

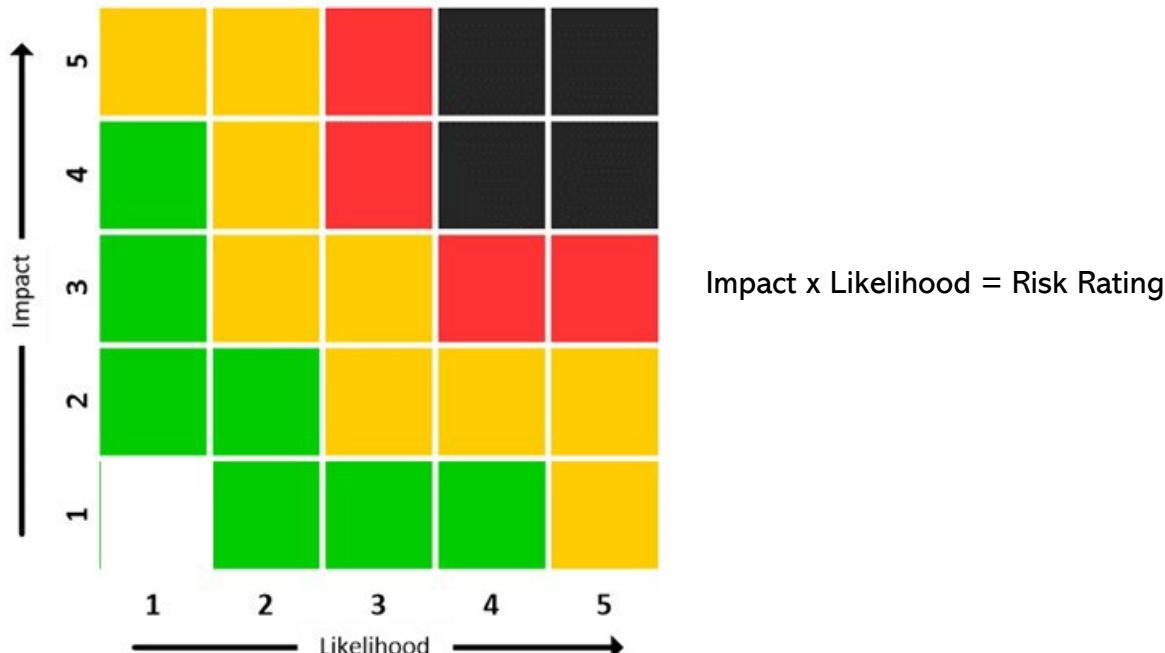


Visitors

Risk Assessment

Assessment Completed By {Name/s}: Emma Bright Oliver Sheridan	Location: The Supreme Court
Reason for assessment: General Risk Assessment <input checked="" type="checkbox"/> Employee Specific Assessment <input type="checkbox"/> Risk Assessment Review <input type="checkbox"/>	Version No.: 02
Next Review Date: 03/02/2023	Signature/s: Oliver Sheridan

Impact	Likelihood
5. Prevents achievement /highly damaging impact (catastrophic)	5. >80% - Almost certain
4. Significant detrimental effect (very serious)	4. 51-80% Probable
3. Significant short-term damage (major concern)	3. 21-50% Possible
2. Affects short terms goals. (minor)	2. 6-20% Unlikely
1. Minor and containable.	1. <5% Very Unlikely



Very High	16-25
High	12-15
Medium	6-9
Low	2-4
Very Low	1



General Guidance Note

This document provides key information about safety & security for all visitors to the Supreme Court.
Group leaders and Tour organisers may use this information to inform their own risk assessment.

What are the Hazards	Who may be harmed and How	Likelihood	Impact	Risk Rating	Control Measures	Residual Risk
Fire	Visitors Attending the Supreme Court Minor to severe physical injury, smoke inhalation, burns	2	3	6	<p>The Supreme Court has a comprehensive fire detection and alarm system and detailed fire evacuation procedures in place.</p> <p>In the event of a fire evacuation visitors should leave the building following the exit signs. Group or Tour leaders must ensure that all of their Party are accounted for and report any missing persons to Court security as they leave the building.</p> <p>Security officers and Court staff will provide assistance wherever possible.</p> <p>Once outside the building visitors should move to a place of safety away from danger.</p>	3
Emergencies & Evacuation	Visitors Attending the Supreme Court Risk of harm from emergency situation	2	3	6	<p>In the event of emergencies other than fire evacuation, there will be instruction delivered via the public address system. Visitors should listen carefully and act on instructions.</p> <p>The security staff at the Court are trained in emergency procedures and will lead and assist in this situation.</p> <p>It is the responsibility of group or tour leaders to confirm all of their party is accounted for and to report any missing persons to Court security as they leave the building.</p>	3
Minor injuries requiring First Aid	Visitors Attending the Supreme Court Minor to severe physical injury	1	2	2	<p>In the event of an emergency, there are a number of first-aid kits available in the public areas of the building.</p> <p>Group and Tour leaders should assess their own first-aid requirements and provisions prior to their visit.</p>	2

What are the Hazards	Who may be harmed and How	Likelihood	Impact	Risk Rating	Control Measures	Residual Risk
Security Breach	Visitors Attending the Supreme Court	2	4	8	<p>The security team at the Court are vetted and trained to deal with security breaches and incidents. All visitors to the Court are subject to airport-style security checks and screening. More details on what to expect when you visit the Court can be found on our website. In the event of a security incident, all visitors must follow the instructions of the security officers.</p>	4
General Health & Safety Hazards: Slips & Trips Electric Shock Falling Objects	Visitors Attending the Supreme Court Risk of injury from falling, electrical shock, or harm caused by loose fixtures	2	2	4	<p>The Supreme Court's buildings team promotes and maintains a positive health and safety culture amongst its staff. It encourages the reporting of hazards, accidents and near misses and operates a pro-active approach to good housekeeping. All electrical items are tested regularly and reported hazards are dealt with in a timely manner including spillages, trip hazards, trailing cables and damaged or loose fixtures and fittings.</p> <p>All visitors must demonstrate due care and attention in their behaviour and if applicable in the supervision of their party and observe and adhere to any warnings displayed or given in relation to H&S hazards.</p>	2
COVID 19	Visitors Attending the Supreme Court Spread of COVID-19 Coronavirus	2	3	6	<p>The Court's cleaning team ensure that all spaces and surfaces are cleaned thoroughly each day. There is currently an increased focus on touch points and areas of high use. Our ventilation system is set to provide fresh air throughout the whole building.</p> <p>At all times, the Court will adhere to current relevant guidance on Covid-safe practices. While we do not enforce specific social distancing requirements, we do ask all visitors and users of the Court show respect for others, wear a face covering when moving through the building and maintain a suitable distance from those not in their party. If a visitor is exempt from wearing a mask, they should inform a member of the security team on entry.</p> <p>Visitors are encouraged to regularly wash their hands, and to use the hand-sanitiser stations which are positioned throughout the building.</p>	3

Additional information/notes:

Visitors must take note of all the above and agree to the following as part of the conditions of their visit:

- Individual visitors and groups visiting the Court may wish to complete their own risk assessments prior to their visit. The Court has not assessed any risks associated with activity outside its buildings and property.
- Those organising school visits must provide adequate supervisory staff for the number of children in their care and must accompany their groups at all times,
- All visitors to the court are asked to behave in a way that reduces the likelihood of accidents
- All group or school tours must have a person who has ultimate responsibility for their group and who will act in the capacity of group or tour leader. This leader will have overall responsibility for supervision of the visit and should pay close attention to health and safety guidelines, as well as following the instructions of the Supreme Court security and staff