

<b>Activity:</b> Public access to ship	<b>Sheet:</b> 1 of 1	<b>Original Completed By:</b> Gary Lockley	<b>Date:</b> 18/03/2021
<b>People affected / at risk of being harmed:</b> Public/Staff		<b>Reviewed by &amp; Date:</b> 18/03/2022	<b>RA Number:</b> 01

No	Hazards	Possible affects / Harm	Pre-Control Risk Rating (Severity x Likelihood = Risk)			Control Measure
			High	Medium	Low	
1.	Ladders & Gangplank	Slips			x	Non slip material on steps and walkways. Gangplank to remain clear when not in use. Safety brief to all before boarding including but not limited to: "Hold hands rails where available"
2.	Low railings on main deck of ship.	Falls		x		Children only admitted under adult supervision. No running or climbing permitted.
3.	Low ceilings on ship.	Head injuries		x		Safety brief to public before boarding. Signage before entering areas where head room dramatically changes. i.e. Foc'sle, armoury and gun deck.
4.	Slippery Surfaces in wet weather.	Slips/Trips		x		Wet floor signage placed in wet areas. Standing bodies of water to be swept off ship. Appropriate footwear worn by staff.
5.	Loose ropes	Trips			x	Staff to tie and hang up any loose ropes safely.
6.	Replica items	Damage/Harm			x	Items secured/locked away. Only handled under supervision of facilitator after being signed out.
7.	Cold weather (Staff)	Mental/physical sickness			x	Wear appropriate clothing, take regular breaks.
8.	Gun Ports	Falls			x	All gun ports to be sealed when unattended. Open gun port must have minion pushed into gap.

**Review:**

Every 12 months --When the company procedures significantly change

	(Covid addition)		High	Medium	Low	
1.	Surface contamination	Infection			x	Sanitizing stations located by entrance and ladders. Surfaces wiped down on regular interval following cleaning schedule. Card payments encouraged.
2.	Social distance	Infection			x	Admittance controlled through timed entry. One way system in use. Floor mats indicate 2m spacing upon entry.
3.	Air contamination	Infection			x	Air ventilator circulates air. Face masks and shields worn.

**Review:**

When government guidelines change



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<b>Activity:</b> Overnight access to ship (Night voyage)	<b>Sheet:</b> 1 of 1	<b>Original Completed By:</b> Gary Lockley	<b>Date:</b> 18/03/2021
<b>People affected / at risk of being harmed:</b> Public/Staff		<b>Reviewed by &amp; Date:</b> 08/03/2022	<b>RA Number:</b> 03

No.	Hazards	Possible Affects / Harm	Pre-Control Risk Rating (Severity x Likelihood = Risk)			Control Measure
			High	Medium	Low	
1.	Golden Hinde hazards highlighted in *RA01	Slips/Trips Falls Head injuries		x		Safety brief given to group before event starts. All persons must adhere to ships safety rules: <ul style="list-style-type: none"> <li>• Hold hand rails when using ladders and stairs.</li> <li>• Mind your head inside the vessel (deck heads low)</li> <li>• No Running</li> <li>• Do not pull/climb ropes</li> <li>• Children to be supervised</li> </ul>
2.	Child Protection	Lost children/abuse			x	Parent/Teacher to always be present with group and supervise children. No public access to ship during the event. No one to leave the ship without notifying staff.
3.	Luggage/personal belongings	Loss or theft Trips/slips			x	Luggage stored in single location in the hold. Ship secured, no public access. Guests are responsible for their own belongings.
4.	Costumes	Child protection			x	Costume worn over personal clothes. Changing supervised by staff and teacher/parent Costume collected at the end of session.
5.	Replica items	Damage, Injury/harm		x		Handling of items will be done in a supervised and controlled environment with a facilitator. Any sharp items will be blunted and covered.
6.	Dinner/Breakfast	Allergies			x	Dinner is vegetable stew and bread, suitable for vegetarians. Allergens: celery and gluten, vegetable stock has on packaging "May contain nuts" Breakfast is bread, cheese and hot chocolate. Allergens: milk and gluten Any person who has an allergy unsuitable for these meals must provide their own food and notify Golden Hinde staff.
7.	CCTV	Child protection			x	CCTV cameras are in use on entrances and exits. Internal cameras are aimed at ladders and are for the safety of all aboard.

8.	Overnight stay	Fire/Medical			x	<p>First aid kit available on board. Support staff staying overnight will be a trained first aider. It is recommended that all groups bring first aiders of their own and take a register of any child's pre-existing medical conditions. Fire drill to take place at the end of the session.</p> <p>After activities, the children will remove Tudor costumes and retrieve baggage. Sleeping will be on the Gun Deck (very low ceiling) and children can choose any spot they wish. There are two flushing toilets in 'The Hold' on the lower deck that will be clearly illuminated all night.</p> <p>A member of the support crew will remain on board in the event of an emergency, staying in 'The Captain's Cabin' at the stern of the ship. This can be accessed during the night by doors leading onto the main deck.</p> <p>The ship is securely locked overnight (it is fenced, in a dry dock and has security fencing/gates all around an electronic keypad locking system) though can be easily exited in the event of a fire.</p>
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**Review:**  
Every 12 months --When the company procedures significantly change



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