

Prince Philip Maritime Collection Centre

GENERAL RISK ASSESSMENT for Schools

| How might people/property be harmed? | Who/what might be harmed and how? | What is already in place to reduce the likelihood of harm? | What further action is necessary? | Who will carry out this action? | Which NMM staff member will check action(s) have been completed? |
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| Acts of terrorism | All sites across Royal Museums Greenwich | 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. | Security and visitor | |
| Coach set down/ Injury from road traffic accident | Visitors | <ul style="list-style-type: none"> • Access for two coaches to set down at PPMCC Main Entrance. No busy roads to cross. • Authorized vehicles only in Museum grounds, max speed 5mph. Grounds surrounded by fence. | Due care and attention from adults and pupils in school groups. | Tour Leader Visitors | Senior Manager, Learning |
| Arrival by train / Injury from road traffic accident | Visitors | <ul style="list-style-type: none"> • 5 minute walk on a pedestrian bridge and underpass. No roads busy roads to cross | <ul style="list-style-type: none"> • Due care and attention from adults and pupils in school groups. | Visitors | |
| Arrival by bus/ Injury from road traffic accident | Visitors | <ul style="list-style-type: none"> • The 286 & 132 stop at Broad Walk at the top of Nelson Mandela Road. If approaching from Greenwich the Rochester Way must be crossed. There are central reservations and a | <ul style="list-style-type: none"> • Due care and attention from adults and pupils in school groups. | Visitors | |

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| | | pedestrian crossing for ease of crossing. | | | |
| Entry to the studios & stores via the main entrance resulting in slips, trips and falls. | Staff, Volunteers & Visitors. | <ul style="list-style-type: none"> • First aiders on site • All routes into and out of site and building kept clear of obstructions. • External pathways gritted/salted during icy periods | <ul style="list-style-type: none"> • Ensure visitors stick to pathways when walking across site and along corridors. | Site Manager & Security Guard | |
| Injury from coming into contact with vehicles on site | | <ul style="list-style-type: none"> • Very short walk to stores • Authorized vehicles only in stores grounds, max speed 5mph. • Grounds surrounded by fence | <ul style="list-style-type: none"> • Temporarily halt any contractor works involving vehicles whilst public entering and exiting site. • Try to schedule contractor works out of public access hours | Learning producer & Security Guard | Senior Manager, Learning |
| Collision hazard with studio furniture and equipment (board chopper, drying rack, tables, mobile extraction units). | Staff, Volunteers & Visitors, | <ul style="list-style-type: none"> • Where possible; objects, demonstrations and talks to be delivered at table closest to entry point or visitors to remain in viewing area just inside entrance. • Access routes pre planned depending on objects to be discussed. • Furniture placed to ensure adequate circulation space | <ul style="list-style-type: none"> • Tour Leaders to brief group on risks, procedures and limits of access during induction. | Conservators and Tour Leader | Senior Manager, Learning |
| Collision hazard from open desk drawers, storage cupboard drawers and cupboard doors | Staff, Volunteers & Visitors. | <ul style="list-style-type: none"> • Where possible; objects, demonstrations and talks to be delivered at table closest to entry point or visitors to remain in viewing area just inside entrance. • Access routes pre planned depending on objects to be discussed. | <ul style="list-style-type: none"> • Tour Leaders to brief group on risks, procedures and limits of access during induction. | Conservators and Tour Leaders | Senior Manager, Learning |

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| | | <ul style="list-style-type: none"> • Cupboard units sited with adequate drawer / door opening space and circulation space. • Working practice to close all drawers / doors after immediate use. | | | |
| Trip hazard, trailing leads from mobile electrical equipment, floor level obstacles. | Staff, Volunteers, Students, Visitors, Contractors | <ul style="list-style-type: none"> • Where possible; objects, demonstrations and talks to be delivered at table closest to entry point or visitors to remain in viewing area just inside entrance. • Access routes pre planned depending on objects to be discussed. • Numerous well sited wall sockets throughout studio / working practice to avoid long cable runs. • Inform others working in close proximity. • Tape leads to ground when possible to minimise trip hazard. • Unplug and tidy away cables before leaving the area and as soon as the activity is completed | <ul style="list-style-type: none"> • Tour Leaders to brief group on risks, procedures and limits of access during induction. | Conservators and Tour Leaders | Senior Manager, Learning |
| Falling objects, materials stored in cupboards and at high level | Staff, Volunteers & Students. | <ul style="list-style-type: none"> • Studios and Stores given prior notice of public tours and all potential falling objects secured. • Majority of materials stored within comfortable standing reach. • Kick steps and short ladders for higher level access. | <ul style="list-style-type: none"> • Tour Leaders to brief group on risks, procedures and limits of access during induction. | Conservators Stores team, Learning team | Senior Manager, Learning |
| Harmful fumes from organic solvents | Staff, Volunteers & Visitors. | <ul style="list-style-type: none"> • Studios & Stores given prior notice of public tours to ensure areas are | <ul style="list-style-type: none"> • Regular review of COSHH assessments | Conservators | Senior Manager, Learning |

