

### Risk Assessment for schools groups visiting the Royal Observatory, Greenwich

Area	Potential Risk	Useful Information / Description	Risk Aversion	Risk level (if all risk aversion advice is followed)
Coach set down	Injury from road traffic accident	5 min walk to Observatory grounds through Royal Park. One or more road to cross, depending on set down point. No vehicles in Museum grounds, Grounds surrounded by fence.	Due care and attention from teachers and pupils.	Low
Arrival by train / DLR	Injury from road traffic accident	15 – 20 minute walk next to busy roads. Pelican crossings to cross all busy roads en-route.	Due care and attention from teachers and pupils Use pelican crossings where available.	Low
Arrival by bus	Injury from road traffic accident	See train, coach and DLR above	See train, coach and DLR above	Low – Moderate depending on location of bus stop.
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	Gallery Assistants are present in all areas identified by navy blue uniform and Museum pass / badge.	Due care and attention from teachers and pupils. Pupils should be briefed by teachers to find a Gallery 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	Low
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. Gallery Assistants / session leaders usher group to designated assembly areas in the park (outside of the building.)	Teachers to brief accompanying adults on evacuation procedures, as provided with the booking form. 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 storage bins for the duration of visit.	No money, cameras, mobile phones or other expensive equipment to be left in storage bins.	Low
Museum Teacher / Actor / Freelance Teacher-led sessions	Unsolicited interaction	All session leaders are CRB 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. Please ensure that you have sufficient adults in case a child needs to be	Trivial

			accompanied to the toilets during a session	
Object Handling	Minor injury when using heavy objects. Allergic reaction to materials.	All handling objects are checked for potential hazard. No knowingly hazardous materials / poisons used.	Pupils to listen to and adhere to clear instructions and guidance given by session leader on safe handling of objects. Groups to alert Museum on booking if any member has known allergies.	Trivial
Electrical equipment and sockets	Electric shock	All equipment and sockets tested regularly. Pupils rarely handle electrical equipment other than torches. Hot light sources are located inside a safety cage.	Pupils to listen to and adhere to clear instructions and guidance given by session leader on safe use of equipment.	Low
Activity Room	Minor injury	Space and all furniture and equipment designed for child users. Cupboards remain locked.	Due care and attention from teachers and pupils. Water in sinks should not be consumed.	Trivial
Discovery Space	Minor injury	Space and all furniture and equipment designed for child users. Cupboards remain locked.	Due care and attention from teachers and pupils.	Trivial
Digital Space	Minor injury Trip hazard	Seats are designed for child users but can be adjusted. Cables for computers are kept at shortest useable length. All equipment and sockets tested regularly	Due care and attention from teachers and pupils.	Trivial
Planetarium	Emergency evacuation	Numbers to planetarium restricted; fire exits and emergency evacuation	Due care and attention from teachers and pupils during planetarium introduction	Low

		procedures introduced to audience prior to session.		
Planetarium	Trips & falls due to an unforeseen object on the floor in low light levels	Planetaria operate in low light levels, and tripping is possible if objects are left in the aisle's.	Introduction orientates all visitors and indicates the exits for teachers. Light levels dim slowly, allowing eyes to adjust to the darkness. Children's bags are only allowed into the planetarium in exceptional circumstances. Lighting on floor guides visitors to the exits. Planetarium operator has a light dimmer switch on the console, so lighting can be increased to maximum immediately if required. Operator also ensures that all aisles are clear before beginning a show	Low
Grounds and Park	Injury Lost children	The grounds are largely paved. Some areas are sloped.. A steep hill leads up to the Royal Observatory and this can be slippery in wet or icy weather	Due care and attention. 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. Use handrails when appropriate	Low