

# **GOLDEN HIND MUSEUM SHIP BRIXHAM SAFETY & HAZARD INFORMATION**

**Version 1: 1 May 2015**

## **PLEASE NOTE: THIS IS NOT A RISK ASSESSMENT**

Teachers and organisers should follow DfE guidelines and complete their own risk assessment. The purpose of this information is to provide as much detail as possible to help organisers to ensure that they are satisfied that the Golden Hind (GH) is suitable for their group, and to help them to identify the steps that they should take in preparation for their visit.

The GH is a full size replica ship with uneven decks, low and small doorways and in some areas, low level, atmospheric lighting. We endeavor to make the GH as safe as possible whilst offering visitors an opportunity to experience life in the days of Tudor England & Pirates. This information in line with good practice, aims to highlight the things that can happen on board, albeit rarely, if at all, and the steps that GH have taken to minimize risks for visitors to the ship.

## **GENERAL SAFETY MEASURES**

Organisers are welcome and encouraged to make a planning pre-visit (at no charge) to discuss the aims of the visit and assess the ship before bringing the group on board.

Organisers are responsible for ensuring that there are enough helpers. Students should be supervised in line with recommended ratios. We suggest one adult for every 6 students. Helpers must know who is in their group and that they are responsible at all times for supervising their students whilst embarking, on board and disembarking the ship. Organisers can use the website to familiarize themselves with the ship and its location, before the visit.

The supervision, welfare and behavior of students are the responsibility of the organisers. It is expected that the Group Leader is aware of any specific medical needs and/or behavioural and emotional difficulties of group members. Organisers should advise the GH of any special Educational Needs in advance of their visit to help ensure these needs are met.

Naturally students will be excited. It is important that everyone has an enjoyable and safe visit to the GH and it is the organiser's responsibility to ensure that staff and students are fully briefed on the content of their risk assessment prior to the visit. To assist in this and help with the pre-brief of the group the ship's '**Golden Rules**' are listed below:

Students under the age of 16 must be supervised at all times

No running - 'walk only'

No climbing or pulling any ropes, rigging, cords or chains

No hanging over the sides of the ship or climbing onto the edges of the ship

Take care when moving around decks especially, if the decks are wet under foot

Wear suitable footwear at all times - flat soled rubber fully enclosed shoes are recommended

Mobile phones should only be used in an emergency

No eating or drinking on board

Observe safety signage and ascend and descend steep staircases like a ladder as indicated onboard (ie facing the stair):

Hazard Identified	Risk and to whom	Existing Control Measures	Further Action By School
Cars/buses on the road next to the Harbour	Could be struck or knocked over Trips, slips, falls Traffic on public highway All visitors and staff		Students must be pre-briefed and supervised by school organisers at all times
Fixtures and fittings	Scratch fingers, drop	Ship staff give verbal warning if handling any items	Students must be supervised by school organisers at

are in keeping with the fabric of a replica vessel	items All visitors and staff	Ship staff monitor on board equipment closely	all times
Stairs in various locations on outdoor and indoor decks (some are narrow)	Slip, fall, injury  All visitors and staff	Staircases and stair ladders have handrails either solid or rope which must be used when ascending or descending. The main decks and passageways are of an easier gradient to assist access. The highest 'poop-deck' at the rear of the ship is of a steeper gradient and visitors are advised to take extra care. All steeply sloping stair ladders must be ascended/descended like a ladder, i.e. facing the steps The treads all have non-slip nosings.	Students must be supervised by school organisers at all times Students must observe the safety guidelines provided by ship staff and around the ship
Uneven surfaces on deck due to wood planks	Trips, fall, injury Getting heels caught in gaps All visitors and staff	Some decks have handrails. Safety notices are in place. No running policy on board. All decks are treated with non-slip paint (grit finish).	Students must be supervised by school organisers at all times. Appropriate footwear, i.e. flat rubber soled shoes are to be worn at all times on board. Observance of ship's 'Golden Rules'
Brixham is a working harbour	Entering the water  All visitors	Railings run around most of the harbour edge, care should be taken at all times There is a life buoy in the old market place area adjacent to the ship	School to brief students on water safety prior to visit
Falling off the ship	Entering the water  All visitors	The gunnels (balustrades) of the ship are at heights to prevent people falling over board if they trip on deck Strict 'no climbing or sitting on gunnels' policy 'Man overboard' procedure whereby staff once aware of an incident will throw a line to the person in the water and call 999 for assistance.	School to brief students on water safety prior to visit. Students should be supervised by school organisers at all times and should observe the safety guidelines provided by ship staff and around the ship
Gangplank - height varies depending upon water levels in the harbour. The ship is fully mobile some natural movement due to the water levels changing continuously can be expected	Trips, slips, falls Queasiness due to movement  All visitors and staff	The gangplank has solid timber handrails and guard rails which should be used at all times and particularly at high tide, when the gang plank is at a steeper angle.  The gangway planking has treads for improved grip and is coated with non-slip paint. Safety netting is attached and cargo safety net runs under the gangplank.  The immediate step off area from the gangplank to board the ship is an area of non-slip.  Staff will be on hand to assist as may be required with embarkation/	Students must be supervised by school organisers at all times during embarkation and disembarkation  Students must be briefed about the ship's natural movement on the tides as part of their pre-briefing

