

Cutty Sark Schools Risk Assessment Advice 2024/2025

We are looking forward to welcoming your school to *Cutty Sark*. The following information is provided to help you risk assess your visit.

Hazard: Fire

What is in place at Cutty Sark

Cutty Sark 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 off the ship 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 evacuate 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 Cutty Sark

There are First Aid trained staff at *Cutty Sark*. They 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 staff as soon as possible if any member of your group is sick or injured.

Hazard: Terrorist Attack

What is in place at Cutty Sark

Royal Museums Greenwich (*Cutty Sark* 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. *Cutty Sark* 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 Cutty Sark

RMG 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 *Cutty Sark* and not left alone with RMG 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 Cutty Sark

Cutty Sark 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. *Cutty Sark* is clearly laid out and sign posted.

Things you should think about

Learners should be briefed by teachers to find a Visitor Service Assistant if they are lost. 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 Cutty Sark

Cutty Sark adheres to strict health & safety rules including the use of safety glass. *Cutty Sark* 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. We advise teachers to remind learners to walk in single file holding handrails on stairs. *Cutty Sark* is a real ship and has working parts, visitors should not climb or try to move anything unless specifically instructed to do so.

Hazard: Use of Toilets

What is in place at Cutty Sark

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 *Cutty Sark*

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.

Things you should think about

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

Hazard: Activities in school sessions

What is in place at *Cutty Sark*

All *Cutty Sark* 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 RMG in advance and tell the Learning Facilitator on the day.