

Risk Assessment for schools groups visiting the Royal Observatory Greenwich

Updated May 2021 to include Covid 19 risks and guidelines (shown in blue). Covid safe practices are likely to change depending on advice from the government.

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 roads to cross, depending on set down point. Vehicle access in Greenwich Park restricted to 20mph. 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.
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
Entry to the ROG south building	Overcrowding - transfer of Covid-19 virus by droplets	Entrance space used by groups and general visitors.	Please follow instructions of visitor assistants. This may involve some groups waiting outside temporarily until other groups are clear of the entrance.	Low
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 adult:child supervision ratios: KS1 = 1:5; KS2 = 1:8; KS3&4 = 1:10; Post-16 1:16	Low
Inside the Museum 3	Overcrowding - transfer of Covid-19 virus via droplets and by touch	Social distancing measures operate inside the Museum. This includes some one-way systems.	Due care and attention from teachers and pupils to follow signage, arrows on the floor and guidance from Visitor Assistants. Museum staff and school students/accompanying adults should use the freely accessible rapid lateral flow test regularly in line with government advice.	Low
Inside the Museum 4	Transfer of Covid-19 virus via droplets and by touch	Public spaces within the Museum are subject to a regular cleaning regime. Some touch interactive elements within the galleries are closed/removed to discourage unnecessary touching.	Teachers and pupils to regularly sanitise and wash hands throughout their visit	Low
Toilets 1	Unsupervised interaction between pupils and other visitors	There are accessible toilets for all visitors. There are no security cameras in toilet areas.	Teachers to supervise pupils in toilet areas (not inside cubicles).	Low
Toilets 2	Overcrowding - transfer of Covid-19 virus by touch	There are accessible toilets for all visitors. All toilets subject to a regular cleaning regime	Teachers and pupils to follow social distancing measures on signage. Please allow more time for toilet trips and take children in small groups	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 DBS checked. No sessions require children to be left alone with the 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 accompanied to the toilets during a session.	Trivial
Object Handling 1	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
Object Handling 2	Transfer of Covid-19 virus by touch	Only hard surface, wipeable objects to be used for object handling in learning sessions. Large demo objects and tabletop-surfaces to be wiped down between sessions. Museum Learning Facilitators to wash hands between sessions.	Pupils to listen to and adhere to clear instructions and guidance given by museum learning facilitator on safe handling of objects. Whilst social distancing remains – face masks should be worn unless the person is exempt. Any students/adults are still welcome to wear a facemask if the rules are relaxed.	Low
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
Planet Room	Minor injury	Space and all furniture and equipment designed for child users. Cupboards remain locked. All equipment and sockets tested regularly.	Due care and attention from teachers and pupils. Water in sinks should not be consumed.	Trivial
Star Room	Minor injury	Space and all furniture and equipment designed for child users. Cupboards remain locked. All equipment and sockets tested regularly.	Due care and attention from teachers and pupils.	Trivial
Galaxy Room	Minor injury	Space and all furniture and equipment designed for child users. Cupboards remain locked. All equipment and sockets tested regularly.	Due care and attention from teachers and pupils.	Trivial

Lunch Space (either of the learning rooms)	Overcrowding - transfer of Covid-19 virus by droplets	Multiple classes requiring a slot in the lunchroom.	Allocated lunchroom slots – must be booked. Once class at a time allowed entry. Please follow instructions of visitor assistants. Schools to leave the lunchroom tidy, putting all rubbish in the bins provided. Lunchrooms will be wiped clean and disinfected between each use.	Low
Planetarium	Transfer of Covid-19 virus by touch	Numbers to the planetarium restricted.	Arms of the planetarium seats will be wiped down and disinfected between shows.	Low
Planetarium	Emergency evacuation	Numbers to planetarium restricted; fire exits and emergency evacuation procedures introduced to audience prior to session.	Due care and attention from teachers and pupils during planetarium introduction	Low
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 aisles.	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. Cove lighting 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
Planetarium foyer	Overcrowding - transfer of Covid-19 virus by droplets	Multiple groups requiring drop off of bags and coats at the same time. Groups queuing in the foyer for the planetarium and other groups exiting into the foyer from the planetarium	Due care and attention from teachers and pupils to follow signage, arrows on the floor and guidance from Visitor Assistants.	Low

We've put measures in place across our sites to make them as safe as possible for both visitors and staff – keep up to date and informed about our current safety measures before your visit, by checking the information on this page: <https://www.rmg.co.uk/plan-your-visit/safety-information>