		<p>disembarkation</p> <p>If an organizer requests early disembarkation of a student, this can be arranged with the staff on board</p>	
Students wandering off the ship	<p>Separation from the group</p> <p>All students</p>	<p>The gangplank metal high gate can be closed at the request of the school but for safety reasons cannot be locked or fixed shut when the ship is occupied</p>	<p>Students must be supervised by school organisers at all times</p>
Inside and outside decks	<p>Trips, slips, falls, damage to displays</p> <p>All visitors and staff</p>	<p>Ship inspected daily by staff</p> <p>Area damaged cordoned off by staff until repaired or damaged item removed from display</p> <p>Exhibits roped off from public/in display cabinets</p> <p>Use of hand rails</p> <p>All glass in display casings is toughened to prevent accidents should heavy weight be in contact with the glass</p> <p>Ship's safety signage is in place</p> <p>Onboard staff enforce the 'walk only policy'</p> <p>The decks are kept 'clutter free'</p> <p>Large groups can be split in to smaller groups when exploring the decks</p>	<p>Students must be supervised by school organisers at all times</p> <p>Any damage to the ship fabric or displays must be reported to staff</p> <p>Observance of ship's 'Golden Rules', students to be briefed by school organisers before arrival</p> <p>Appropriate footwear, i.e. flat rubber soled shoes are to be worn at all times on board</p> <p>Observance of all safety and guidance signs on board</p>
Fire on board	<p>Injury, failure to escape quickly</p> <p>All visitors and staff</p>	<p>Fire and electrical certificates are in place and safety checks carried out in line with statutory requirements</p> <p>Fire alarms are fitted throughout the ship</p> <p>An evacuation procedure in place</p> <p>Fire extinguisher provision is assessed, provided and annually serviced by Devon &amp; Cornwall Fire Protection Ltd.</p> <p>Extinguishers are situated and labeled throughout the ship</p>	<p>Students must be supervised by school organisers at all times</p> <p>Any suspicious activities, people or parcels must be reported to staff by visitors immediately</p>
Low atmospheric lighting	<p>Trips, falls</p> <p>All visitors and staff</p>	<p>No areas are in total darkness</p> <p>Display and floor lighting is adequate, akin to "shipboard life"</p> <p>Emergency lighting illuminates the direction of the exit in the event of a power failure</p> <p>Emergency lighting units are checked regularly and maintained</p>	<p>Students must be supervised and made aware prior to visit</p>
Climbing ropes/rigging	<p>Fall/injury</p> <p>All visitors</p>	<p>Clear signs are displayed stating that climbing of the rigging is strictly prohibited.</p> <p>It is prohibited to pull on any line or rope on the ship</p> <p>The ship is inspected regularly by staff</p> <p>Onboard staff enforce the 'no climbing' policy if they see someone acting inappropriately</p>	<p>Students must be supervised and made aware prior to visit</p>
Hot weather	<p>De-hydration/sunburn</p> <p>All visitors</p>	<p>Time on outside decks can be limited as requested by organisers</p>	<p>Students must be supervised by school organisers at all times</p> <p>Sunscreen and hats must be worn as appropriate</p>

On-board accident	Injury  All visitors and staff	There is a BT landline telephone and staff carry mobile phones The First Aid box is located in the Great Cabin behind the shop counter Full time ship staff are First Aid trained and will assist organisers in the event of an emergency	Students must be supervised by school organisers at all times Schools must bring their own first aid kit and nominate a First Aider from within their group who has a good working knowledge of first aid and will be responsible for first aid on the visit
Loss of belongings	All visitors	Baggage and personal belongings remains with visitors at all times Lost property can be reported to a member of staff Found property can be handed in to a member of staff	Students must take care of their belongings at all times when onboard Organisers must limit the valuables that students bring on their visit in line with normal school rules

All visitors enter the Golden Hind at their own risk and are advised to take particular care when warnings and signs are displayed. All under 16's must be supervised by adults and it is the responsibility of those adults to ensure appropriate care is taken by the minor. The Golden Hind will not be responsible for visitors for any accident happening or injury suffered by them or damage to or loss of any personal possessions whilst visiting the Golden Hind in Brixham.

CCTV is in operation on selected areas of the ship for the safety of visitors and by boarding the ship, visitors agree to being filmed whilst on board. Golden Hind staff may refuse to permit boarding to any person(s) whom they deem unfit to access the ship and have the right to request anyone to leave the ship, if their behavior is disruptive to others or an unacceptable risk to the crew or visitors.

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