

Standard Health and Safety Conditions for COVID-19 Adapted In School Museum Sessions

These conditions must apply in order for the COVID-19 Adapted In School Museum Session Risk Assessment and Safe System of Work to be valid. It is the responsibility of the class teacher to ensure that all Standard Health and Safety Conditions are met at all times.

The class teacher should:

- Inform the Learning and Engagement Officer if there is a confirmed case of Covid-19 amongst the pupils or staff at the school. If this is the case the session will need to be rescheduled.
- Take responsibility for the behaviour of all pupils.
- Brief the pupils on expected behaviour in line with COVID-19 health and safety measures (please see guidance below on what pupils should do).
- Ensure that the 34 or less pupils remain seated at their desks and that there is adequate room at the front for pupils to stand 2 metres apart from the Formal Learning Officer. If there is not enough room to allow for this the FLO (Formal Learning Officer) will have to adapt the session so that just one pupil comes up to the front at a time to dress up and take part in the role play. If the session is taking place with up to 34 pupils in a hall the teacher is responsible for ensuring that the pupils are adequately spaced out from each other and the FLO.
- Load the relevant powerpoint for the session (which will have been emailed with your booking confirmation) on to your laptop and turn on the whiteboard.
- Ensure that the FLO is aware of the school's fire and emergency evacuation procedure including the location of the correct emergency exit door from the classroom.
- Ensure that the FLO knows where they can wash their hands.

Pupils should:

- Wash their hands before the session.
- Stay seated at their desk unless they are asked to come to the front of the classroom to dress up and take part in the role play by the FLO.
- Collect their costume and/or handling object from the pile indicated by the FLO.
- Treat handling objects with respect and care as they may be old and precious. Make sure that they keep the object to themselves and don't pass it on to other people. Use both hands to handle the object.
- Return their handling object or costume to the front of the classroom one at a time when indicated to do so by the FLO.
- Respect and act upon the instructions of the FLO.