 **Risk Assessment Matrix**

**The aim is to reduce the risk by prevention or control measures, so far as is reasonably practicable.**

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| **Severity / Consequence Categories** | |
| **Severity** | **Description** |
| **Catastrophic** | Multiple fatalities (employees or third parties).  Catastrophic environmental impact, resulting in irreversible / long term harm to the environment. |
| **Significant** | Single fatality (employee or third party), loss of limbs, permanent severe disablement. Severe environmental incident resulting in significant impact requiring  management by external authorities and / or high level of resources for response and remedy. Reversible / medium term harm to the environment. |
| **Moderate** | Major injury / ill – health effect such as breaking a major bone or temporary disablement requiring hospital / casualty treatment and resulting in time off work.  Moderate environmental impact requiring management response to aid recovery and resulting in reversible / short term harm to the environment. |
| **Low** | Minor injury / ill health effect requiring medical treatment beyond first aid. Restricted duties may be possible.  Low environmental impact, not requiring management response. |
| **Negligible** | First aid case, no lost time. Negligible safety impact.  Negligible environmental impact not requiring management response. |

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|  |  |  |  | **Severity / Consequences** | | | | |  |  |  |
|  |  |  |  | **1** | **2** | **3** | **4** | **5** |  |  |  |
|  |  |  |  | **Negligible** | **Low** | **Moderate** | **Significant** | **Catastrophic** |  |  |  |
| **LIKLIEHOOD**  (Chance of Risk) | **5** | Certain | **>90%** | **5 (L)** | **10 (M)** | **15 (H)** | **20 (H)** | **25 (H)** |  | **H** | **High** – Stop operations and rectify immediately. Senior management decision required to accept or reject risk |
| **4** | Likely | **>50% <90%** | **4 (L)** | **8 (M)** | **12 (M)** | **16(H)** | **20 (H)** |  | **M** | **Medium** - Maintain current controls.  Management to review and determine if further controls  are required. |
| **3** | Possible | **>10% <50%** | **3 (L)** | **6 (L)** | **9 (M)** | **12 (M)** | **15 (H)** |  | **L** | **Low** – No further controls are required. |
| **2** | Remote | **>1% <10%** | **2 (L)** | **4 (L)** | **6 (L)** | **8 (M)** | **10 (M)** |  |  |  |
| **1** | Unlikely | **<1%** | **1 (L)** | **2 (L)** | **3 (L)** | **4 (M)** | **5 (M)** |  |  |  |

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| **The Tall Ship - Risk Assessment** | | | | | | | | | | | | | |
| **TASK:** | | Visits by Children’s Groups including schools | | | | | | **Assessed By:** | | **Date of Assessment** | | | |
| Andrew Aire | | March 2021 | | | |
| **Hazard** | | **Consequences** | | **Persons Affected** | **Severity** | **Likelihood** | **Total Risk** | **Existing Control Measures** | | **Additional Control Measures**  **(where appropriate)** | | **Residual Risk** | | |
| **Severity** | **Likelihood** | **Total Risk** |
| **Slips, Trips & Falls** | | **Sprains, Bruises, Broken Limbs, Ligament Damage,**  Minor or Major Injury | | Staff.  Third Parties (Contractors, Volunteers, Visitors, children) | 4 | 4 | 16  **H** | Children should be supervised at all times and not allowed to run about or act in a manner that may be dangerous. An information sheet will be given to the group supervisor prior to the visit outlining their responsibilities, and behaviour disclaimers must be signed and returned on the day.  All groups should have adequate supervision, on ratio of at least 1 adult for every 8 children between 5 to 16 years and 1 adult for every 5 children for children under 5 years. Notices have been put up on site advising all visitors to take care at all times and look after the children they are responsible for. Unaccompanied children are not allowed on site. Regular checks are made by staff throughout site to ensure that there are no trip hazards present. All children must wear appropriate footwear – pre-visit information to be supplied to schools and leaders regarding suitable footwear and clothing.  Appropriate ratio of adult to children will always be in place throughout visit.  Children will never be left unsupervised.  Weather conditions shall be assessed before children are allowed on site.  Children will not be carrying out any task at height.  Trained first aiders shall be available on site and first aid kit readily available.  Duty manager will patrol the ship every 30 minutes making sure areas are safe and guests are complying with health and safety. Fire escapes and gangway gates must be left open until guests leave. | | Supervisor to carry out checks to ensure school representative, children & staff are using controls.  Prior safety briefings and information sent out. | | 3 | 2 | 6  **L** |
