



Schools Safety and Hazard Identification Guide

This is NOT a Risk Assessment.

Teachers / group leaders should follow their school's guidelines when compiling their own risk assessment.

This document is NOT an exhaustive list of hazards but is intended to help you by highlighting identified potential hazards on site and information about safety measures already in place.

We endeavour to make our historic site as safe and accessible as possible.

Please note that the site has uneven floors and low, narrow doorways in places.

The following safety measures are in place at Brunel's SS Great Britain:

- You are encouraged to carry out a free pre-visit recce to assess the site before bringing your group. Simply bring your confirmation letter to the Visitor Centre to gain free admission.
- Visual Stories and Sensory Information are available from ssgreatbritain.org/schools. Please share this information with any children who may need extra preparation or are worried about the visit.
- Where possible, a member of staff or volunteer from Brunel's SS Great Britain will meet, welcome and give your group an introduction which includes information about orientation and safety on site.
- We offer free entry for one adult per six children with school groups. Please follow your school's policy regarding adult to pupil ratios; we recommend adult to child ratios of 1:6 (Key Stages 1 and 2) or 1:10 (Key Stages 3 and 4).
- All school groups are provided with a storage area on site to store bags, food and belongings. You will be guided to this area on arrival. Please take care to supervise valuables at all times. The Trust cannot be held responsible for any damage to or loss of any personal possessions during a visit to Brunel's SS Great Britain.
- The Groups Code of Conduct is provided below. Please ensure that all pupils and adults in your group are familiar with this.
- All workshops are led by fully trained staff. We require schools to provide a minimum of 3 adults in each workshop to assist with the supervision of children and activities.

School group leaders are responsible for:

- Supervision of visiting groups' behaviour and the welfare of all group members. The designated school group leader should be aware of any specific medical needs and/or behavioural and emotional difficulties of group members.
- Informing the Bookings Team before your visit if there are pupils in your group with access and/or special educational needs. This will help us give each group member the best possible experience of Brunel's SS Great Britain.
- Ensuring all accompanying school adults are fully briefed on the content of the visit risk assessment prior to the visit.
- Organising adequate First Aid cover and First Aid kits for your group. Please note that the SS Great Britain Trust does not offer First Aid cover.

Access and Special Educational Needs information:

- Around the site there are life-size human manikins, model animals, recorded sounds and unusual smells that may worry some children. Please share the visual and sensory stories, available to download from ssgreatbritain.org/schools, with any children who may need extra preparation before the visit.
- There are simple guides to what will happen in each workshop and on a guided tour that can be downloaded and shared with children in advance of the visit.
- The Medlock Education Centre (where workshops take place) has a dedicated quiet room that can be used, with adult supervision, by children to take time out during workshops.
- The SS Great Britain is fully accessible and there is free entry for careers and one to one support.

Groups Code of Conduct:

To enable everyone to have the safest and most enjoyable visit to Brunel's SS Great Britain, we ask schools to ensure that pupils follow this simple code of conduct:

- Please remind pupils that Brunel's SS Great Britain is a busy, public museum and visitor attraction.
- Please be considerate of other visitors, treating them with respect and keeping noise within acceptable levels.
- Pupils under the age of 13 must be supervised and within view at all times.
- Group members must not eat in the ship, Dry Dock, Dockyard Museum or Medlock Education Centre. There is a dedicated school lunch area on site. Use of this facility should be requested on booking and is subject to availability.
- Groups are requested not to use lifts unless pupils and/or accompanying adults have access needs.
- Brunel's SS Great Britain reserves the right to ask schools whose pupils are being seriously disruptive to leave the site.
- Groups will be liable for any malicious damage caused by their group members.

Please note: All visitors enter the SS Great Britain and Great Western Dockyard at their own risk and are advised to take particular care when warnings and signs are displayed. All minors must be supervised by adults and it is the responsibility of those adults to ensure appropriate care is taken by the minor (children aged 13 or under). The SS Great Britain Trust shall not be responsible for any accident happening or injury suffered by visitors or damage to or loss of any personal possessions whilst visiting the SS Great Britain and the Great Western Dockyard.

