CB7 4LS

Name Janine Fairlie  
Signed \_\_\_\_\_  
Date .July 2024

Date \_\_\_\_July 2025\_\_\_\_\_

## Risk Assessment for Museum Visitors (School Groups)

Likelihood 1-5 (1 least likely 5 most likely) Severity (1 least, 5 greatest impact)

Potential Risk	Who is at risk	Action	By whom	Likelihood after action	Impact after Action	Risk Score
Walking from the Museum to the Court house	Pupils, teachers, staff, volunteers	<ul style="list-style-type: none"> <li>All members to remain on the footpath at all times.</li> <li>Be aware of the narrow path and proximity to traffic and the road</li> <li>Walk rather than run</li> </ul>	LO/ Education Team/Teachers	1	1	4
Gathering at the front of the courthouse by the main road	Pupils, teachers, staff, volunteers	<ul style="list-style-type: none"> <li>The gathering space is alongside the main road, ensure all stay on the pavement.</li> <li>Allow space for passers by to walk on the path</li> <li>Ensure pupils remain in the group</li> </ul>	LO/ Education Team/Teachers	1	1	4
Walking up the steps to the entrance	Pupils, teachers, staff, volunteers	<ul style="list-style-type: none"> <li>Steps maybe slippery if wet</li> <li>Walk sensibly through the door into the corridor inside</li> </ul>	LO/ Education Team/Teachers	1	1	1
Slips/Trips	Pupils, teachers, staff, volunteers	<ul style="list-style-type: none"> <li>Ensure everyone is walking throughout the building</li> <li>Hazard notices for floors during wet weather or in case of spills</li> <li>Floors to be cleaned regularly</li> </ul>	LO/ Education Team/Teachers	1	3	3

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		<ul style="list-style-type: none"> <li>• Visual inspections to detect hazards before opening</li> <li>• All workforce to remain vigilant to slip/trip hazards</li> <li>• Any reported hazards to be investigated promptly</li> </ul>				
Climbing the steps in the court house to the court room	Pupils, teachers, staff, volunteers	<ul style="list-style-type: none"> <li>• Good lighting in potentially hazardous areas</li> <li>• Walk sensibly, no pushing, hold the hand rail if necessary</li> </ul>	LO/ Education Team/Teachers	1	1	1
Uneven surfaces, unexpected steps and narrow entrances	Pupils, teachers, staff, volunteers	<ul style="list-style-type: none"> <li>• The building is an historical building and has uneven floor surfaces</li> <li>• There are many unexpected steps which could cause a fall or a trip</li> <li>• Entrances in some areas of the courthouse are narrow</li> </ul>	LO/ Education Team/Teachers	1	1	1
Pupils becoming separated from their group	Pupils, teachers, staff, volunteers	<ul style="list-style-type: none"> <li>• Ensure pupils stay together</li> <li>• Make sure adults are aware of the pupils in their group</li> <li>• Explain to pupils the importance of staying together</li> </ul>	LO/ Education Team/Teachers	2	2	2
Sitting on the benches in the court house	Pupils	<ul style="list-style-type: none"> <li>• Oral explanation about sitting sensibly and still on the benches</li> <li>• As there isn't a lot of space, pupils must sit still</li> </ul>	LO/ Education Team/Teachers	1	1	1
Fire	Visitors, staff, objects	<ul style="list-style-type: none"> <li>• Ensure all adults are aware of the fire exits and meeting point</li> <li>• Fire doors all have two handles that need to be turned simultaneously</li> <li>• Fire exits to be clear of obstruction</li> </ul>	LO	1	5	5

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		and easily accessible				
		<ul style="list-style-type: none"> <li>• Fire exits to be kept clear</li> </ul>				
Sitting high up in the courthouse and potential of falling over the edge	Pupils, teachers, staff, volunteers	<ul style="list-style-type: none"> <li>• Pupils to be reminded of the need to sit still and not to lean over the edge</li> <li>• Pupils to be supervised by their accompanying adults while on the premises</li> </ul>	LO/ Education Team/Teac hers	1	2	5
Children becoming separated from their group and leaving the building	Pupils	<ul style="list-style-type: none"> <li>• Teachers to always supervise</li> <li>• Education team to watch for unaccompanied children</li> <li>• Exits to be kept shut or fastened as appropriate for fire safety</li> </ul>	LO/ Education Team/Teac hers	1	5	5
Other people using the courthouse	Pupils	<ul style="list-style-type: none"> <li>• Potential unknown people using the courthouse for meetings</li> <li>• Walking sensibly around the courthouse</li> <li>• Adults monitoring where their pupils are at all times</li> </ul>	LO/ Education Team/Teac hers	1	1	1

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		Likelihood				
		1	2	3	4	5
Impact	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

		Risk Score	Action
Priority	1	20 - 25	Stop the issue immediately pending a review
	2	15 - 16	Take appropriate action immediately
	3	10 - 12	Take appropriate action within 1 month
	4	5 - 9	Continue to monitor the risk annually
	5	1 - 4	No action required