

Safe System of Work

Task/Activity: Teaching locations in the Museum where Discovery Sessions are delivered to school pupils by Formal learning Officers(FLOs).Management by Formal Learning Officers of the handling of objects by pupils during Discovery Sessions	Risk Rating: L/M	Ref no: Covid19-RTW STEAM Discovery Session
Dept/Section: Learning Team, STEAM	Location: Station Platform, Building the Railway, Offices, Caerphilly Hall,	Activity carried out by: Learning Team and school pupils.

Safe System of Work / Work Instructions

Before

1. The school has the responsibility to adhere to STEAM's Standard Conditions for School Groups Visiting STEAM including behaviour, & the minimum supervision ratios applied by STEAM Education. These are published on STEAM's website and visiting Teachers are instructed to download these on their Booking Confirmation Form.
2. Schools must apply STEAM's minimum supervision ratios – 1 adult to 6 pupils at KS1, 1:10 at KS2, 1:12 at KS3 and above.
3. A maximum group size of 34 pupils applies to all Discovery Sessions (adapted for COVID-19).
4. Recruitment of qualified and experienced teachers as FLOs. Strong discipline skills and presence are major selection criteria and are assessed during interview and presentation.
5. Full induction and training is given including shadowing experienced members of the Education Team delivering Discovery Sessions to school groups.
6. Original objects for the Education Handling Collections are acquired with safe handling in mind (notwithstanding the authenticity of original items).
7. Any sharp edges are made as smooth as possible prior to entering the Education Handling Collections.
8. Objects are thoroughly inspected once a year during audit. Damaged items are removed from the Handling Collections and are mended, disposed of and replaced if possible.
9. Objects are carefully stored in Education stores and in plastic boxes with lids where possible.
10. Objects must be visually inspected every time they are used by FLOs.
11. If a FLO finds any broken object in the Handling Collections prior to starting a Discovery Session, the procedure for 23 and 29 should be applied.
12. The pupils, accompanying adults and FLO must wash their hands before the session.
13. The FLO must use hand gel before delivering the session in front of the classroom teacher and pupils.

During

14. Pupils must be supervised at all times by the teacher under the direction of the FLO.
15. The FLO will stop the handling or the Discovery Session if s/he feels 1 or 2 are not met or if s/he feels the pupils are behaving in a way that may make the experience unsafe for themselves or others.
16. Most handling should be undertaken with the pupils sitting down. Individual handling of objects must be adhered to in these adapted sessions.

17. FLOs must explain our Handling Rules to each group on every occasion before handling commences. These are also included in STEAM's Standard Conditions for School Groups Visiting STEAM so that Teachers can prepare pupils before the visit.
 - a. Do not pass objects over each other's heads, but over each other's knees.
 - b. Keep objects above the mats in case they are dropped.
 - c. Handle objects with both hands at a time, not one.
 - d. Do not snatch objects from each other.
 - e. Make pupils aware that objects are special because of their scarcity, originality and value. If the FLO creates reverence amongst the pupils, they are usually extremely careful.
 - f. The FLO to ask pupils to provide some describing words for their behaviour around objects e.g. slow, careful, gentle etc.
18. The FLO to demonstrate safe handling technique and reiterate that objects **will not** be passed to others or shared
19. FLOs to give clear warnings and instructions to pupils and teachers. These could include asking them to sit down, telling them where to stand, alerts about heavy items (e.g. spanners), items with rough edges (e.g. shrapnel), items that will break if dropped e.g. glass and ceramic items.
20. FLOs to exercise their professional judgement re. the suitability of any school group for different activities e.g. pupils - age, behaviour, motivation; teachers or accompanying adults - expertise of supervision. Various strategies can be employed e.g. FLO to invite Teacher to choose which pupils are involved, FLO to check with the Teacher who will then make the decision whether to proceed or not.
21. Pupils must not handle needlestick and sharps e.g. darning needles. These are for demonstration by the FLO only or for display purposes only in the historical reconstructions.
22. FLO to check with teacher to see if any pupils have sensitive skin before allowing them to handle the carbolic soap in the Air Raid shelter.
23. If any FLO is in any doubt about the safety or not of a handling item, it should not be handled by pupils and either demonstrated only or not used at all.
24. If an object is dropped and broken during a Discovery Session by a pupil, FLO, teacher or accompanying adult with the school, a Housekeeper should be called immediately to clear the fragments.
25. Pupils must not handle objects in the Handling Collections, which contain their original substances e.g. anti-gas ointment tubes. These are for demonstration of the FLO only or for display purposes only in the historical reconstructions.
26. FLOs should be discerning about objects which could be damaged by handling because of their fragility e.g. From the Victorian Collection - the blueprint, Apprentice's Certificate and Contract of Apprenticeship.
27. The objects that are too valuable to be handled and should be introduced to a group of pupils via one child under close supervision are: the GWR antimacassars, Brunel's measuring callipers and the slice of original GWR track. These are irreplaceable.
28. Tin & lead toys (horse racing game 'Neck & Neck', Bugatti racing car, wind up propeller plane, monkey on a trike & seal balancing ball) are for display only in the air raid shelter and should not be handled by FLOs or by pupils.

After

29. At the end of the Discovery Session or sequence of Sessions, FLOs must remove damaged items from the Collection in question, report the damages and record them in the team communication book.
30. At the end of the session FLO will clean the mats and follow session guidelines as to the cleaning and storage of handling objects and costumes.
31. At the end of the session all participants should wash their hands.

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:

Note- Attach additional sheet for multiple signatories.