Area	Identified Hazard	Existing Control Measures	Action Required by School
Car Park	Moving cars and buses.	Tarmac pavement around edge of car park leading to a zebra crossing.	Pupils should be supervised by accompanying adults at all times.
	Traffic on public highway between car park and Brunel Square.	Zebra crossing in place between car park and Brunel Square.	Pupils should be supervised while crossing the road.
Brunel Square (Area between car park and site entrance)	Occasional vehicles on site.	All authorised vehicles are escorted by SS Great Britain staff.	Pupils should be supervised by accompanying adults at all times.
	Uneven surfaces and cobble stones.	Paved route available to visitor centre	Pupils and staff should take care on uneven surfaces.
	Potential trip hazard: bollards, anchors, chains, and other objects in Brunel Square.		Pupils should be supervised by accompanying adults at all times. Pupils should be briefed to be aware of objects they could fall over.
	Falling from large objects (anchors, buoys) in Brunel Square.		Pupils should be supervised in this area and should not climb on large objects.
	Bristol Harbour (water hazard)	Barriers are present to discourage access to the edge of the harbour.	Pupils should be briefed to be careful around Bristol Harbour and closely supervised at all times.
Visitor Centre and Gift Shop	Floor could be slippery if wet.	Floors are inspected regularly. Caution signs will be put out by SS Great Britain staff where required.	Encourage group members to use available doormats. Where noticed, hazards on floors to be reported promptly to SS Great Britain staff.
	Floor could be slippery in toilets.	Toilets are inspected regularly by SS Great Britain staff.	Pupils should be supervised by school staff. Where noticed, wet floors to be reported promptly to SS Great Britain staff. Pupils should follow the SS Great Britain's code of conduct and school's own code of pupil behaviour.
	Uneven surfaces in the historic dockyard	Warning notices are displayed at entrance	Pupils should be briefed by school staff to walk carefully around the site. Pupils should walk, not run, while on site.
	Objects on floor of the historic dockyard, such as large chains and wood protruding from the ground.	Clear routes are available	Pupils should be supervised by accompanying adults at all times. Pupils should walk, not run, on site.
	Occasional vehicles on site.	All moving vehicles are escorted by SS Great Britain staff.	Pupils should be supervised by accompanying adults at all times.
	Bristol Harbour (water hazard)	Barriers (chains) are present to discourage access to the edge of the harbour.	Pupils should be briefed to be careful around Bristol Harbour and closely supervised at all times.

Dockside (on site)	Accessing areas of the site that are not open to the public.	Barriers and 'Crew Only' signs are in place to make group members aware of non-public areas.	Pupils should be supervised by accompanying adults, and briefed to remain in public areas.
	Metal grid walk way at the bow (front) of the ship, potential for heels, crutches or walking sticks to get stuck	A non-slip metal plate has been fixed to half of the walk way. Visitors using walking sticks or wearing heeled shoes can walk on this.	Pupils should be supervised by accompanying adults at all times. Pupils and accompanying adults should wear sensible, non-slip, flat shoes on site.
	Steps at bow of ship	A non-slip metal plate has been fixed to half of the steps. Visitors using walking sticks or wearing heeled shoes can walk on this. Steps are equipped with a hand rail.	Pupils should be supervised by accompanying adults at all times. Pupils should walk, not run, while on site and walk carefully up and down steps
	Risk of injury from falling off large objects that dress the Dockside.	There are 'no climbing' signs at the entrance to the site.	Pupils should be supervised by accompanying adults at all times and should not climb on the Dockside dressing.

Dockyard Museum	Accessing areas of the site that are not open to the public.	Barriers and 'Crew Only' signs are in place to make group members aware of non-public areas.	Pupils should be supervised by accompanying adults, and briefed to remain in public areas.
	Slips, falls and injuries from stairs in various locations.	All stairs are equipped with handrails.	Pupils should be supervised by accompanying adults at all times. Pupils should walk, not run, while on site and walk carefully up and down stairs holding the hand rail.
	Risk of injury due to moving interactive displays in the museum.	Safety barriers are in place. There are 'no climbing' signs at the entrance to the site	Pupils should be supervised by accompanying adults at all times. Pupils should walk, not run, while on site and remain behind safety barriers.
	Some objects may be heavy and occasionally have sharp edges which may cause injury such as cuts, trapped fingers or be dropped onto feet.	The condition of objects on display in the museum is monitored closely by SS Great Britain staff.	Pupils should be supervised by accompanying adults at all times. Pupils should not handle objects in the museum unless specifically encouraged to by signage.

	Floors of the bridge to the ship and the Weather Deck can be slippery in wet and dry weather (in areas where deck scrubbing activity is operating) and can be icy after cold weather.	The areas are cleaned, treated and inspected regularly. Caution signs are on display at entrance of ship. Additional caution signs are on display when Weather Deck is wet.	Pupils should be supervised by accompanying adults at all times. Pupils should walk, not run, while on site. Pupils and accompanying adults should wear sensible, non-slip and non-heeled shoes on site.
	Some objects on display on the ship may be heavy and occasionally have sharp edges which may cause injury such as cuts, trapped fingers or be dropped onto feet.	The condition of displayed objects is monitored closely by SS Great Britain staff.	Pupils should be supervised by accompanying adults at all times.

