

# 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.