

## National Maritime Museum and Queen's House Schools Risk Assessment Advice 2024/2025

We are looking forward to welcoming your school to the National Maritime Museum and Queen's House. The following information has been designed to help you risk assess your visit.

### **Hazard: Fire**

#### What is in place at the Museum

The Museum has a Fire Evacuation procedure. A loud sustained bell will sound in case of emergency and the Visitor Service Assistants are trained to get all visitors out of 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 Service 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 condition that may impair rapid evacuation.

### **Hazard: Sickness or injury**

#### What is in place at the Museum

There are First Aid trained staff at The National Maritime Museum at all sites. These can be contacted by radio by any member of the Visitor Services 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 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.

#### 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 and not left alone 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 Service 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 Service 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. Teachers advised to remind children to walk in single file holding handrails on stairs.

### **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

Each school is given a closable locker to leave their belongings in one of our learning spaces. These areas are labelled as for Schools and Groups only but not locked. Visitor Service Assistants do patrol the area. Items are left at owners' risk.

#### Things you should think about

We suggest that no money, cameras, mobile phones or other expensive equipment is left in the lockers.

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

### **Hazard: Activities in Museum-led sessions**

#### What is in place at the Museum

All Museum sessions are risk assessed by the Learning Team to ensure that we minimise the hazards involved. Our risk assessments are regularly reviewed to ensure that they are up to date. We ensure all objects and activities are safe and appropriate for the year groups involved.

#### Things you should think about

Ensure that your learners are supervised by staff during school sessions. If any of your learners have specific needs that should be considered in handling or craft activities please inform the Museum in advance and the Learning Facilitator on the day.