Filming and photography at Royal Museums Greenwich: Site health, safety, fire and security guidelines

(Please retain these guidelines for future reference)

What you must do

- In an emergency, call 020 8312 6555.
- Make sure that you're aware of the names and contact details of the member(s) of Museum staff who will be invigilating your filming or photography session.
- Ensure that everyone working for you or on your behalf is fully trained and, if necessary, certified for the work they carry out.
- Work only in your designated areas and only carry out the work agreed.
- Adequately protect surfaces as appropriate and report any damage to a member of Museum staff.
- Obey safety signs.
- Read the fire notices, which are prominently displayed in all areas, before commencing work.
- Use lifts correctly.
- Keep aisles, passageways and exits clear at all times to ensure movement is not restricted in the case of an emergency.
- Transport materials and equipment in a safe and responsible manner.
- Drive at no faster than 5 miles per hour, with hazard lights switched on.
- Take all rubbish and debris away with you when you leave the site.
- If you or any of your crew discover a potentially dangerous issue during your time on site, report it immediately to a member of staff.

What you must not do

- Do not enter areas marked 'NO UNAUTHORISED ACCESS'.
- Do not enter areas that you have not been granted access to by your invigilator, or deviate from designated routes.
- Do not use the Museum's tools or equipment without the prior approval of your invigilator.
- Do not leave equipment unattended.
- Do not smoke within the Museum grounds.
- Do not drop litter.
- Do not interfere with self-closing fire doors or obstruct fire exit routes.
- Do not cause any damage to buildings, artefacts, decorations, furnishings etc.

Alarm signal

The alarm for emergency evacuation is a continuous ringing or, in public areas, a voice announcement.

If you discover a fire

- If possible, alert your invigilator or another member of Museum staff immediately.
- If no member of Museum staff is present, raise the alarm by breaking the glass at the nearest fire alarm call point, telephone the emergency number 020 8312 6555 and give details, then evacuate the area.
- Go to your nearest fire assembly point and report to a fire marshal or your invigilator.
- Do not use lifts during the evacuation.
- Do not re-enter the building until the all-clear has been given and the fire marshal has confirmed that you can return.

If you discover a suspicious object

- Keep the area clear and prevent anyone from touching the object.
- Call 020 8312 6555 and give details then evacuate the area.