

Prince Philip Maritime Collection Centre

GENERAL RISK ASSESSMENT for School and

Area assessed: Conservation Studios & Stores

**Location of activity: PPMCC, 4.01 – 4.06
Kidbrooke, C Spurs
Kidbrooke , A Spurs**

Date(s) of activity: Ongoing

Brief details of activity: Facilitated school visits at The Prince Philip Maritime Collections Centre with consideration of the risks of the spread of the Covid Virus infection following the easing of restrictions from May 2021
Updated April 2021 to include Covid 19 risks and guidelines (shown in blue)

| How might people/property be harmed? | Who/what might be harmed and how? | What is already in place to reduce the likelihood of harm? | What further action is necessary? | Who will carry out this action? | Which NMM staff member will check action(s) have been completed? |
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| <i>e.g. falling objects falls from height access equipment</i> | <i>e.g. visitors, staff, contractors, QH floor</i> | <i>e.g. contractors trained in use of ladders, towers. QH closed to visitors during activity.</i> | <i>e.g. QH floor to be protected from damage by use of rubber matting</i> | <i>e.g. Contractors</i> | <i>e.g. K. Haden</i> |
| Acts of terrorism | All sites across Royal Museums Greenwich | RMG monitors terrorism threat levels and has a tiered response plan so that as threat levels change, the museum's response / approach does too. The museum has direct liaison and meets regularly with a counter-terrorism security advisor. The museum adopts a range of physical, system-based, and human security procedures to mitigate risks. | We ask school visitors to immediately notify a member of staff if they come across unaccompanied items such as bags/suitcases and to report any suspicious behaviour that they see. | Security and visitor | |

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| Coach set down/ Injury from road traffic accident | Visitors | <ul style="list-style-type: none"> • Access for two coaches to set down at PPMCC Main Entrance. No busy roads to cross. • Authorized vehicles only in Museum grounds, max speed 5mph. Grounds surrounded by fence. | Due care and attention from adults and pupils in school groups. | Tour Leader Visitors | Matthew Cahill |
| Arrival by train / Injury from road traffic accident | Visitors | <ul style="list-style-type: none"> • 5 minute walk on a pedestrian bridge and underpass. No roads busy roads to cross | <ul style="list-style-type: none"> • Due care and attention from adults and pupils in school groups. | Visitors | |
| Arrival by bus/ Injury from road traffic accident | Visitors | <ul style="list-style-type: none"> • The 286 & 132 stop at Broad Walk at the top of Nelson Mandela Road. If approaching from Greenwich the Rochester Way must be crossed. There are central reservations and a pedestrian crossing for ease of crossing. | <ul style="list-style-type: none"> • Due care and attention from adults and pupils in school groups. | Visitors | |
| Entry to the studios & stores via the main entrance resulting in slips, trips and falls. | Staff, Volunteers & Visitors. | <ul style="list-style-type: none"> • First aiders on site • All routes into and out of site and building kept clear of obstructions. • External pathways gritted/salted during icy periods | <ul style="list-style-type: none"> • Ensure visitors stick to pathways when walking across site and along corridors. | Site Manager & Security Guard | |
| Injury from coming into contact with vehicles on site | | <ul style="list-style-type: none"> • Very short walk to stores • Authorized vehicles only in stores grounds, max speed 5mph. • Grounds surrounded by fence | <ul style="list-style-type: none"> • Temporarily halt any contractor works involving vehicles whilst public entering and exiting site. • Try to schedule contractor works out of public access hours | Learning producer & Security Guard | Matthew Cahill |
| Collision hazard with studio furniture and equipment (board chopper, drying rack, tables, mobile extraction units). | Staff, Volunteers & Visitors, | <ul style="list-style-type: none"> • Where possible; objects, demonstrations and talks to be delivered at table closest to entry point or visitors to remain in viewing area just inside entrance. | <ul style="list-style-type: none"> • Tour Leaders to brief group on risks, procedures and limits of access during induction. | Conservators and Tour Leader | Matthew Cahill |