Ship

Pupils could fall while ascending or descending the ladder to the Flying Bridge (raised platform on the Weather Deck).	The ladder is equipped with handrails on both sides. Safety netting and a guard rail are in place on the Flying Bridge itself.	Pupils should be supervised by accompanying adults at all times. Pupils and accompanying adults should wear sensible, non-slip and non-heeled shoes on site. Pupils should be advised to take care, holding the hand rails and going down the ladder backwards to descend. Accompanying adults should only allow a reasonable number of children to go on the Flying Bridge at the same time.
Risk of injury from falling off areas of the Weather Deck.	There are 'no climbing' signs at the entrances to the site and ship.	Pupils should be supervised by accompanying adults at all times and should not climb anywhere on the Weather Deck except for the Flying Bridge on designated stairways.
Risk of getting high heels or walking sticks stuck in uneven flooring.	Caution signs at entrances to the site and ship.	Pupils and accompanying adults should wear sensible, non-slip and non-heeled shoes on site. Pupils should be supervised by accompanying adults at all times.
Risk of getting high heels or walking sticks stuck in gridded flooring in engine room and on viewing bridge in the cargo deck	Caution signs at entrances to the site and ship.	Pupils and accompanying adults should wear sensible, non-slip and non-heeled shoes on site. Pupils should be supervised by accompanying adults at all times.
Risk of hitting head on low door frames when entering rooms and ascending / descending stairs.	Barriers and signs are in place. Stairs are equipped with handrails.	Pupils should walk carefully up and down stairs holding the hand rail. Pupils should be supervised by accompanying adults at all times.
Risk of injury for pupils and staff from wandering into non-public areas of the site.	Barriers and 'Crew Only' signs are in place to make group members aware of non-public areas.	Pupils should be supervised by accompanying adults at all times. Pupils should walk, not run, while on site.
Slips, falls and injuries from stairs and ramps in various locations, including raised steps at the Weather Deck entrance of stairs.	All stairs and ramps are equipped with handrails.	Pupils should walk, not run, while on site and walk carefully up and down stairs holding the hand rail. Pupils should be supervised by accompanying adults at all times.
Risk of bumping into or tripping over fixed and temporary objects in various locations.	Permanent hazards are highlighted with a contrasting colour so that they are more visible.	Pupils and accompanying adults should move around slowly and carefully around the ship.
Risk of falling or bumping into displays in the Steerage passenger area and the Captain's State Room due to limited visibility.		Pupils and accompanying adults should move around slowly and carefully around the ship, particularly in areas with lower light levels.

Great Western Dry Dock	Risk of bumping into glazed doors and walls of pavilion entrance.	Graphics are in place on glazed doors at child height to indicate presence of doors and glass.	Accompanying adults should hold doors open for pupils where needed. Pupils should be supervised by accompanying adults at all times.
	Risk of injury from falling up or down narrow stairs and ramps in various locations.	All stairs are equipped with handrails and are regularly inspected. Ramps are equipped with guardrail.	Pupils should walk up and down the stairs slowly, with care and be supervised. Pupils should not attempt to climb historic Dry Dock stairs. Pupils should follow the SS Great Britain's code of conduct and school's own code of pupil behaviour. Pupils should be briefed to be particularly aware of other visitors when using the stairs.
	Trips, slips and falls are possible, particularly on uneven surface such as the cobble stones.	A regularly maintained level access ramp is provided on Port side of the ship. Caution signs in place in various locations, including the entrance to the Dry Dock.	Avoid uneven surfaces where possible. Pupils and accompanying adults should walk slower and with greater care than usual. Pupils and accompanying adults should wear sensible, non-slip and non-heeled shoes on site. Pupils should be supervised in the Dry Dock and follow the SS Great Britain's code of conduct and school's own code of pupil behaviour.
	Surface water on the floor may cause the floor to become wet and slippery	Floor is inspected regularly and monitored by SS Great Britain staff. Caution signs in place in various locations.	Avoid wet surfaces where possible. Pupils and accompanying adults should walk slower and with greater care than usual. Pupils and accompanying adults should wear sensible, non-slip and non-heeled shoes on site.
	Risk of injury from bumping into or falling off seating and large objects on display in the Dry Dock e.g. anchor, propeller and rudder.	There are 'no climbing' signs at the entrance to the site and Dry Dock	Pupils should be supervised by accompanying adults at all times and should not attempt to climb on seating and large objects.
Being Brunel	Risk of injury for pupils and staff from wandering into non-public areas of the site.	Barriers and 'Crew Only' signs are in place to make group members aware of non-public areas.	Pupils should be supervised by accompanying adults at all times.
	Some accessible objects may be heavy and occasionally have sharp edges which may cause injury such as cuts and trapped fingers, or be dropped onto feet.	The condition of objects on display in the museum is monitored closely by SS Great Britain staff.	Pupils should be supervised by accompanying adults at all times. Pupils should not handle objects in the museum unless specifically encouraged to by signage or staff.

