

Risk Assessment for schools groups visiting *Cutty Sark*
Updated April 2021 to include Covid 19 risks and guidelines (shown in blue)

Area / Activity	Potential Risk	Useful Information / Description	Risk Aversion	Risk level (if all risk aversion advice is followed)
Coach set down	Injury from road traffic accident	5-10 to <i>Cutty Sark</i> next to busy road. Pelican crossings to cross all busy roads en-route.	Due care and attention from teachers and pupils. Use pelican crossings where available.	Moderate
Arrival by train / DLR	Injury from road traffic accident	Very short walk that avoids busy roads.	Due care and attention from teachers and pupils	Low
Arrival by bus	Injury from road traffic accident	See train, coach and DLR above	See train, coach and DLR above	Low – Moderate depending on location of bus stop.
Entry to <i>Cutty Sark</i>	Overcrowding Transfer of Covid-19 virus by droplets	Entrance foyer spaces used by groups and general visitors	Staggered entry to <i>Cutty Sark</i> to maintain social distancing. Please follow instructions of visitor assistants. This may involve some groups waiting outside temporarily until other groups are clear of the entrance.	Low
Inside <i>Cutty Sark</i> 1 – Sammy Ofer gallery	Minor injury due to trips, slips and falls caused by distraction	Gallery includes stepped concrete sides which are high.	Due care and attention from teachers and pupils. Pupils should refrain from climbing on these concrete steps. Visitors should never run inside <i>Cutty Sark</i> . Teachers advised to remind children to walk in single file holding handrails on stairs.	Low

Inside <i>Cutty Sark</i> 2 – Lower Hold	Minor injury due to trips, slips and falls caused by distraction	Gallery includes film, sound, light effects and smells. No natural lighting and some areas may seem quite dark.	Due care and attention from teachers and pupils. Visitors should never run inside <i>Cutty Sark</i> . Teachers advised to remind children to walk in single file holding handrails on stairs.	Low
Inside <i>Cutty Sark</i> 3 – ‘Tween Deck	Minor injury due to trips, slips and falls caused by low lighting distraction	‘Tween deck’s ceiling is quite low and flooring is gently sloped.	Due care and attention from teachers and pupils. Visitors should never run inside <i>Cutty Sark</i> . Teachers advised to remind children to walk in single file holding handrails on stairs. Taller visitors should be aware of the risk of bumping into support beams.	Low
Inside <i>Cutty Sark</i> 4 – Main Deck	Minor injury due to trips, slips and falls caused by uneven planks and distraction	The decks are made of planking, which can present trip hazards	Due care and attention from teachers and pupils. Visitors should never run inside <i>Cutty Sark</i> . Visitors should be take care and be aware of where they are walking	Low
Inside <i>Cutty Sark</i> 5 – Main Deck	Minor injury due to trips, slips and falls caused wet decks by distraction	Decks may become slippery when wet.	Running is strictly prohibited at all times and visitors should walk with care	Low
Inside <i>Cutty Sark</i> 6 – Main Deck	Injury due to incorrect handling of ship props	The rigging, masts and sides of the ship are within reach of the public	Ship features not to be climbed on by any visitor at any time.	Low
Inside <i>Cutty Sark</i> 7 – Main Deck	Injury due to incorrect handling of ship props	Authentic ships’ equipment is on display on the main deck, as well as other interpretative medium.	Visitors are advised to take care when meeting these objects. Signage will appear to alert visitors when it is not safe to touch.	Low
Inside <i>Cutty Sark</i> 8 – Main Deck	Exposure to elements resulting in mild	The main deck is exposed to the elements.	Bring appropriate clothing in case you get caught in a storm!	Low

	illness			
Inside the <i>Cutty Sark</i> 9.	Overcrowding Transfer of Covid-19 virus via droplets	Social distancing measures operate inside <i>Cutty Sark</i> . This includes some one way systems	Due care and attention from teachers and pupils to follow signage, arrows on the floor and guidance from Visitor Assistants. Small groups (following ratios below) to circulate around the galleries independently of each other to avoid congregation of multiple groups. All adults and children over 11 years old to wear masks inside <i>Cutty Sark</i>	Low
Inside the Museum 10.	Transfer of Covid-19 virus by touch	Public spaces within <i>Cutty Sark</i> are subject to a regular cleaning regime. Some touch interactive elements within the galleries are closed/removed to discourage unnecessary touching.	Teachers and pupils to regular sanitise and wash hands throughout their visit	Low
Inside the Museum 11.	Lost children	The Museum is clearly laid out and sign-posted. Visitor Assistants are present in all areas identified by navy blue uniform and Museum pass / badge.	Due care and attention from teachers and pupils. Pupils should be briefed by teachers to find a Visitor Assistant who can then locate child's group. Groups should follow the recommended ratios: KS1 = 1 adult: 5 children; KS2 = 1:8; KS3&4 = 1:10	Low
Toilets	Unsupervised interaction between pupils and other visitors	All toilets are accessible by all visitors. There are no security cameras in toilet areas.	Teachers to supervise pupils in toilet areas (not inside cubicles).	Low
Toilets	Overcrowding	All toilets are accessible by all visitors. All toilets subject to a	Teachers and pupils to follow social distancing measures on signage. Please	Low

	Transfer of Covid-19 virus by touch	regular cleaning regime	allow more time for toilet trips and take children in small groups	
Fire	Severe personal injury	A loud, sustained bell will sound. Visitor Assistants / session leaders usher group to grassed area outside of the building.	Teachers to brief accompanying adults on procedures. 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
Personal Belongings, including coats and lunches	Theft	Limited facilities are provided for storage of coats and small bags. These are not lockable and will be on view to the public.	No money, cameras, mobile phones or other expensive equipment to be left in coat box. Coat box in constant view of staff members (although not monitored)	Low
Museum Teacher / Actor / Freelance Teacher-led sessions	Unsolicited interaction	All session leaders are DBS checked. No sessions require children to be left alone with session leader.	Pupils should not be left with a session leader unaccompanied by an adult from school.	Low

Object Handling 1.	Minor injury when using heavy objects. Allergic reaction to materials.	All handling objects are checked for potential hazard. No hazardous materials / poisons used.	Pupils to listen to and adhere to clear instructions and guidance given by Learning Facilitator on safe handling of objects. Groups to alert <i>Cutty Sark</i> on booking if any member has known allergies.	Low
Object Handling 2.	Transfer of Covid-19 virus by touch	Only hard surface, wipeable objects to be used in learning sessions. All objects to be wiped down between sessions. Learning Facilitators to wash hands between sessions and wear a face visor during delivery	Pupils to listen to and adhere to clear instructions and guidance given by learning facilitator on safe handling of objects.	Low
Electrical equipment and sockets	Electric shock	All equipment and sockets tested regularly. Pupils rarely required to use.	Pupils to listen to and adhere to clear instructions and guidance given by session leader on safe use of equipment.	Low