

Sessions on the Station Platform/Offices/Caerphilly Hall/Building the Railways

Appendix 5 Safe System of Work			
Task/Activity: Discovery Sessions on the Station Platform/ in the Offices/ Caerphilly Hall/ Building the Railways		Risk Rating: Low to moderate	Ref no: Covid19-RTW STEAM Discovery Session
Dept/Section: Service Delivery, STEAM - Museum of the GWR	Location: Station Platform, Offices, Caerphilly Hall, Building the Railways	Activity carried out by: School visitors, Learning Team	
Safe System of Work / Work Instructions			
<p>1. The school has the responsibility to adhere to STEAM's Standard Conditions for STEAM COVID-19 adapted Discovery Sessions including behaviour, social distancing regulations and hygiene requirements by STEAM Education. These are published on STEAM's website and visiting teachers are instructed to download these on their Booking Confirmation Form.</p>			
<p>2. A maximum group size of 34 pupils applies to all COVID-19 Adapted Discovery Sessions. The only adults present should be the FLO (Formal Learning Officer), class teacher and additional adults to comply with adult: pupil ratios and for pupils with 1:1 care. Minimum supervision ratios must apply – 1 adult to 6 pupils at KS1, 1:10 at KS2, 1:12 at KS3 and above.</p>			
<p>3. Pupils must be supervised at all times by the teachers under the direction of the Formal Learning Officer. Participants must be distanced at 2m apart from the FLO and other museum staff at all times.</p>			
<p>4. Wearing of masks in crowded areas is advised but no longer legally required in England. Formal Learning Officers will wear a mask or visor when welcoming the group and take it off for teaching as this is in line with current museum policy for staff members.</p>			
<p>5. Fall hazards exist between the train and the platform. The gap at the edge of the platform must be pointed out to the pupils and teachers by the Formal Learning Officer before any role-play. The group leader must warn the pupils to keep away from the white line stencilled onto the floor, which designates the safe distance from the edge of the platform.</p>			
<p>6. Pupils must be supervised at all times by the teacher and accompanying adults during any role-play. A maximum of 3 pupils will be involved in role play at the front of the teaching area at any one time and be 2m apart.</p>			
<p>7. Artefacts/costume used will be such that pupils will not require assistance by the Formal Learning Officer or teacher and accompanying adults. (i.e. no heavy items). Costumes and handling objects will be quarantined for 72 hours before being used by another school group.</p>			
<p>8. Discovery Sessions will be stopped if the Formal Learning Officer feels the pupils are behaving in a way that may make the experience unsafe for themselves or others.</p>			

I have read this Safe Working Procedure and associated Risk Assessment and where necessary recorded any local variations from the Standard Conditions or Safe System of Work.

Signed:

Print:

Date: