

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

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	Very short walk to Museum grounds next to busy road. No roads to cross. Authorized vehicles only in Museum grounds, max speed 5mph. Grounds surrounded by fence.	Due care and attention from teachers and pupils.	Low
Arrival by train / DLR	Injury from road traffic accident	5 – 10 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.	Moderate
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	The Museum is clearly laid out and sign-posted. 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 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 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.	Trivial

Object Handling	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 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 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 Briefing 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.	Trivial
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.	Trivial

Queen's House Education Room		Furniture suitable but not designed for schools. Cupboards containing potentially hazardous cleaning fluids or art tools remain locked		Trivial
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