



**HMS BELFAST
KIP IN A SHIP RISK REGISTER**

Please be aware that the ‘Kip in a Ship’ terms and conditions must be fully complied during the participants’ stay, including those relating to health and safety and appropriate behaviours on board HMS Belfast.

This document outlines the risks associated with the physical environment of the ‘Kip in a Ship’ programme and all control measures undertaken to reduce the level of the risks.

The responsibility of risk assessment is borne by the group leaders and must be completed by them. It is strongly advised that the group leaders should arrange a separate visit ahead of the group’s stay, in order to conduct a risk assessment which is specific to the needs of the group participants and in the context on board HMS Belfast.

Description: This risk register contains all risks identified for the physical environment encountered by the visitors, during the Sleepover experience on Deck 3. This area features original mess decks with three tier bunks.

Location: Sleeping Quarters Deck 3.

Persons at Risk: Pre-arranged group participants and group leaders (and nominated support staff) for sleepover experience. The minimum age requirement for anyone participating in Kip on a Ship is 7 years old which is appropriate for the risks presented,

Methodology when assigning Risk Rating

The risk factor is worked out by identifying the hazard, then multiplying the severity of the hazard by the likelihood of occurrence. This generates a risk score between 1 [=no risk] to 5 [=very high risk].

Hazards Identified	1. Falling overboard or between decks.	
Risk Factor-Prior to Control Measures	Hazard Severity Multiplied by Likelihood of Occurrence	Factor 5
Control Measures Required	<ol style="list-style-type: none"> 1. Guardrails are fitted at all times on the visitor routes with Warning signs: “Do not lean on Guardrail” 2. When boarding the ship groups are advised by member of ship’s staff or Concierge to keep away from the ship side. 3. Children are not allowed to roam the ship unsupervised. 4. Group leader member of the party must be in attendance at all times. 5. Netting is secured to the guardrails to afford extra protection, especially for children. 6. Life buoys located around the ship in the event of incident 	
Revised Risk Factor after the Control Measures are in place	Hazard Severity Multiplied by Likelihood of Occurrence	Factor 4

Hazards Identified	2 Falling whilst using steps to Upper and Lower decks.	
Risk Factor-Prior to Control Measures	Hazard Severity Multiplied by Likelihood of Occurrence	Factor 12
Control Measures Required	<ol style="list-style-type: none"> 1. All steps and ladders on visitor route are inspected regularly and remain operable. 2. Visitors will be briefed in the proper use of steps and ladders. 3. Ship decks are regularly patrolled and any faults observed reported for action by radio. 4. Children using steps and ladders must be supervised. 5. Ladders must be faced to ascend and descend. Adopt a stooped position until clear of hatch coamings/surrounds. 6. Ensure a minimum of three points of contact at all times i.e. one hand and both feet or both hands and one foot. Do not carry items that prohibit implementation of this control measure. 7. Ensure care must be taken when lowering/moving luggage between decks. 	
Other Factors	In the main machinery space ladders are steeper and narrower. Extra care must be taken.	
Revised Risk Factor after the Control Measures are in place	Hazard Severity Multiplied by Likelihood of Occurrence	Factor 8

Hazards Identified	3 Fall from Bunk bed	
Risk Factor-Prior to Control Measures	Hazard Severity Multiplied by Likelihood of Occurrence	Factor 6
Control Measures Required	<ol style="list-style-type: none"> 1. Mattresses should not be placed on the floor. 2. Upper bunks are fitted with side constraints. 3. Horseplay must not be tolerated and supervising group leaders are expected to intervene to stop any such action before accidents occur. 4. Care must be taken when getting in or out of a bunk as there is no ladder. 5. The leader cabins are fitted with a third, higher bunks, we recommend that this bunk is only used by group leaders above 19 years old in age. They must be able bodied to reach the bunk as there is no ladder, and this risk must be assessed and deemed suitable by the group leader. 	
Revised Risk Factor after the Control Measures are in place	Hazard Severity Multiplied by Likelihood of Occurrence	Factor 3

Hazards Identified	4 Bumping heads on protrusions or low access areas.	
Risk Factor-Prior to Control Measures	Hazard Severity Multiplied by Likelihood of Occurrence	Factor 4
Control Measures Required	<ol style="list-style-type: none"> 1. Protrusions and areas identified as 'high' risk are marked with high visibility paint as and when they are identified. 2. On boarding the ship visitors are warned to take care when walking round. 3. Lighting on the visitor route is inspected regularly and faults are reported and fixed accordingly. 4. Care must be taken when getting in or out of the lower bunks 5. Jumping off or on to bunks, ladders and over door seals of hatches is strictly forbidden. 6. Groups are advised that, while ascending and descending ladders they should adopt a stooped position until clear of hatch coamings/surrounds. 	
Revised Risk Factor after the Control Measures are in place	Hazard Severity Multiplied by Likelihood of Occurrence	Factor 2