Museum	Slips, falls and injuries from stairs in the main museum	Stairs have pale wooden edges to make them visible. All stairs are equipped with handrails.	Pupils should be supervised by accompanying adults at all times. Pupils should walk, not run, while on site and walk carefully up and down stairs holding the hand rail.
	Risk of injury due to moving interactive displays in the museum.	Appropriate finger guards and warning signs are in place.	Pupils should be supervised by accompanying adults at all times. Pupils should walk, not run, while on site and remain behind safety barriers.
The "Mind" and Dock Office	'Mind' experience involves Audio-Visual content in an enclosed space with flashing images, smells, and sounds. Some content may be frightening for very young children.	Warning sign in place. SS Great Britain staff will be based in the museum and this experience can be bypassed.	Pupils should be supervised by accompanying adults at all times.
	Risk of hitting head on low door frames in Dock Office when entering rooms.	Door heights are over 6 ft so only the tallest pupils and adults will be at risk	Pupils should walk carefully up and down stairs holding the hand rail. Pupils should be supervised by accompanying adults at all times.
	Slips, falls and injuries from historic stairs in Dock office.	Stairs are equipped with handrail. Stair free route available.	Pupils should be supervised by accompanying adults at all times. Pupils should walk, not run, while on site and walk carefully up and down stairs holding the hand rail.
	Some accessible objects may be heavy and occasionally have sharp edges which may cause injury such as cuts and trapped fingers, or be dropped onto feet.	The condition of objects on display in the museum is monitored closely by SS Great Britain staff.	Pupils should be supervised by accompanying adults at all times. Pupils should not handle objects in the museum unless specifically encouraged to by signage or staff.
Riggers' Yard Lunch Area	Risk of falling in to Bristol Harbour (water hazard).	Barriers (chains) are present to discourage access to the edge of Bristol Harbour.	Pupils should be supervised by accompanying adults at all times. Pupils should be briefed to be careful around Bristol Harbour and be supervised at all times.
	Possible injury from bumping into or falling off picnic benches.	There are 'no climbing' signs at the entrance to the site.	Pupils and accompanying adults should move around slowly and carefully around the Lunch Area. Pupils should be supervised while having lunch and should not climb on the picnic benches.

Medlock Education Centre (applicable if participating in a workshop)	Trips and falls are possible from temporary trip hazards e.g.bags belonging to school pupils and accompanying adults or resources used in education workshops.	Where possible education resources are stored in a cupboard, out of the way to the sides of the room or on tables. Pupils and accompanying adults using the Medlock Education Centre will be directed to coat and bag storage facilities by SS Great Britain staff.	Pupils should use coat and bag storage facilities provided. Accompanying adults should place bags in a suitable location so that bags do not become trip hazards in the Medlock Education Centre. Children's bags should not be brought into the Medlock Education Centre.
	Risk of falling off tables or chairs.	Workshops do not include activities which necessitates climbing on tables and chairs.	Pupils should be supervised at all times by accompanying adults during the workshop and should not climb on the tables or chairs.
	Some objects in the handling collection may be heavy and occasionally have sharp edges which may cause injury such as cuts, trapped fingers or be dropped onto feet.	SS Great Britain staff regularly inspect handling objects and, wherever possible, ensure sharp edges are removed. Pupils will be encouraged to handle objects carefully and will be made aware of particular objects that could cause injury if not handled correctly.	Pupils should be supervised at all times by accompanying adults during the workshop. Accompanying adults should ensure children handle objects carefully and safely.
	Risk of injury to pupils caused by over-enthusiastic participation in activities.	Pupils given clear safety instructions for participation in activities where necessary by SS Great Britain staff.	Pupils should be closely supervised by accompanying adults while participating in activities and unsafe behaviour discouraged.
	Risk of injury to pupils from going into the kitchenette accessible from the Medlock Education Centre.	Door remains closed when not in use	Pupils should be supervised by accompanying adults and should not leave the room unless under supervision of an adult school staff member.
	Risk of injury to pupils from bumping into objects while using the Quiet Room accessible from the Medlock Education Centre.	Fittings and furnishings in the Quiet Room are soft and any sharp edges have been rounded. Resources and fittings do not pose a choking hazard.	Pupils should always be closely supervised by an accompanying adults when using the Quiet Room. Pupils should not leave the room unless under supervision of an adult school staff member.
	Risk of burns or scalds from spilled hot drinks that are served to accompanying adults.	Hot drinks are served in insulated, covered cups.	Accompanying adults should ensure they carefully supervise their hot drink, taking care not to walk around with their drinks and to place drinks where they cannot be easily knocked over by children.