

**STEAM - Museum of the G.W.R
Risk Assessments & Safe Svstems of Work**

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Standard Health and Safety Conditions for School Groups Visiting STEAM

These conditions must apply in order for the generic assessment to be valid. It is the responsibility of the Group Leader to ensure that all Standard Health and Safety Conditions are met at all times.

The Group Leader should:

- Take responsibility for the behaviour of all pupils. School parties behaving in an unreasonable manner or in a manner that is deemed unsafe for themselves or others will be asked to leave the Museum.
- Be familiar with STEAM Fire and Emergency Evacuation Procedure (attached) and brief all accompanying adults and pupils.
- Be familiar with the procedures for children getting lost or separated (attached) and brief all accompanying adults and pupils.
- Brief accompanying adults on all hazards on the attached Risk Assessments and Safe Systems of Work.

Teachers/Accompanying Adults should:

- Observe a minimum supervision ratio of 1 to 6 at KS1, 1 to 10 at KS2 and 1 to 12 at KS3 and above. This is also the maximum group walkabout number.
- Divide classes into groups of the above maximum walkabout number, with a competent and/or trained and/or qualified adult responsible for the supervision and behaviour of each group.
- Adhere to the supervision ratio *throughout* the visit.
- Remain with their designated group at *all* times and keep pupils under constant supervision.
- Supervise all visits to the toilet and STEAM Gift Shop.
- Supervise the access of pupils to all equipment, exhibits or interactives with moving parts.
- Monitor the behaviour of the pupils constantly throughout the visit.
- Conduct a head count at regular points throughout the visit, especially on arrival and departure.
- Warn pupils before they disembark from the coach on arrival at and departure from STEAM to stay with their group leader and not to run. The coach drop off point for the Museum is directly outside the Museum door, there are no busy roads to cross, there is a controlled barrier to the drop off area, but there may be other coaches arriving and departing.
- Ensure that pupils are assisted with the lifting of any heavier objects/artefacts during Discovery Sessions.
- Convey the following Standard Conditions to all accompanying adults and pupils.
- Ensure that they are adhered to at all times.
- Make it known to a member of STEAM staff if First Aid assistance is required. A First Aider is always available on the STEAM site.

Pupils should:

- Not run in any part of the Museum.
- Not climb up/over the sides of exhibits.
- Not climb onto exhibits except where clear access is provided and then only under adult supervision.
- Not pull on free standing exhibits.
- Not access any equipment, exhibits or interactives with moving parts unless it is under adult supervision.
- Not access any cordoned off areas.
- Keep well away from the edge of the Station Platform.
- Wear appropriate footwear, properly done up.
- Stay with their designated group and Group Leader at all times.
- Follow the attached procedure if they become lost or separated.
- Follow the attached procedure if the Fire Alarm sounds.
- Use only the steps/ramps and signed access points when entering/leaving the exhibits.
- Note and act upon any signage.
- Respect and act upon the instructions of all Education Officers, Museum staff and volunteers.
- Respect other Museum visitors.
- During Education Officer led sessions:
 - not pass objects/artefacts over each other's heads but over each other's knees
 - keep objects/artefacts above the seating mats in case they are dropped
 - use both hands to handle objects/artefacts
 - not snatch objects/artefacts from each other
 - keep well away from the edge of the Station Platform during role-play