| **Manual Handling Activities.** | | **Back Injuries, Muscle Strain, Tendonitis, & Repetitive Strain Injuries. (RSI & WRULDs)**  Major Injury to minor injuries | | Staff.  Third Parties (contractors, volunteers, visitors, children) | 5 | 4 | 20  **H** | Children shall be shown correct techniques for carrying out any required tasks by TTS staff & school representatives.  Children will not be carrying out any manual handling activities during visit without the supervision of school or group representatives and staff.  Appropriate ratio of adult to children will always be in place throughout visit.  Trained first aiders shall be available on site and first aid kit readily available. | | Supervisor to carry out checks to ensure school representative, children & staff are using controls.  Prior safety briefings and information sent out. | | 4 | 2 | 8  **L** |
| **Falls from Height** | | **Head Injuries, other injuries, bruising, cuts** | | Staff.  Third Parties (contractors, volunteers, visitors, children) | 5 | 4 | 20  H | Any climbing on the main deck of the ship and quayside is strictly prohibited, and there is signage in place indicating this. To prevent any inappropriate behaviour such as this, group leaders and Tall Ship staff must be vigilant at all times. All railings are inspected regularly. Should a person overboard incident occur, despite the substantial precautions taken, all Tall Ship personnel are fully briefed on what to do in this type of emergency. | | Supervisor to carry out checks to ensure school representative, children & staff are using controls.  Prior safety briefings and information sent out. | | 4 | 2 | 8  **L** |
| **Contact with Hazardous Substances** | | **Burns, irritation, exposure to fumes,**  **Serious Injury**  **Environmental impacts** | | Staff.  Third Parties (contractors, volunteers, visitors, children)  local environment / waste streams | 4 | 3 | 12  **H** | Crew will ensure all substances are stored away and cannot be accessed by visitors.  All substances shall be bunded where possible to prevent any spillages and environmental impact.  Staff will ensure no leaks or potential spillages are possible.  Children will not have access or be exposed to any substances during school or group visit.  Appropriate ratio of adult to children will always be in place throughout visit and children will never be left unsupervised.  If any spillages occur during time of visit, children and school representatives shall be segregated from the spillage area.  Spill kits will be readily available.  COSHH assessments will be available for substances stored and used. | | Supervisor to carry out checks to ensure school representative, children & staff are using controls.  Prior safety briefings and information sent out. | | 4 | 1 | 4  **L** |
| **Falling materials, tools, display exhibits** | | **Head Injuries, other injuries, bruising, cuts** | | Staff.  Third Parties (contractors, volunteers, visitors, children) | 3 | 3 | 9  M | All equipment with the potential to fall is stored or secured in position.  All equipment and display exhibits are checked for security on a regular basis.  Appropriate ratio of adult to children will always be in place throughout visit and children will never be left unsupervised. | | All equipment subject to regular checks for security.  Prior safety briefings and information sent out. | | 3 | 2 | 6  L |
| **Vulnerable Adults / Children** | | **Physical or Mental Abuse**  **Allegations of same** | | Staff.  Third Parties (contractors, volunteers, visitors, children) | 4 | 2 | 8  L | Child Protection and Safeguarding Policy and guidelines are in place as to how staff and volunteers should deal with vulnerable adults and children. All staff and volunteers have been made aware of these, the basis of which is that no vulnerable adult or child should ever be left alone in the company of a Tall Ship volunteer or staff member. Furthermore, a policy of getting PVG certification for posts with direct interaction with children and vulnerable adults is in place. The Tall Ship also has a policy for dealing with a missing child incident which all staff are familiar with. Children will never be left unsupervised. | | Supervisor to carry out checks to ensure school representative, children & staff are using controls.  Prior safety briefings and information sent out. | | 4 | 1 | 4  L |