Hazards Identified	5 Slipping on wet decks and steps.	
Risk Factor-Prior to Control Measures	Hazard Severity Multiplied by Likelihood of Occurrence	Factor 4
Control Measures Required	<ol style="list-style-type: none"> 1. Running is not permitted on any part of the ship at all times. 2. On boarding the ship visitors are warned to take care when walking on wet decks. 3. Mats are fitted at all entrance doorways to prevent water ingress. 4. During inclement weather, additional care should be taken on exposed deck. 5. Additional warnings are made using the ship's broadcast system during inclement weather. 6. During icy conditions de-icers are used. 7. The visitor route is regularly patrolled and any spillages or leaks found are cleaned up. 	
Revised Risk Factor after the Control Measures are in place	Hazard Severity Multiplied by Likelihood of Occurrence	Factor 2

Hazards Identified	6 Trips and falls due to uneven surfaces.	
Risk Factor-Prior to Control Measures	Hazard Severity Multiplied by Likelihood of Occurrence	Factor 4
Control Measures Required	<ol style="list-style-type: none"> 1. On boarding the ship visitors are briefed to take care when walking round. 2. Running is not permitted on any part of the ship at all times. 3. Visitors are advised to wear sensible footwear. 4. Where trip hazards are identified, this is removed or high visibility paint is used to highlight the hazard. Should you encounter a trip hazard, please report it to a member of staff. 	
Revised Risk Factor after the Control Measures are in place	Hazard Severity Multiplied by Likelihood of Occurrence	Factor 2

Hazards Identified	7 Equipment on or around the ship, which could cause injury.	
Risk Factor-Prior to Control Measures	Hazard Severity Multiplied by Likelihood of Occurrence	Factor 4
Control Measures Required	<ol style="list-style-type: none"> 1. Where portable equipment is being used, the area is to be physically isolated from visitors and signs posted. 2. Wet work carried out during guests' arrival or departure, will be controlled by barriers and signage. 	
Revised Risk Factor after the Control Measures are in place	Hazard Severity Multiplied by Likelihood of Occurrence	Factor 1

Hazards Identified	8 Evening activities in Learning Room and through the Bridge superstructure	
Risk Factor-Prior to Control Measures	Hazard Severity Multiplied by Likelihood of Occurrence	Factor 4
Control Measures Required	<ol style="list-style-type: none"> 1. All equipment being used should be appropriate to the activity and age of the group and its use clearly explained. 2. The Security Team are requested not to shut down the bridges at ship closing time and the workshop leader conducts a 'walk through' prior to the group's arrival 3. The group stays together at all times on the tour. Group leaders are spaced throughout the line of children when the group is moving between decks. 	

	Running is not permitted on any part of the bridge tour 4. Visitors are advised to wear sensible footwear.	
Revised Risk Factor after the Control Measures are in place	Hazard Severity Multiplied by Likelihood of Occurrence	Factor 1

Hazards Identified	9 Object handling and using Hammocks, during learning session	
Risk Factor-Prior to Control Measures	Hazard Severity Multiplied by Likelihood of Occurrence	Factor 4
Control Measures Required	<ol style="list-style-type: none"> 1. Due to the size and weight of these replicas, some will be for display only. 2. No learning session participants will be exposed to the risk of injury through handling of the following items: <ol style="list-style-type: none"> a. Wooden name stamp b. Leather sailor's palm – used for sewing sails and other canvas items. c. Items of clothing/cloth based items d. Wooden hammock spacer 3. Learning session participants wishing to handle replicas/objects will be strictly supervised to ensure no injury is sustained. 4. Hammocks used for practical demonstrations, are to be rigged with new cordage. Prior to use all rigging should be visually inspected for patent defect such as fraying or rotting. 5. Learning session participants wishing to use the hammock will be strictly supervised to ensure no injury is sustained. 6. Hammocks are regularly checked for patent defect such as fraying or rotting. 	
Revised Risk Factor after the Control Measures are in place	Hazard Severity Multiplied by Likelihood of Occurrence	Factor 2

