



THE GOLDEN HINDE

School Tours Risk Assessment Guide 2018/19

The information in this document can be used to complete a risk assessment for your visit to The Golden Hinde, it does not replace your own risk assessment.

We have listed the hazards that we have identified and the measures in place. You need to consider any measures your school need to put in place which are outside The Golden Hinde's control.

Please consider any special needs of your students when planning your visit to The Golden Hinde and you need to ensure all students have full supervision on the visit.

Ship Rules

1. Ascend/descend stairs facing towards them (like climbing a ladder)
2. Mind head on gun deck (very low)
3. No running anywhere on the ship
4. Do not pull/climb any ropes
5. Decks may become slippery when wet (rain) and extra care must be taken
6. No more than 6 on gangway at any time
7. Children must be supervised at all times

Location of Hazards	Identified Hazards (to teachers, accompanying adults and students)	Control Measures Taken
Entrance to The Golden Hinde	<ul style="list-style-type: none"> • Slips, trips, falls • Slips, trips, falls on steps • Child getting lost or separated from group 	<ul style="list-style-type: none"> • Handrails on entrance steps • First aider and first aid kit on-site • Staff is always present at visitor entrance • Students groups are always accompanied by a Golden Hinde guide
Main Deck	<ul style="list-style-type: none"> • Slips, trips, falls • Slips, trips, falls on steps • Child getting lost or separated from group 	<ul style="list-style-type: none"> • Briefing of the ships rules to all school tour groups. See above • Hazard areas to be aware of. <ul style="list-style-type: none"> - Main Hatch - raised area which can cause trips - Low headroom in Armoury where visitors can hit their heads - Capstan - trip hazard at base • First aider and first aid kit on-site • Staff are always present at visitor entrance • Student groups are always accompanied by a guide • Public and no-public areas clearly marked
Armoury and Great Cabin	<ul style="list-style-type: none"> • Slips, trips, falls • Slips, trips, falls on steps • Child getting lost or separated from group 	<ul style="list-style-type: none"> • Briefing of the ships rules to all school tour groups. See above • Hazards to be aware of in this area. <ul style="list-style-type: none"> - The Gallery - no entrance to public - Low headroom - visitors may bump their head - Capstan - trip hazard at base

		<ul style="list-style-type: none"> - Chests – these are locked but visitors are not to open any of the chests • First aider and first aid kit on-site • Staff are always present at visitor entrance • Student groups are always accompanied by a Golden Hinde guide • Public and no-public areas clearly marked • No climbing – visitors are not to climb on any part of the ship
Fore Deck	<ul style="list-style-type: none"> • Slips, trips, falls • Slips, trips, falls on steps • Child getting lost or separated from group 	<ul style="list-style-type: none"> • Briefing of the ships rules to all school tour groups. See above • Hazards to be aware of in this area <ul style="list-style-type: none"> - Gap between deck and cover board – child could fall out - Forward hatch – trip hazard - Catheads – trip hazard • First aider and first aid kit on-site • Staff are always present at visitor entrance • Student groups are always accompanied by a Golden Hinde guide • Public and no-public areas clearly marked • No climbing – visitors are not to climb on any part of the ship • Ropes – visitors are not to pull on any of the ropes
Fo’c’sle	<ul style="list-style-type: none"> • Slips, trips, falls • Slips, trips, falls on steps • Child getting lost or separated from group 	<ul style="list-style-type: none"> • Briefing of the ships rules to all school tour groups. See above • Hazards to be aware of in this area <ul style="list-style-type: none"> - Low headroom – visitors may bump their head - Hatch coaming – trip hazard - 2 falcon guns – trip hazard • First aider and first aid kit on-site • Staff are always present at visitor entrance • Student groups are always accompanied by a Golden Hinde guide • Ropes – visitors are not to pull on any of the ropes
Gun Deck	<ul style="list-style-type: none"> • Slips, trips, falls • Slips, trips, falls on steps • Child getting lost or separated from group • Banging of heads 	<ul style="list-style-type: none"> • Briefing of the ships rules to all school tour groups. See above • Hazards to be aware of in this area. <ul style="list-style-type: none"> - Low headroom – be extra vigilant on this deck - Chests – these are locked but visitors are not to open any of the chests - Many trip hazards – including: hatch coamings, guns, capstan and gun deck tools. • First aider and first aid kit on-site • Staff are always present at visitor entrance • Student groups are accompanied by a guide • Public and no-public areas clearly marked • Area is well lit
Half Deck	<ul style="list-style-type: none"> • Slips, trips, falls • Slips, trips, falls on steps • Child getting lost or separated from group 	<ul style="list-style-type: none"> • Briefing of the ships rules to all school tour groups. See above • Hazards to be aware of in this area <ul style="list-style-type: none"> - Ropes – visitors are not to pull on any of the ropes - Low headroom in Drake’s cabin where visitors can hit their heads - Aft hatch coaming – trip hazard • First aider and first aid kit on-site • Staff are always present at visitor entrance • Student groups are always accompanied by a Golden Hinde guide • No climbing – visitors are not to climb on any part of the ship
Hold	<ul style="list-style-type: none"> • Slips, trips, falls • Slips, trips, falls on steps 	<ul style="list-style-type: none"> • Briefing of the ships rules to all school tour groups. See above • Hazards to be aware of in this area

	<ul style="list-style-type: none"> • Child getting lost or separated from group 	<ul style="list-style-type: none"> - Chests – these are locked but visitors are not to open any of the chests - Low headroom forward, where visitors can hit their heads - Barrels – do not move the barrels. • First aider and first aid kit on-site • Staff are always present at visitor entrance • Student groups are always accompanied by a Golden Hinde guide • Public and no-public areas clearly marked • No climbing – visitors are not to climb on any part of the ship or items on the ship
Dockside	<ul style="list-style-type: none"> • Slips, trips, falls • Slips, trips, falls on steps • Child getting lost or separated from group 	<ul style="list-style-type: none"> • First aider and first aid kit on-site • Staff is always present at visitor entrance • Student groups are always accompanied by a Golden Hinde guide
All steps/ladders	<ul style="list-style-type: none"> • Slips, trips, falls • Slips, trips, falls on steps • Child getting lost or separated from group 	<ul style="list-style-type: none"> • All visitors will be briefed to go up and down the steps facing the steps (NOT facing away as when normally going down steps) and holding on to the handrail
Toilets	<ul style="list-style-type: none"> • Slips, trips, falls • Slips, trips, falls on steps • Child getting lost or separated from group • Toilet non-accessible 	<ul style="list-style-type: none"> • First aider and first aid kit on site • Staff is always present at visitor entrance • Student groups are always accompanied by a guide on the ship
During School Tour led by The Golden Hinde Guides	<ul style="list-style-type: none"> • Slips, trips, falls • Child getting lost or separated from group • Student starts feeling unwell 	<ul style="list-style-type: none"> • Golden Hinde guide always able to contact first-aider • Duty Mobile – emergency calls
If Schools have booked the gazebo in the Dock for lunch	<ul style="list-style-type: none"> • Slips, trips, falls • Child getting lost or separated from group 	<ul style="list-style-type: none"> • First aider and first aid kit on site • Student groups are always accompanied by a guide when using the flight of stairs to gazebo space