

Risk Assessment for schools groups visiting the National Maritime Museum and Queen's House
Updated July 2023

Area / Activity	Potential Risk	Useful Information / Description	Risk Aversion	Risk level (if all risk aversion advice is followed)
All sites across Royal Museums Greenwich (RMG)	Act of terrorism	https://www.gov.uk/terrorism-national-emergency	RMG monitors terrorism threat levels and has a tiered response plan so that as threat levels change, the museum's response / approach does too. The museum has direct liaison and meets regularly with a counter-terrorism security advisor. The museum adopts a range of physical, system-based, and human security procedures to mitigate risks. We ask school visitors to immediately notify a member of staff if they come across unaccompanied items such as bags/suitcases and to report any suspicious behaviour that they see.	Low-Moderate
Inside the Museum 1.	Minor injury due to trips, slips and falls caused by distraction	Galleries include glass cases. The Museum adheres to strict health & safety rules including use of safety glass.	Due care and attention from teachers and pupils. Visitors should always walk and never run inside the Museum buildings. Teachers advised to remind children to walk in single file holding handrails on stairs.	Low
Inside the Museum 2.	Lost children	The Museum is clearly laid out and sign-posted. Visitor Assistants are present in all areas identified by	Due care and attention from teachers and pupils. Pupils should be briefed by teachers	Low

		navy blue uniform and Museum pass / badge.	to find a Visitor Assistant who can then locate child's group. Groups should follow the recommended ratios: KS1 = 1 adult: 5 children; KS2 = 1:8; KS3&4 = 1:10 The Museum has a lost child procedure. All visitor assistants can be identified by a uniform and name badge.	
Toilets	Unsupervised interaction between pupils and other visitors	All toilets are accessible by all visitors. There are no security cameras in toilet areas.	Teachers to supervise pupils in toilet areas (not inside cubicles).	Low
Fire	Severe personal injury	A loud, sustained bell will sound. Visitor Assistants / session leaders usher group to grassed area outside of the building.	Teachers to brief accompanying adults on procedures. All groups to book facilitated and non-facilitated visits with Museum Bookings Team (Tel. 020 8312 8575) All groups led by adults with any condition that may impair rapid evacuation to alert Museum on booking. Never use lifts in the event of fire.	Low - Moderate
Personal Belongings, including coats and lunches	Theft	Each class given individual cloakroom for the duration of visit. Can be locked on request.	No money, cameras, mobile phones or other expensive equipment to be left in cloakrooms.	Low
Museum Teacher / Actor / Freelance Teacher-led sessions	Unsolicited interaction	All session leaders are DBS checked. No sessions require children to be left alone with session leader.	Pupils should not be left with a session leader unaccompanied by an adult from school.	Low

Object Handling 1.	Minor injury when using heavy objects. Allergic reaction to materials.	All handling objects are checked for potential hazard. No hazardous materials / poisons used.	Pupils to listen to and adhere to clear instructions and guidance given by Museum Learning Facilitator on safe handling of objects. Groups to alert Museum on booking if any member has known allergies.	Low
Electrical equipment and sockets	Electric shock	All equipment and sockets tested regularly. Pupils rarely required to use.	Pupils to listen to and adhere to clear instructions and guidance given by session leader on safe use of equipment.	Low
Group Space ReThink Space Learning Space Seminar Room	Minor injury	Space and all furniture and equipment designed for child users. Furniture stored according to safety standards. Cupboards containing potentially hazardous cleaning fluids or art tools remain locked.	Due care and attention from teachers and pupils. Water in sinks should not be consumed.	Low
Lecture Theatre	Minor injury Trip hazard	Seats are designed for adult audience and are bolted to the floor in rows. Rows are situated on a gently sloping floor.	Due care and attention from teachers and pupils.	Low
Grounds and Park	Injury Lost children	The grounds are largely grassed with concreted pathways. Some areas are sloped. There are wide steps leading up to the colonnaded area. A steep hill leads up to the Royal Observatory.	Due care and attention. Grounds are not patrolled by GAs. Schools are advised to follow their usual off-site procedures to ensure safety. Clear landmarks can be identified as meeting points in case of lost children.	Low

We've put measures in place across our sites to make them as safe as possible for both visitors and staff – keep up to date and informed about our current safety measures before your visit, by checking the information on the website [planning your visit page]