

**Risk Assessment for schools groups visiting the Royal Observatory Greenwich**  
 Updated April 2022 to include Covid 19 risks and guidelines (shown in blue).

Area	Potential Risk	Risk Aversion	Risk level (if all risk aversion advice is followed)	Useful Information / Description
All sites across Royal Museums Greenwich (RMG)	Act of terrorism	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.	Low-moderate	
Coach set down	Injury from road traffic accident	Due care and attention from teachers and pupils.	Low	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.
Arrival by train / DLR	Injury from road traffic accident	Due care and attention from teachers and pupils Use pelican crossings where available.	Low	15 – 20 minute walk next to busy roads. Pelican crossings to cross all busy roads en-route.
Arrival by bus	Injury from road traffic accident	See train, coach and DLR above	Low – Moderate depending on location of bus stop.	See train, coach and DLR above
Grounds and Park	Injury Lost children	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	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
Entry to the ROG south building	Overcrowding - transfer of Covid-19 virus by droplets	Please follow instructions of visitor assistants. This may involve some groups waiting outside temporarily until other groups are clear of the entrance.	Low	Entrance space used by groups and general visitors.
Inside the Museum 1	Minor injury due to trips, slips and falls caused by distraction	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	Galleries include glass cases. The Museum adheres to strict health & safety rules including use of safety glass.
Inside the Museum 2	Lost children	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	Gallery Assistants are present in all areas identified by navy blue uniform and Museum pass / badge.
Inside the Museum 3	Overcrowding - transfer of Covid-19 virus via droplets and by touch	Due care and attention from teachers and pupils to follow signage, arrows on the floor and guidance from Visitor Assistants.	Low	Some one way systems still operate in the museum.
Inside the Museum 4	Transfer of Covid-19 virus via droplets and by touch	Teachers and pupils to regularly sanitise and wash hands throughout their visit	Low	Public spaces within the Museum are subject to a regular cleaning regime. Some touch interactive elements within the galleries may be closed/removed to discourage unnecessary touching.
Toilets 1	Unsupervised interaction between pupils and other visitors	Teachers to supervise pupils in toilet areas (not inside cubicles).	Low	There are accessible toilets for all visitors. There are no security cameras in toilet areas.

Toilets 2	Overcrowding - transfer of Covid-19 virus by touch	Please allow more time for toilet trips and take children in small groups.	Low	There are accessible toilets for all visitors. All toilets subject to a regular cleaning regime.
Fire	Severe personal injury	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	A loud, sustained bell will sound. Gallery Assistants / session leaders usher group to designated assembly areas in the park (outside of the building.)
Personal Belongings, including coats and lunches	Theft	No money, cameras, mobile phones or other expensive equipment to be left in storage bins.	Low	Each class given individual storage bins for the duration of visit.
Museum Teacher / Actor / Freelance Teacher-led sessions	Unsolicited interaction	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	All session leaders are DBS checked. No sessions require children to be left alone with the session leader.
Object Handling 1	Minor injury when using heavy objects. Allergic reaction to materials.	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	All handling objects are checked for potential hazard. No knowingly hazardous materials / poisons used.
Object Handling 2	Transfer of Covid-19 virus by touch	Pupils to listen to and adhere to clear instructions and guidance given by museum learning facilitator on safe handling of objects. Any students/adults are still welcome to wear a facemask in our sessions.	Low	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.
Electrical equipment and sockets	Electric shock	Pupils to listen to and adhere to clear instructions and guidance given by session leader on safe use of equipment.	Low	All equipment and sockets tested regularly. Pupils rarely handle electrical equipment other than torches. Hot light sources are located inside a safety cage.

Planet Room	Minor injury	Due care and attention from teachers and pupils. Water in sinks should not be consumed.	Trivial	Space and all furniture and equipment designed for child users. Cupboards remain locked. All equipment and sockets tested regularly.
Star Room	Minor injury	Due care and attention from teachers and pupils.	Trivial	Space and all furniture and equipment designed for child users. Cupboards remain locked. All equipment and sockets tested regularly.
Galaxy Room	Minor injury	Due care and attention from teachers and pupils.	Trivial	Space and all furniture and equipment designed for child users. Cupboards remain locked. All equipment and sockets tested regularly.
Lunch Space (either of the learning rooms)	Overcrowding - transfer of Covid-19 virus by droplets	Allocated lunchroom slots – must be booked. One 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. Hand sanitiser will be made available.	Low	Multiple classes requiring a slot in the lunchroom. Lunch space cleaned between groups.
Planetarium	Transfer of Covid-19 virus by touch	Planetarium is cleaned regularly.	Low	Numbers to the planetarium may be restricted.
Planetarium	Emergency evacuation	Due care and attention from teachers and pupils during planetarium introduction	Low	Numbers to planetarium restricted; fire exits and emergency evacuation procedures introduced to audience prior to session.
Planetarium	Trips & falls due to an unforeseen object on the floor in low light levels	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	Low	Planetaria operate in low light levels, and tripping is possible if objects are left in the aisles.

		immediately if required. Operator also ensures that all aisles are clear before beginning a show.		
Planetarium foyer	Overcrowding - transfer of Covid-19 virus by droplets	Due care and attention from teachers and pupils to follow signage, arrows on the floor and guidance from Visitor Assistants.	Low	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

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>