Safe System of Work			
Task/Activity: Slips, Trips and Falls; Generic		Risk Rating: Low/Moderate	Ref no:
Dept/Section: Economy, Regeneration & Skills, STEAM - Museum of the GWR	Location: Exhibition and Circulation areas	Activity carried out by: School visitors, Learning Team	
Safe System of Work / Work Instructions			
<p>Prior to a visit</p> <ul style="list-style-type: none"> • The Museum must be inspected before opening by operations staff. All areas must be checked for: <ul style="list-style-type: none"> ➤ Cleanliness ➤ Tidiness ➤ General health and safety of facilities ➤ Checks must ensure that areas are tidy and no obstructions are in public walkways. • The facility checks must be carried out at least twice a day with one of the checks being carried out before the Museum opens. • Good housekeeping must prevail at all times ensuring that all fire exit routes remain clear and free of obstructions. • All trip hazards must be removed where possible. Warning signs must be in place for any hazards that remain (hazard warning tape etc.) • Any objects that are at risk of falling over and causing injury must be tied down. • All equipment must be regularly maintained and inspected to identify any defects particularly items that have been designed as interactive with visitors. • All portable equipment must be PAT tested. Leads must not cause a tripping hazard. Electrical equipment is not accessible to children. 			
<p>During the visit</p> <ul style="list-style-type: none"> • The responsible person identified for supervising user groups must be aware of the gaps between the station platform and the locomotives/carriages and of warning signage. • All Standard Conditions must be met by the school. Minimum supervision ratios and maximum group walkabout numbers apply. 			
<p><i>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.</i></p>			
Signed:	Print:	Date:	

Risk Assessment Form

Swindon Borough Council Risk Assessment Template

Workplace / Location:	STEAM – Museum of the G.W.R; Exhibition Areas and Circulation Areas
Activity Description:	Slips, Trips and Falls; Generic
Who is at Harm:	STEAM Learning Team, Education Officers, Duty Officers, FoH staff; School Visitors
Assessment date:	Original assessment: July 2004. Last Review: June 2019
Review date:	June 2020
Names of Assessors:	Original assessment: Steve Hopkins, Helen Orford, Kate Nash. Reviewer: Helen Orford

Hazard & Description (Potential Consequences)	Control Measures (Precautions to be Taken)	Risk (with controls)			Are Additional Controls Required?	Residual Risk (after additional controls)			Action Plan (Responsible Person & target date)
		L	S	R		L	S	R	
Slips, trips and falls: Risk of tripping over uneven floors, or over Museum articles.	All hazards identified and adequately marked. Good housekeeping required. Manage trailing cables.	2	3	6	Duty Officers to carry out a daily pre-opening inspection of the whole building and record and sign off actions.	1	3	3	STEAM Duty Officers All STEAM staff

	<p>Use cable covering and tape to eliminate trip hazard.</p> <p>Provide adequate barrier control and signage around work/cleaning area.</p> <p>Museum staff undertake regular site visual checks and pre-event inspections.</p>				<p>Supervision of contractors.</p> <p>Housekeepers to regulate cleaning times, use of barriers and warning signs.</p>				
School visitor accidents and ill health. First Aid.	<p>Service Delivery Co-ordinators and Museum Duty Officers are all first aid trained.</p> <p>First Aid boxes are located at the customer Ticket Desk, the platform area and within the office and kitchen areas.</p> <p>All accidents and incidents must be reported in accordance with Swindon Borough Council's Accident Reporting Procedure.</p> <p>Regular documented checks of the contents of the First Aid boxes.</p>	3	2	6	<p>All accidents and incidents reported to be reviewed and if necessary investigated and referred to at team meetings.</p> <p>Training reviewed and updated as necessary.</p>	2	2	4	<p>STEAM Duty Officers</p> <p>STEAM Service Delivery Manager</p>
Trapped in passenger lift between STEAM Reception and School Lunch Room	<p>Lifts are serviced regularly.</p> <p>Alarms are checked monthly and recorded.</p> <p>In the event of failure, raise the alarm and contact the Duty Officer/Building Service Manager.</p>	2	2	4	<p>Lift maintenance schedule managed by Building Service Manager.</p> <p>Guidance of emergency escape procedures are displayed in each lift motor room.</p>	1	2	2	<p>STEAM Duty Officer</p> <p>STEAM Building Service Manager</p>

