

Supreme Court SW1P 3BD - H&S Risk Assessment for Visitors to Public Areas and Library

Notes:

- the Court, including its café, is open to the public and has been designed with that in mind so, in safety terms, it is no different to visiting any other public cafe / library / etc
- visits by groups of young people are required to be accompanied by the recommended number of supervisors
- the Court is “accessible” but visitors are requested to give advance notice of anyone with disabilities necessitating individual evacuation procedures – telephone 020 7960 1900
- the Court has a H&S Policy and a General Risk Assessment, and will email them to a prospective visitor upon request – telephone 020 7960 1900
- prospective visitors are welcome to discuss any aspect of the safety of visitors with the Court’s H&S Competent Person – martin.thompson@supremecourt.uk – 020 7960 1891

What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is necessary?	Action by whom?
Electrical	Visitors could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.	<ul style="list-style-type: none"> • The only electrical equipment that is for use by the public is in the Exhibition Area and has been adequately specified / tested. • Public areas regularly inspected professionally for visible defects such as worn wiring or scorched plugs – and the Court’s general staff also expected to report faults they notice. • Equipment routinely maintained; and defective equipment taken out of use safely, and promptly replaced. • UK electrical sockets have designed-in safety features, but we also have covers on unused sockets in Exhibition Area. 	<ul style="list-style-type: none"> • Continue with routine maintenance / testing. 	Court’s Hard-FM (Facilities Management) contractor – monitored by Court’s H&S Competent Person.
Fire	If trapped, visitors could suffer fatal injuries from smoke inhalation / burns.	<ul style="list-style-type: none"> • Fire Risk Assessment report renewed annually, and all feasible recommendations implemented. • Max number of people per floor calculated (governing is the limit of 150 persons on Lower Ground Floor) – and security officers turn away further visitors if any limit approached. • Adequate number of security officers always on duty to manage any evacuation safely. 	<ul style="list-style-type: none"> • Weekly alarm testing and at least annual evacuation drills (but not when public in building). 	Court’s Hard-FM contractor – monitored by Court’s H&S Competent Person.
Other visiting members of the public	Possibility of assault by distressed or aggressive visitors.	<ul style="list-style-type: none"> • Security officers scan visitors and their luggage and “quarantine” dangerous articles – and have formal Court Security Officer powers. • CCTV coverage inside and out of the building; and security officers trained in dealing with the public are posted to monitor public areas. 	<ul style="list-style-type: none"> • Continue with routine security coverage as per the approved Assignment Instructions for the guards. 	Security guards
Slips and trips	Visitors may be injured if they trip over objects or slip on spillages.	<ul style="list-style-type: none"> • Good housekeeping including keeping circulation routes clear. • Building cleaned every evening; and a Day cleaner clears up spillages when reported. • All areas well lit including stairs; and no trailing leads or cables. • Entrances cleared of snow and ice in inclement weather. 	<ul style="list-style-type: none"> • Continue with routine cleaning and safety inspections. 	Cleaners Security guards Court’s H&S Competent Person