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| | | <p>adequately ventilated and free of organic solvent fumes.</p> <ul style="list-style-type: none"> • Activities that involve decanting or mixing organic solvents take place in the Chemistry Laboratory fume cupboard • Safe chemical store in Chemistry Laboratory for small quantities in regular use. Outside store for larger quantities. • Solvents transported to and from Chemistry Laboratory to Conservation Studio in small quantities in non-spill containers • Ensure COSHH risk assessments have been written for each procedure and chemical • Use correct PPE • Ensure safe working area with suitable extraction if required | <ul style="list-style-type: none"> • Learning producer to ensure Harmful fumes will not be in use on pre arranged school visit days. (Tuesday and Wednesdays) | | |
| Fire risks: Electrical equipment | Staff, Volunteers & Visitors. | <ul style="list-style-type: none"> • No hot works to be conducted in studios during public tours. • Clear access to fire exits • Fire exits clearly marked • Provision of fire extinguishers + training • School groups will not enter studios that use hot works | <ul style="list-style-type: none"> • Regular review of PAP Testing | Conservators & Store Managers | Senior Manager, Learning |
| Injury caused by fire | | <ul style="list-style-type: none"> • A loud, sustained bell will sound. Museum staff usher group to grassed area in car park outside of the building. | <ul style="list-style-type: none"> • Tour Leaders to brief group on evacuation procedures during induction. • All groups led by adults with any condition that may impair rapid evacuation to | | |

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| | | | alert Museum staff/tour leader on arrival. | | |
| Slip hazard from use of wet work or activities | Staff, Volunteers & Visitors. | <ul style="list-style-type: none"> • Non-slip flooring in place throughout studio and stores • Working practice to clean up spillages directly and ensure flooring dry prior to public tour. | <ul style="list-style-type: none"> • Ensure facilitator is aware of which First Aider is available onsite. | Conservators & Store Managers | Senior Manager, Learning |
| Weights falling on feet | Staff, Volunteers & Visitors | <ul style="list-style-type: none"> • Ensure weights are always safely stored away from bench edges • Facilitators to ensure visitors remain within agreed parameters defined for each studio. | | Conservators & Store Managers | Senior Manager, Learning |
| Injuries from sharps | Staff, Volunteers & Visitors | <ul style="list-style-type: none"> • All sharps to be stored away and not in reach of visitors • Facilitators to ensure visitors remain within agreed parameters defined for each studio. | <ul style="list-style-type: none"> • Tour Leaders to brief group on risks, procedures and limits of access during induction. • Ensure Tour Leader is aware of which First Aider is available onsite. | Conservators & Tour Leaders | Senior Manager, Learning |
| Cuts and abrasions from tools and equipment | Staff, Volunteers & Visitors | <ul style="list-style-type: none"> • All tools and equipment cleared to inaccessible areas during public visitors. • Facilitators to ensure visitors remain within agreed parameters defined for each studio. • Emergency procedures in place | <ul style="list-style-type: none"> • Facilitators to brief group on risks, procedures and limits of access during induction. • Ensure Facilitators/tour leader is aware of which First Aider is available onsite. | Conservators & Tour Leaders | Senior Manager, Learning |
| Minor injury inside stores due to trips, slips and falls caused by distraction. | Visitors, learners | <ul style="list-style-type: none"> • Due care and attention from tour leaders and teachers. • Visitors should always walk and remain within agreed viewing parameters as directed by facilitators | <ul style="list-style-type: none"> • Facilitator to brief visiting class on risks, procedures and limits of access during induction. • Ensure facilitator is aware of which First Aider is available onsite. | Conservators, Store Managers & Tour Leaders | Senior Manager, Learning |

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| <p>Injury through contact with Museum objects including scratches, cuts, punctures, choking or allergic reaction</p> | <p>Visitors</p> | <ul style="list-style-type: none"> • Non-collections management & conservation staff are prohibited from handling or moving objects in the store or within studios. • All handling objects are checked for potential hazard. No hazardous materials / poisons used. • If an object has been deemed suitable/safe to be touched or handled then appropriate gloves must be worn and handling procedures to be explained and supervised. • First aiders on site | <ul style="list-style-type: none"> • Facilitators to brief group on risks, procedures and limits of access during induction. • Ensure Facilitators is aware of which First Aider is available onsite. | <p>Tour Leaders, Collections Managers and Conservators</p> | <p>Senior Manager Learning</p> |
| <p>Exposure to asbestos from accidental contact with an object containing asbestos (very low risk)</p> | <p>Staff, Volunteers & Visitors</p> | <ul style="list-style-type: none"> • No asbestos objects to be used in public session, but there are asbestos-containing objects stored within the C Spurs . • No asbestos objects to be moved during public session. • Objects containing asbestos have been checked by KAD and asbestos has been treated appropriately. • Asbestos-containing objects are all clearly labelled. | <ul style="list-style-type: none"> • All session will be conducted in a space away from the area where asbestos-containing objects are stored. • Facilitator and teaching staff to ensure public remain with the group at all times and do not wander off unattended. • Facilitators to brief teachers on risks, procedures and limits of access during induction. | <p>Collections Managers & Learning department</p> | <p>Senior Manager, Learning</p> |
| <p>Personal Belongings, including coats and lunches</p> | <p>Visitors - Theft</p> | <ul style="list-style-type: none"> • Pupils given access to lockers and clothes horse for the duration of visit. Where learning facilities are being used for group tasks belongings can be left in these spaces and locked on request. | <ul style="list-style-type: none"> • No money, cameras, mobile phones or other expensive equipment to be left unsecured. • No bags or pens to be taken in stores/studios. Pencils can be supplied if necessary. | <p>Facilitators</p> | <p>Senior Manager, Learning</p> |