.Child Protection	<p>All members of the Learning Team who in the course of their duties work directly with children undertake an enhanced DBS Check</p> <p>Training and induction for Learning Team.</p> <p>STEAM Education Safeguarding Policy and Procedure for Learning Team.</p> <p>STEAM Museum Safeguarding Policy and procedure.</p> <p>Safer Recruitment procedures followed for employment of Education Officers.</p>	2	3	6	<p>Level of appropriate school supervision set by STEAM Learning Manager.</p> <p>Standard Conditions in 'Risk Assessments and Health and Safety Requirements' apply.</p> <p>Pupil/teacher head count conducted on arrival by STEAM staff; countersigned by Group Leader to confirm numbers of pupils/ accompanying adults</p>	1	3	3	<p>All STEAM staff</p> <p>STEAM Learning Manager and Service Delivery Manager</p> <p>School Group Leader</p>
High number of school children	<p>Please refer to Standard Conditions, Risk Assessments and Safe Systems of Work for school visits.</p> <p>Documented on STEAM website for visiting teachers/ Group leaders and school staff.</p>	4	2	8	<p>Education Officers, Duty Officers and Museum Assistants to enforce these conditions.</p> <p>Reviewed/revised annually or whenever there is a change to school operation.</p> <p>Visiting teachers/group leaders are directed to their responsibility to be familiar with and enforce these on the Booking Confirmation Documents and Booking Terms and Conditions.</p>	4	1	4	<p>STEAM Learning Manager and Learning Team</p> <p>STEAM Education Officers</p> <p>STEAM Duty Officers</p> <p>School Group Leader</p>

Fall from height: Risk of falling between engine/carriage display and Station Platform edge	Adequate supervision of children by teachers required at all times (Standard Conditions met). Existing gaps must be identified and visitors warned of drops via notices.	2	3	6	'Mind the Gap' and white line stencilled onto floor. Schools made aware of these areas by tensile barriers in place alongside Platform.	1	3	3	School Group Leader. School staff. STEAM Duty Officers
Objects falling: Risk of objects being pulled over.	Museum staff undertake regular site visual checks and pre-event inspections. Provide adequate barrier control and signage.	2	3	6	Duty Officers to carry out a daily pre-opening inspection of the whole building and record and sign off actions. Supervision of contractors. Items must be secured.	1	3	3	All STEAM staff STEAM Duty Officers
Electrical hazards. Use of portable appliances. All work equipment.	All portable equipment to be PATS tested. Check electrical items prior to use (cables, signs of burning). Equipment must be maintained and serviced regularly. Items must be regularly maintained and inspected for defects.	2	3	6	Any suspect equipment to be removed from use immediately and reported to the Museum's Building Services Manager.	1	3	3	All STEAM staff

	Likelihood
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	1 – 3	Low risk
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Consequence/Severity	1	2	3	4	5			
	Rare	Unlikely	Possible	Likely	Almost Certain			
5 Catastrophic	5	10	15	20	25			
4 Major	4	8	12	16	20		4 – 6	Moderate risk
3 Moderate	3	6	9	12	15		8 – 12	High Risk
2 Minor	2	4	6	8	10		15 - 25	Extreme risk
1 Negligible	1	2	3	4	5			

3. Risk Assessment and Safe System of Work: Discovery Sessions: Station Platform/Offices/Caerphilly Hall/Building the Railway

Safe System of Work		
Task/Activity: Discovery Sessions on the Station Platform/ in the Offices/ Caerphilly Hall / in Building the Railway	Risk Rating: Low	Ref no:
Dept/Section: Economy, Regeneration & Skills, 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>Prior to a visit</p> <ul style="list-style-type: none"> All Standard Conditions must be met by the visiting school. Minimum supervision ratios must apply – 1 adult to 6 pupils at KS1, 1:10 at KS2, 1:12 at KS3 and above. This is also the maximum group walkabout number. Maximum number of pupils for a Discovery Session is 34. <p>During the visit</p> <ul style="list-style-type: none"> Pupils must be supervised at all times by the teachers under the direction of the Education Officer. Fall hazards exist between the locomotive and the station platform edge. The gap at the edge of the platform must be pointed out to the pupils and teachers by the Education 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. Pupils must be supervised at all times by the teacher and accompanying adults during any role-play. Discovery Sessions will be stopped if the Education Officer feels the pupils are behaving in a way that may make the experience unsafe for themselves or others. 		
<p><i>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.</i></p>		
Signed:	Print:	Date:

Risk Assessment Form

Swindon Borough Council Risk Assessment Template

Workplace / Location:	STEAM – Museum of the G.W.R; Station Platform, Offices, Caerphilly Hall
Activity Description:	Discovery Sessions on the Station Platform/ in the Offices/ in Caerphilly Hall/ in Building the Railways
Who is at Harm:	Learning Team, school visitors
Assessment date:	Original assessment: July 2004. Last Review: June 2019
Review date:	June 2020
Names of Assessors:	Original assessment: Steve Hopkins, Helen Orford, Kate Nash. Reviewer: Helen Orford

Hazard & Description (Potential Consequences)	Control Measures (Precautions to be Taken)	Risk (with controls)			Are Additional Controls Required?	Residual Risk (after additional controls)			Action Plan (Responsible Person & target date)
		L	S	R		L	S	R	
Slips, trips and falls: Risk of falls from platform due to gap between platform and tracks.	Adequate supervision of children by teachers required at all times (Standard Conditions met). EOs establish ground rules for behaviour / approach to tasks with each group and highlight hazards.	2	3	6	Notices, tensile barriers in place alongside Platform, 'Mind the Gap' and white line stencilled onto floor. EOs to be aware of space around class, access/ egress to/from and routes around for members of the public and school during e.g. role-play, 'up	1	3	3	STEAM Education Officers STEAM Duty Officers STEAM FoH staff School Group Leader

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					and moving' activities such as WW2 dance, circle and playground games. Group warned about pit underneath Caerphilly Castle in Caerphilly Hall.				
Manual handling: Lifting artefacts, handling artefacts.	<p>Ensure pupils are assisted with the lifting and handling of heavier artefacts.</p> <p>EOs conduct a pre-check / visual inspection of artefacts during Session set up.</p> <p>Removal and reporting of items that acquire sharp edges through damage/ wear and tear.</p> <p>Artefacts individually risk assessed during selection for handling.</p> <p>Supervision by school staff and School Group Leader</p>	1	3	3	<p>EOs explain Handling Rules to each group on every occasion before handling commences.</p> <p>EOs model activities to pupils.</p> <p>Yearly audit and inspection of artefacts.</p> <p>EOs follow internal SSOW for handling of Education Collections by pupils.</p>	1	2	2	<p>STEAM Education Officers</p> <p>STEAM Learning Team</p> <p>STEAM FoH staff</p> <p>School Group Leader</p>

Consequence/Severity	Likelihood				
	1	2	3	4	5
	Rare	Unlikely	Possible	Likely	Almost Certain
5 Catastrophic	5	10	15	20	25
4 Major	4	8	12	16	20
3 Moderate	3	6	9	12	15
2 Minor	2	4	6	8	10
1 Negligible	1	2	3	4	5

	1 – 3	Low risk
	4 – 6	Moderate risk
	8 – 12	High Risk
	15 - 25	Extreme risk

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4. Risk Assessment and Safe System of Work: Evacuation Experience

Safe System of Work		
Task/Activity: Evacuation Experience	Risk Rating: Low/Moderate	Ref no:
Dept/Section: Economy, regeneration & Skills, STEAM - Museum of the GWR	Location: Station Platform And Evacuation Carriage reconstruction	Activity carried out by: School visitors, Learning Team
Safe System of Work / Work Instructions		
<p>Prior to a visit</p> <ul style="list-style-type: none"> All Standard Conditions must be met by the school. Minimum supervision ratios must apply - 1 adult to 6 pupils at KS1, 1:10 at KS2, 1:12 at KS3 and above. This is also the maximum group walkabout number. <p>During the visit</p> <ul style="list-style-type: none"> Pupils must be supervised at all times by the teachers under the direction of the Education Officer. Maximum number of pupils inside the carriage must be 34. In some circumstances where the number of accompanying adults exceeds the minimum supervision ratio e.g. where a high number of adult 1:1s are supporting pupils, the Education Officer will ask some additional adults to wait outside the teaching area during the Discovery Session (whilst maintaining minimum supervision ratios inside the teaching area). This will be explained at the booking stage if known. Fall hazards exist between the locomotive and the station platform edge. The gap at the edge of the platform must be pointed out to the pupils and teachers by the Education 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. The teacher and accompanying adults must supervise as the pupils enter and exit the carriage. After the pupils have sat down, all other activities are under the direction of the Education Officer. All group activities/role-play will take place by the station building away from the edges of the platform. Pupils must not be allowed to run around the carriage due to the lighting levels. The Evacuation Experience will be stopped if the Education Officer feels the pupils are behaving in a way that may make the experience unsafe for others. 		
<i>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.</i>		
Signed:	Print	Date:

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Risk Assessment Form

Swindon Borough Council Risk Assessment Template

Workplace / Location:	STEAM – Museum of the G.W.R; Station Platform
Activity Description:	Evacuation Experience
Who is at Harm:	School visitors, Learning Team
Assessment date:	Original assessment: July 2004. Last Review: June 2019
Review date:	June 2020
Names of Assessors:	Original assessment: Steve Hopkins, Helen Orford, Kate Nash. Reviewer: Helen Orford

Hazard & Description (Potential Consequences)	Control Measures (Precautions to be Taken)	Risk (with controls)			Are Additional Controls Required?	Residual Risk (after additional controls)			Action Plan (Responsible Person & target date)
		L	S	R		L	S	R	
Slips, trips and falls: Risk of falls from platform due to gap between platform and carriage.	Adequate supervision of children by teachers required at all times (Standard Conditions met). EOs establish ground rules for behaviour / approach to tasks with each group and highlight hazards.	2	3	6	Notices, tensile barriers in place alongside Platform, 'Mind the Gap' and white line stencilled onto floor. EOs to be aware of space around class, access/ egress to/from and routes around for members of the public and school during role-play.	1	3	3	STEAM Duty Officers STEAM FoH staff STEAM Education Officers School Group Leader
Cuts/Abrasions	Adequate supervision of children by teachers	2	2	4	EOs model activities to pupils.	1	2	2	Education Officer/ Group

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Strike Against: Risk of stumbling/falling within the carriage due to lighting levels being dim.	required at all times (Standard Conditions met). EOs establish ground rules for behaviour / approach to tasks with each group and highlight hazards.				EOs follow internal guidelines for setting up Discovery Sessions. Induction and training of EOs.				Leader
Handling artefacts.	EOs conduct a pre-check / visual inspection of artefacts during Session set up. Removal and reporting of items that acquire sharp edges through damage/ wear and tear. Artefacts individually risk assessed during selection for handling. Supervision by school staff and School Group Leader.	2	2	4	EOs explain Handling Rules to each group on every occasion before handling commences. EOs model activities to pupils. Yearly audit and inspection of artefacts. EOs follow internal SSOW for handling of Education Collections by pupils.	1	2	2	STEAM Education Officers STEAM Learning Team School Group Leader
Fire/Explosion Confined Spaces: Risk of overcrowding in carriage leading to unsafe egress from carriage in the event of a fire.	Adequate supervision of children by teachers required at all times and maximum numbers adhered to (Standard Conditions met). Ensure booking confirmation. Details of fire evacuation procedures available in this document for Group Leader prior to their visit.	2	5	10	Each group must be under strict supervision. In the event of an evacuation, the Group Leader must follow the instructions of the EO and check / report that total group numbers have been evacuated. Additional 1:1 supports may be asked to wait outside the teaching area during the Discovery Session (see SSoW) to prevent overcrowding.	1	5	5	STEAM Education Officers STEAM Learning Team School Group Leader

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	Likelihood				
Consequence/Severity	1	2	3	4	5
	Rare	Unlikely	Possible	Likely	Almost Certain
5 Catastrophic	5	10	15	20	25
4 Major	4	8	12	16	20
3 Moderate	3	6	9	12	15
2 Minor	2	4	6	8	10
1 Negligible	1	2	3	4	5

	1 – 3	Low risk
	4 – 6	Moderate risk
	8 – 12	High Risk
	15 - 25	Extreme risk

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5. Risk Assessment and Safe System of Work: Air Raid Experience