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| | | <ul style="list-style-type: none"> • Access routes pre planned depending on objects to be discussed. • Furniture placed to ensure adequate circulation space | | | |
| Collision hazard from open desk drawers, storage cupboard drawers and cupboard doors | Staff, Volunteers & Visitors. | <ul style="list-style-type: none"> • Where possible; objects, demonstrations and talks to be delivered at table closest to entry point or visitors to remain in viewing area just inside entrance. • Access routes pre planned depending on objects to be discussed. • Cupboard units sited with adequate drawer / door opening space and circulation space. • Working practice to close all drawers / doors after immediate use. | <ul style="list-style-type: none"> • Tour Leaders to brief group on risks, procedures and limits of access during induction. | Conservators and Tour Leaders | Matthew Cahill |
| Trip hazard, trailing leads from mobile electrical equipment, floor level obstacles. | Staff, Volunteers, Students, Visitors, Contractors | <ul style="list-style-type: none"> • Where possible; objects, demonstrations and talks to be delivered at table closest to entry point or visitors to remain in viewing area just inside entrance. • Access routes pre planned depending on objects to be discussed. • Numerous well sited wall sockets throughout studio / working practice to avoid long cable runs. • Inform others working in close proximity. • Tape leads to ground when possible to minimise trip hazard. | <ul style="list-style-type: none"> • Tour Leaders to brief group on risks, procedures and limits of access during induction. | Conservators and Tour Leaders | Matthew Cahill |

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| | | <ul style="list-style-type: none"> Unplug and tidy away cables before leaving the area and as soon as the activity is completed | | | |
| Falling objects, materials stored in cupboards and at high level | Staff, Volunteers & Students. | <ul style="list-style-type: none"> Studios and Stores given prior notice of public tours and all potential falling objects secured. Majority of materials stored within comfortable standing reach. Kick steps and short ladders for higher level access. | <ul style="list-style-type: none"> Tour Leaders to brief group on risks, procedures and limits of access during induction. | Conservators Stores team, Learning team | Matthew Cahill |
| Harmful fumes from organic solvents | Staff, Volunteers & Visitors. | <ul style="list-style-type: none"> Studios & Stores given prior notice of public tours to ensure areas are adequately ventilated and free of organic solvent fumes. Activities that involve decanting or mixing organic solvents take place in the Chemistry Laboratory fume cupboard Safe chemical store in Chemistry Laboratory for small quantities in regular use. Outside store for larger quantities. Solvents transported to and from Chemistry Laboratory to Conservation Studio in small quantities in non-spill containers Ensure COSHH risk assessments have been written for each procedure and chemical Use correct PPE Ensure safe working area with suitable extraction if required | <ul style="list-style-type: none"> Regular review of COSHH assessments Learning producer to ensure Harmful fumes will not be in use on pre arranged school visit days. (Tuesday and Wednesdays) | Conservators | Matthew Cahill |
| Fire risks: Electrical equipment | Staff, Volunteers & Visitors. | <ul style="list-style-type: none"> No hot works to be conducted in studios during public tours. | <ul style="list-style-type: none"> Regular review of PAP Testing | Conservators & Store Managers | Matthew Cahill |