Hazards Identified	10 Fire	
Risk Factor-Prior to Control Measures	Hazard Severity Multiplied by Likelihood of Occurrence	Factor 4
Control Measures Required	<ol style="list-style-type: none"> 1. Concierge will instruct group on fire procedures before accessing the mess deck (sleepover area). 2. All ship staff fully trained in evacuation procedures. 3. Fire alarm system maintained and tested weekly in accordance with current regulations. 4. Smoke detections are fitted in all sleeping areas. 5. In the event of a power failure battery backup will activate the emergency 	

	lighting to allow safe egress from the area.	
	6. In the event of an evacuation being instigated, groups are advised to move swiftly to the assembly area.	
Revised Risk Factor after the Control Measures are in place	Hazard Severity Multiplied by Likelihood of Occurrence	Factor 1

Hazards Identified	11 Asbestos	
Risk Factor-Prior to Control Measures	Hazard Severity Multiplied by Likelihood of Occurrence	Factor 4
Control Measures Required	<ol style="list-style-type: none"> 1. The sleepover bunks, welfare facilities (showers etc), including those used by supervising leaders are free of asbestos. 2. All public areas on HMS Belfast identified containing asbestos have been sealed or encapsulated and are inspected regularly by ship's maintenance team. 3. From time-to-time contractors licensed by the Health and Safety Executive will be on board HMS <i>Belfast</i> to carry out work that will remove or reduce the amount of asbestos on board. In accordance with the Asbestos regulations, this work will be conducted in a manner that will not put sleep over groups or others at risk. 	
Revised Risk Factor after the Control Measures are in place	Hazard Severity Multiplied by Likelihood of Occurrence	Factor 1

Hazards Identified	12 Making Beds	
Risk Factor-Prior to Control Measures	Hazard Severity Multiplied by Likelihood of Occurrence	Factor 6
Control Measures Required	<ol style="list-style-type: none"> 1. Children are required to bring their own sleeping bag and pillowcase, place out on the bed on arrival and pack up at the end of their stay. 2. Group leaders should assist and supervise all children in completing this task, ensuring adequate room is given to do so. 3. If a child is unable to complete the task themselves, or reach their top bunk safely to lay out this bedding, we ask that the group leader does this for them. 	
Revised Risk Factor after the Control Measures are in place	Hazard Severity Multiplied by Likelihood of Occurrence	Factor 1

Hazards Identified	13 Safeguarding	
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Risk Factor-Prior to Control Measures	Hazard Severity Multiplied by Likelihood of Occurrence	Factor 10
Control Measures Required	<ol style="list-style-type: none"> 1. All HMS Belfast staff and security have passed through a security vetting system including an Enhanced Disclosure and Barring Service Check (formally known as the 'Enhanced Criminal Records Bureau [CRB] disclosure'). 2. All staff carry ID cards with their photograph so they can be recognised by visitors. 3. Staff working directly with pupils are experienced professionals and have undergone the Enhanced Disclosure and Barring Service Checks. 4. All staff have read and signed IWM's Safeguarding Policy. 5. Each Kip in a Ship group requires one adult group leader (19+) supervising for every ten children. 6. Only named group leaders on the booking confirmation form will be admitted. All group leaders in the group must be at least 19 years old and have undergone the Enhanced Disclosure and Barring Service Check. 7. All group leaders must provide proof of their Enhanced Disclosure and Barring Service Checks in advance of their booking to the Kip in a Ship team. 8. Group leaders must be appropriate to the gender of the children i.e., if a group includes girls, then there must be at least one female group leader, and vice versa. 9. Group leaders must always remain with their pupils/children to supervise their activities, monitor their behaviour, ensure their health and safety, and accompany them in the event of an evacuation. 10. The concierge will always escort the group and is responsible for the health and safety of the group. 11. The group will have exclusive use of the mess deck accommodation. 12. The two mess decks are mixed-gender and sleep 26 children each. The two mess decks have an adjoining door between them, which cannot be locked. For Child Protection, safety, and supervision reasons all group leaders must sleep in the two adjoining group leader cabins. 13. The accommodation is entirely enclosed with no windows, and the hatches are closed at night and are fitted with an alarm to ensure any unauthorised entry/exit is notified immediately to the overnight Concierge. The hatches are also monitored by the Concierge via CCTV. 14. Alcohol is strictly prohibited on-board. HMS <i>Belfast</i> reserves the right to remove any group leaders or groups found to be intoxicated or drinking alcohol on the premises. 	
Revised Risk Factor after the Control Measures are in place	Hazard Severity Multiplied by Likelihood of Occurrence	Factor 5