

Royal Observatory Greenwich Risk Assessment Advice 2025/2026

We are looking forward to welcoming your school to the Royal Observatory Greenwich. The following information has been designed to help you risk assess your visit.

Hazard: Fire

What is in place at the Museum

The Museum employs an L1 fire detection system and robust Fire Evacuation procedure across all sites. A loud sustained bell will sound in case of emergency and the Visitor and Sales Assistants will evacuate all visitors from the building as quickly and safely as possible.

Things you should think about

We ask school visitors to follow all the instructions given by Visitor and Sales Assistants to get them out of the building as quickly and safely as possible.

Never use lifts in the event of fire.

Any booked groups should inform us on booking of any circumstances that may impair rapid evacuation.

Hazard: Sickness or injury

What is in place at the Museum

First Aid trained staff are available at all sites and can be contacted by radio by any member of the Visitor and Sales Team.

Things you should think about

Please ensure you inform a member of Museum staff as soon as possible if any member of your group is sick or injured.

Hazard: Terrorist Attack

What is in place at the Museum

The Museum monitors terrorism threat levels and has a tiered response plan so that as threat levels change, the museum's response and approach do 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. There is a museum-wide Emergency Response Plan in place.

Things you should think about

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.

Hazard: Safeguarding incidents

What is in place at the Museum

The Museum has a safeguarding policy and whistleblowing policy known to all staff. All freelance staff and Museum staff have a standard DBS check when starting which is renewed every 3 years.

Things you should think about

Please ensure all children are accompanied by teachers in school sessions and around the Museum. Children must not be left alone or with Museum or freelance staff. Please report any concerns you have to Museum staff so we can act on these as soon as possible.

Hazard: Lost children

What is in place at the Museum

The Museum has a lost child procedure, which all staff are aware of. All Visitor and Sales Assistants can be identified by a uniform and name badge and are present in all areas. The Museum is clearly laid out and sign-posted.

Things you should think about

Learners should be briefed by teachers to find a Visitor and Sales Assistant who can then locate their group.

Teachers are responsible for their groups at all times. Groups should follow the recommended ratios: KS1 = 1 adult: 5 children; KS2 = 1:8; KS3&4 = 1:10; KS5 1:16

Hazard: Trips, slips and falls

What is in place at the Museum

The Museum adheres to strict health & safety rules including use of safety glass. The Museum checks all visitor routes are free from hazard before opening and have a Duty Cleaner on call during opening hours.

Things you should think about

Due care and attention from teachers and pupils. Visitors should always walk and never run inside the Museum buildings. The Royal Observatory Greenwich is a historic building which includes uneven surfaces and narrow and spiral staircases. There are also external areas which maybe slippery in adverse weather conditions. In some cases, there are no step free alternatives available. Teachers are advised to remind children to walk in single file holding handrails on stairs and take extra care in these areas.

Hazard: Use of Toilets

What is in place at the Museum

All toilets are accessible by all visitors. There are no security cameras in toilet areas.

Things you should think about

We advise teachers to supervise pupils in toilet areas (not inside cubicles).

Hazard: Theft of belongings**What is in place at the Museum**

We ask that school groups keep their belongings with them when exploring the site.

Things you should think about

Please advise our Visitor and Sales Assistants immediately if an item is lost or stolen.