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| | | <ul style="list-style-type: none"> • Clear access to fire exits • Fire exits clearly marked • Provision of fire extinguishers + training • School groups will not enter studios that use hot works | | | |
| Injury caused by fire | | <ul style="list-style-type: none"> • A loud, sustained bell will sound. Museum staff usher group to grassed area in car park outside of the building. | <ul style="list-style-type: none"> • Tour Leaders to brief group on evacuation procedures during induction. • All groups led by adults with any condition that may impair rapid evacuation to alert Museum staff/tour leader on arrival. | | |
| Slip hazard from use of wet work or activities | Staff, Volunteers & Visitors. | <ul style="list-style-type: none"> • Non-slip flooring in place throughout studio and stores • Working practice to clean up spillages directly and ensure flooring dry prior to public tour. | <ul style="list-style-type: none"> • Ensure facilitator is aware of which First Aider is available onsite. | Conservators & Store Managers | Matthew Cahill |
| Weights falling on feet | Staff, Volunteers & Visitors | <ul style="list-style-type: none"> • Ensure weights are always safely stored away from bench edges • Facilitators to ensure visitors remain within agreed parameters defined for each studio. | | Conservators & Store Managers | Matthew Cahill |
| Injuries from sharps | Staff, Volunteers & Visitors | <ul style="list-style-type: none"> • All sharps to be stored away and not in reach of visitors • Facilitators to ensure visitors remain within agreed parameters defined for each studio. | <ul style="list-style-type: none"> • Tour Leaders to brief group on risks, procedures and limits of access during induction. • Ensure Tour Leader is aware of which First Aider is available onsite. | Conservators & Tour Leaders | Matthew Cahill |
| Cuts and abrasions from tools and equipment | Staff, Volunteers & Visitors | <ul style="list-style-type: none"> • All tools and equipment cleared to inaccessible areas during public visitors. | <ul style="list-style-type: none"> • Facilitators to brief group on risks, procedures and limits of access during induction. | Conservators & Tour Leaders | Matthew Cahill |

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| | | <ul style="list-style-type: none"> Facilitators to ensure visitors remain within agreed parameters defined for each studio. Emergency procedures in place | <ul style="list-style-type: none"> Ensure Facilitators/tour leader is aware of which First Aider is available onsite. | | |
| Minor injury inside stores due to trips, slips and falls caused by distraction. | Visitors, learners | <ul style="list-style-type: none"> Due care and attention from tour leaders and teachers. Visitors should always walk and remain within agreed viewing parameters as directed by facilitators | <ul style="list-style-type: none"> Facilitator to brief visiting class on risks, procedures and limits of access during induction. Ensure facilitator is aware of which First Aider is available onsite. | Conservators, Store Managers & Tour Leaders | Matthew Cahill |
| Injury through contact with Museum objects including scratches, cuts, punctures, choking or allergic reaction | Visitors | <ul style="list-style-type: none"> Non-collections management & conservation staff are prohibited from handling or moving objects in the store or within studios. All handling objects are checked for potential hazard. No hazardous materials / poisons used. If an object has been deemed suitable/safe to be touched or handled then appropriate gloves must be worn and handling procedures to be explained and supervised. First aiders on site | <ul style="list-style-type: none"> Facilitators to brief group on risks, procedures and limits of access during induction. Ensure Facilitators is aware of which First Aider is available onsite. | Tour Leaders, Collections Managers and Conservators | Matthew |
| Exposure to asbestos from accidental contact with an object containing asbestos (very low risk) | Staff, Volunteers & Visitors | <ul style="list-style-type: none"> No asbestos objects to be used in public session, but there are asbestos-containing objects stored within the C Spurs . No asbestos objects to be moved during public session. Objects containing asbestos have been checked by KAD and asbestos has been treated appropriately. | <ul style="list-style-type: none"> All session will be conducted in a space away from the area where asbestos-containing objects are stored. Facilitator and teaching staff to ensure public remain with the group at all times and do not wander off unattended. | Collections Managers & Learning department | Matthew Cahill |

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| | | <ul style="list-style-type: none"> Asbestos-containing objects are all clearly labelled. | <ul style="list-style-type: none"> Facilitators to brief teachers on risks, procedures and limits of access during induction. | | |
| Personal Belongings, including coats and lunches | Visitors - Theft | <ul style="list-style-type: none"> Pupils given access to lockers and clothes horse for the duration of visit. Where learning facilities are being used for group tasks belongings can be left in these spaces and locked on request. | <ul style="list-style-type: none"> No money, cameras, mobile phones or other expensive equipment to be left unsecured. No bags or pens to be taken in stores/studios. Pencils can be supplied if necessary. | Facilitators | Matthew Cahill |

