**Risk Assessment for *Cutty Sark***

**Updated April 2021 to include Covid 19 risks and guidelines (shown in blue)**

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| **Area / Activity** | **Potential Risk** | **Useful Information / Description** | **Risk Aversion** | **Risk level (if all risk aversion advice is followed)** |
| All sites across Royal  Museums Greenwich  (RMG) | Act of terrorism | <https://www.gov.uk/terrorism-national-emergency> | 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 |
| Journey to ship | Injury from road traffic accident | 5-10 to *Cutty Sark* 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 *Cutty Sark* | Overcrowding  Transfer of Covid-19 virus by droplets | Entrance foyer spaces used by groups and general visitors | Staggered entry to *Cutty Sark* 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 *Cutty Sark* 1 – Sammy Ofer gallery | Minor injury due to trips, slips and falls caused by distraction | Gallery includes stepped concretes 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 *Cutty Sark*. Teachers advised to remind children to walk in single file holding handrails on stairs. | Low |
| Inside *Cutty Sark* 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 *Cutty Sark*. Teachers advised to remind children to walk in single file holding handrails on stairs. | Low |
| Inside *Cutty Sark 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 *Cutty Sark*. 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 *Cutty Sark 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 *Cutty Sark*. Visitors should be take care and be aware of where they are walking | Low |
| Inside *Cutty Sark 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 *Cutty Sark 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 *Cutty Sark 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 *Cutty Sark 8* – Main Deck | Exposure to elements resulting in mild illness | The main deck is exposed to the elements. | Bring appropriate clothing in case you get caught in a storm! | Low |
| Inside the *Cutty Sark* 9. | Overcrowding  Transfer of Covid-19 virus via droplets | Social distancing measures operate inside *Cutty Sark*. 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 *Cutty Sark* | Low |
| Inside the Museum 10. | Transfer of Covid-19 virus by touch | Public spaces within *Cutty Sark* 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  Transfer of Covid-19 virus by touch | All toilets are accessible by all visitors. All toilets subject to a regular cleaning regime | Teachers and pupils to follow social distancing measures on signage. Please allow more time for toilet trips and take children in small groups | Low |
| 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 |

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| 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 *Cutty Sark* 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 |
| General | Slips, trips, bumps and falls | Instruct facilitators and not to rush around/between spaces. Ensure shoes or bare feet are worn on slippery surfaces.  Trip hazards removed.  Classes organised and instructed to walk calmly in single file/pairs, holding onto hand rails.  Reflective safety glass used for display.  ‘Mind your head’ signage in place, groups taking through Tween Deck and cabins advised to mind heads/feet on thresholds/doorways/bunks.  Children only allowed into lower bunks during supervised activity.  Groups advised of slippery conditions on Main Deck in wet/icy weather and walk on matting if deck is icy.  Groups advised of equipment on Main Deck and to be aware of it at all times.  Equipment with moving parts tied down.  Adults supervise children walking up steps to Monkey fo’c’sle / Liverpool House. | Monitoring of area during activity. | Facilitator |
| Arts and crafts | Cuts from paper or plastic | Sensible handling of resources.  First aider on site at all times. | Monitoring of students during activities. | Facilitator and accompanying adults. |
| Object handling | Cuts or scrapes  from handling  sharp objects  Hygiene when  handling objects  Heavy objects  Allergic reactions to organics materials | Avoid using sharp objects for handling, or limit to demonstration only.  Ensure any sharp objects are kept out of reach when not in use.  If heavy objects are used, pupils are advised to be careful and  to always handle the object with two hands  Facilitator to advise on appropriate handling techniques, be vigilant and encourage sensible behaviour  Inform parents and carers that they are responsible for children  Advise parents and carers of materials used and potential allergic reactions to wool and tea.  Wash hands when task has been completed and before eating, drinking, or going to the toilet  First aiders on site at all times. | Monitoring of students during activities. | Facilitator |