

Risk Assessment for *Cutty Sark*
Updated July 2023

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
Inside <i>Cutty Sark</i> 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 <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
		Steep steps from the main deck up to the focsle and the Captain’s cabin	Due care and attention from teachers and pupils. One at a time on the steps and hold the hand ropes.	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	Visitors are advised to take care when meeting these objects. Signage will appear to alert visitors when it is not safe to touch.	Low

		well as other interpretative medium.		
Inside <i>Cutty Sark</i> 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 Museum 11.	Lost children	The Museum is clearly laid out and sign-posted. Visitor Assistants are present in all areas identified by 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
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	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

		and will be on view to the public.		
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
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.	Monitoring of area during activity.	Facilitator

		<p>Groups advised of slippery conditions on Main Deck in wet/icy weather and walk on matting if deck is icy.</p> <p>Groups advised of equipment on Main Deck and to be aware of it at all times.</p> <p>Equipment with moving parts tied down.</p> <p>Adults supervise children walking up steps to Monkey fo'c'sle / Liverpool House.</p>		
Arts and crafts	Cuts from paper or plastic	<p>Sensible handling of resources.</p> <p>First aider on site at all times.</p>	Monitoring of students during activities.	Facilitator and accompanying adults.
Object handling	<p>Cuts or scrapes from handling sharp objects</p> <p>Hygiene when handling objects</p> <p>Heavy objects</p> <p>Allergic reactions to</p>	<p>Avoid using sharp objects for handling, or limit to demonstration only.</p> <p>Ensure any sharp objects are kept out of reach when not in use.</p> <p>If heavy objects are used, pupils are advised to be careful and to always handle the object with two hands</p> <p>Facilitator to advise on appropriate handling techniques, be vigilant and encourage sensible behaviour</p>	Monitoring of students during activities.	Facilitator

	organics materials	<p>Inform parents and carers that they are responsible for children</p> <p>Advise parents and carers of materials used and potential allergic reactions to wool and tea.</p> <p>Wash hands when task has been completed and before eating, drinking, or going to the toilet</p> <p>First aiders on site at all times.</p>		
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Wheelchair users – monitoring numbers on board ship – adjusting adult ratios accordingly. Sloping floor on Tween and main decks – draw wheelchair users attention to this