Covid Risk assessment

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| Virus transfer arising from lack of information and guidance | Staff, facilitators Volunteers & school groups | <ul style="list-style-type: none"> 1) All groups to the site are prebooked in advance, controlling access and numbers to site 2) Spaces are pre-booked to avoid clashes 3) groups will be scheduled around other activities in the building to avoid large numbers of people on site at any one time 4) Visitor details, name and contact number recorded 5) 'Your Visit to PPMCC' document issued to teachers prior to visit detailing site guidelines and availability of facilities | <ul style="list-style-type: none"> . | Collections Managers & Learning department, Bookings department | Matthew Cahill |
| Virus transfer at entrance and exit points of PPMCC during school and learning group visits. | Staff, Volunteers & Visitors | <ul style="list-style-type: none"> 1) Access to hand sanitiser upon arrival 2) All personal belongings are to be left in lockers or coat rack 3) Lockers and coat rack to be cleaned after each visit by supervising staff/ volunteers 4) All adult visitors will be asked to wear masks once inside the | <ul style="list-style-type: none"> Staff to open the doors for the visitors reducing touch on entrances. | Facilitators and learning manager | Matthew Cahill |

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| | | building unless medically exempt 5) Visitors to be met outside and escorted to learning to avoid dwelling in lobby. | | | |
| Virus transfer arising from movements around site | Staff, Volunteers & Visitors | <ul style="list-style-type: none"> 1) Masks to be worn in all corridors where possible 2) Public and staff to walk left hand side of corridors 3) Social distancing to be maintained at all times 4) Only staff / volunteers to open and hold doors to minimise touch points for visitors | • | visitors | |
| Virus transfer arising from handling objects and resources | Visitors and staff | <ul style="list-style-type: none"> All resources/ handling objects to be sprayed with antibacterial spray and quarantined in a box 72 hours (Where possible) prior visit of group. Following session all used objects to be placed into box and with date of use. 72 hours following activity objects to be cleaned and returned to relevant storage areas. | • | Facilitators and learning manager | Matthew Cahill |
| Virus transfer from visitor / staff interaction and working in an enclosed space | Visitors/ staff | <ul style="list-style-type: none"> 1) School groups to visit whilst in their support bubble where possible 2) Schools and PPMCC are free to cancel the booking on knowledge of visitor/staff with symptoms of COVID 19 3) PPMCC staff to present using social distance guidelines where possible. 4) Work space and seating to be wiped down afterwards by supervising staff | • | Facilitators and learning manager | Matthew Cahill |

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| | | <ul style="list-style-type: none"> 5. Doors to remain open when using the learning space or seminar room. | | | |
| Virus transfer resulting from handling collection items | Visitors and staff | <ul style="list-style-type: none"> Objects being handled in the Mystery story store to be sprayed and quarantined for 72 hours unless learners from the same school bubble are attending within the next 72 hours. | <ul style="list-style-type: none"> | Facilitators and learning manager | Matthew Cahill |
| Virus transfer arising from poor cleaning regimes | Visitors and staff | <ol style="list-style-type: none"> Facilitators and learning team to clean surfaces prior and following delivery of session. Cleaning team to be informed of areas being used for school sessions | <ul style="list-style-type: none"> | cleaners and Learning team | |

What is the risk level after actions listed above have been completed? Low

| Risk Level | Risk Level Action and Timescale |
|-----------------|---|
| Trivial | No action is required. Monitoring is required to ensure that the controls are maintained. |
| Low | Additional controls may be required. Consideration may be given to a more cost - effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained. |
| Moderate | Efforts should be made to reduce the risk, but costs of prevention should be carefully measured and limited. Risk reduction measures should be implemented within a defined time period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures. |

High

Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress urgent action should be taken.

Name(s) of persons completing this risk assessment:

Signature(s): Matthew Cahill

Date: 24/5/21

Signature(s):

Date:

Signature(s):

Date:

Signature(s):

Date:

Reviewed and updated: 14/12/21 M.Cahill