

Prince Philip Maritime Collections Centre (PPMCC) Schools Risk Assessment Advice 2024/2025

We are looking forward to welcoming your school to Prince Philip Maritime Collections Centre (PPMCC) in Kidbrooke. The following information has been designed to help you risk assess your visit.

Hazard: Fire

What is in place at PPMCC

PPMCC has a Fire Evacuation procedure. A loud sustained bell will sound in case of emergency and the staff 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 staff 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 PPMCC

There are First Aid trained staff at PPMCC.

Things you should think about

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

Hazard: Terrorist Attack

What is in place at PPMCC

Royal Museums Greenwich (PPMCC is one of its sites) monitors terrorism threat levels and has a tiered response plan so that as threat levels change, the museum's response and approach does too.

Royal Museums Greenwich has direct liaison and meets regularly with a counter-terrorism security advisor. PPMCC 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 PPMCC

Royal Museums Greenwich has a safeguarding policy and whistleblowing policy known to all staff. All freelance staff and RMG 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 PPMCC and not left alone with museum staff or freelance staff.

Please report any concerns to staff so we can act on these as soon as possible.

Hazard: Lost children

What is in place at PPMCC

PPMCC is a closed site with security gates at each of the two entrances. There is an onsite security officer. Visitors are always accompanied by staff inside the buildings.

Things you should think about

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 PPMCC

PPMCC adheres to strict health & safety rules including use of safety glass. PPMCC is checked daily to ensure that all visitor routes are free from hazard before opening and have a Duty Cleaner on call during opening hours.

Things you should think about

Visitors should always walk and never run. PPMCC has working studios and stores, visitors should only touch what they have been instructed to. We advise teachers to remind learners to walk in single file holding handrails on stairs.

Hazard: Use of Toilets

What is in place at PPMCC

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 PPMCC

Each school is given a space to leave their belongings. These are for Schools and Groups only but not locked. Items are left at owners' risk. Only emergency medical supplies are allowed in the stores. There are lockers for adult bags and valuables.

Things you should think about

We suggest that no money, cameras, mobile phones or other expensive equipment is left unattended. Please advise our staff immediately if an item is lost or stolen.

Hazard: Activities in school sessions

What is in place at PPMCC

All PPMCC school 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 us in advance and the Learning Facilitator on the day.