| **Medical Condition/ Allergies (General)** | | **Fatality, serious injury, allergic reaction, choking** | | Staff.  Third Parties (contractors, volunteers, visitors, children) | 5 | 3 | 15  H | Group representatives shall be aware of any medical conditions/allergies that children have from parents/guardians prior to attending site.  Group representatives shall notify relevant staff members of any specific requirements of persons due to attending, due to medical conditions or allergies.  If medication is required to be taken it shall be the duty of the school or group representatives to ensure it is taken and administered correctly.  If any food allergies are discovered on site, trained first aiders shall be available on site and first aid kit readily available. Emergency services should be contacted if necessary.  Children will never be left unsupervised. | | Supervisor to carry out checks to ensure school representative, children & staff are using controls.  Prior safety briefings and information sent out | | 5 | 2 | 10  M |
| **Fire** | | **Fatality, serious injury, burns, irritation, exposure to smoke** | | Staff.  Third Parties (contractors, volunteers, visitors, children) | 4 | 4 | 16  H | Fire alarm test carried out every Thursday and recorded.  Group leaders to have a head counts on arrival and prior to departure.  In the event of a fire alarm activation, all staff and guests should make their way off the ship to the muster point at the Riverside Museum rear doors.  In the event of fire alarm activation, the duty manager should organise the evacuation and carry out head count in addition to normal routes. | | Supervisor to carry out checks to ensure school representative, children & staff are using controls.  Prior safety briefings and information sent out | | 4 | 2 | 8  M |
| **Person Overboard Procedure** | | **Fatality, drowning, serious injury, pneumonia** | | Staff.  Third Parties (contractors, volunteers, visitors, children) | 4 | 4 | 16  H | Staff will be reminded of our person overboard procedure. | | Supervisor to carry out checks to ensure school representative, children & staff are using controls.  Prior safety briefings and information sent out | | 4 | 2 | 8  M |
| **Adverse Weather** | | **Various risks to safety of visitors** | | Staff  Third Parties (contractors, volunteers, visitors, children) | 4 | 3 | 12  **H** | In extreme weather conditions (i.e. strong wind), the ship will be closed and any visits cancelled or postponed. | | Weather forecast checked day before event or visit | | 3 | 1 | 3  L |
| **Electric Shock / Burns** | | **Burns, irritation, exposure to fumes,**  **Serious injury**  **Environmental impacts** | | Staff  Third Parties (contractors, volunteers, visitors, children) | 4 | 3 | 12  **H** | The system is considered a supervised system, visitors are not permitted to use the electrical systems. All circuits RCD protected. | | Supervisor to carry out checks to ensure school representative, children & staff are using controls.  Prior safety briefings and information sent out | | 3 | 1 | 3  L |
| **Missing Children** | | **Serious Injury** | | Children and visitors | 4 | 3 | 12  **H** | Children should not be left unsupervised at any time.  Group leaders to have a head counts on arrival and prior to departure. | | Supervisor to carry out checks to ensure school representative, children & staff are using controls.  Prior safety briefings and information sent out  Ship Duty Manger must monitor gangways and stop unsupervised children leaving the vessel. | | 3 | 1 | 3  L |
| **Ingestion of Paint or Glue** | | **Irritation or more serious illness** | | Children | 3 | 3 | 9  **M** | Paint and glue are non-toxic; however, ingestion of large amounts is not recommended! Remind children that they should not lick/suck dirty hands; all pupils to wash their hands immediately after workshop. The Tall Ship ensures that a trained first aider is always onsite. | | Supervisor to carry out checks to ensure school representative, children & staff are using controls. | | 3 | 2 | 6  L |
| **Cuts from Scissors** | | **Minor cuts, potentially serious cuts/lacerations.** | | Children | 3 | 3 | 9  **M** | Children to be supervised at all times when using scissors. Those who have difficulty in using scissors will be assisted by Tall Ship or school staff. Only round-ended scissors to be used by children. | | Supervisor to carry out checks to ensure school representative, children & staff are using controls. | | 3 | 2 | 6  L |
| **Poking in eyes by pointed objects; swallowing small parts e.g. sequins** | | **Eye Injuries** | | Children | 3 | 3 | 9  **M** | Verbal warning; children well-spaced apart; close supervision. Paint brushes have rounded tips. | | Supervisor to carry out checks to ensure school representative, children & staff are using controls. | | 3 | 2 | 6  L |