Safe System of Work					
Task/Activity: Air Raid Experience		Risk Rating: Low/Moderate		Ref no:	
Dept/Section: Economy, Regeneration & Skills, STEAM - Museum of the GWR		Location: Speed to the West and Air Raid Shelter reconstruction		Activity carried out by: School visitors, Learning Team	
Safe System of Work / Work Instructions					
<p>Prior to a Visit</p> <ul style="list-style-type: none"> All Standard Conditions must be met by the school. Minimum supervision ratios must apply - 1 adult to 6 pupils at KS1, 1:10 at KS2, 1:12 at KS3 and above. This is also the maximum group walkabout number. Pupils must be supervised at all times by the teachers under the direction of the Education Officer. Maximum number of pupils inside the shelter must be 34. In some circumstances where the number of accompanying adults exceeds the minimum supervision ratio e.g. where a high number of adult 1:1s are supporting pupils, the Education Officer will ask some additional adults to wait outside the teaching area during the Discovery Session (whilst maintaining minimum supervision ratios inside the teaching area). This will be explained at the booking stage if known. <p>During the Visit</p> <ul style="list-style-type: none"> Teachers and pupils must enter the shelter under the direction of the Education Officer After the pupils have sat down, all other activities are under the direction of the Education Officer. At the end of the experience, Teachers and pupils must exit the shelter under the direction of the Education Officer. The air raid siren should be set up and kept well behind a barrier of sand bags to the left of the door to the shelter. The siren must have the 'do not touch' sign on it at all times. The Education Officer only must operate the siren. The teacher and accompanying adults must make sure that the pupils keep at a distance from the siren, which makes it impossible for them to touch it. The Education Officer can demonstrate the air raid warning and all clear with the siren from behind the sandbag barrier without moving the siren OR must move the siren into a position where the pupils can see it. If the siren is moved into a position where the pupils can see it, after the demonstration of the siren, it must be replaced well behind the sand bags. The Air Raid Experience will be stopped if the Education Officer feels the pupils are behaving in a way that may make the experience unsafe for themselves or others. <p>After the Visit</p> <ul style="list-style-type: none"> After the last Air Raid Experience of the day, or if the Education Officer leaves the immediate area of the shelter when the Museum is open to the public, the EO must store the siren inside the shelter and lock the door. 					

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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:

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Risk Assessment Form

Swindon Borough Council Risk Assessment Template

Workplace / Location:	STEAM – Museum of the G.W.R; Speed to the West
Activity Description:	Air Raid Experience
Who is at Harm:	Education staff, pupils School visitors, Learning Team
Assessment date:	Original assessment: July 2004. Last Reviewed: June 2019
Review date:	June 2020
Names of Assessors:	Original assessment: Steve Hopkins, Helen Orford, Kate Nash. Reviewer: Helen Orford

Hazard & Description (Potential Consequences)	Control Measures (Precautions to be Taken)	Risk (with controls)			Are Additional Controls Required?	Residual Risk (after additional controls)			Action Plan (Responsible Person & target date)
		L	S	R		L	S	R	
Cuts, Abrasions Strike Against Slips, Trips, Falls: Risk of stumbling/falling on entry to/within the air raid shelter due to lighting levels being dim.	Adequate supervision of children by teachers required at all times (Standard Conditions met).	2	2	4	EOs follow internal guidelines for setting up Discovery Sessions. EOs establish ground rules for behaviour / approach to tasks with each group and highlight hazards. Inductions and Training of EOs.	1	2	2	STEAM Education Officers School Group Leader School staff
Confined Spaces: Risk of overcrowding in air raid shelter leading to unsafe	Adequate supervision of children by teachers required at all times and maximum numbers adhered	2	5	10	Each group must be under strict supervision. In the event of an evacuation, the Group Leader must	1	5	5	STEAM Education Officers STEAM Learning Team

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egress from shelter in event of a fire	to (Standard Conditions met). Ensure booking confirmation. Details of fire evacuation procedures available in this document for Group Leader prior to their visit.				follow the instructions of the EO and check / report that total group numbers have been evacuated. Additional 1:1 supports may be asked to wait outside the teaching area during the Discovery Session (see SSoW) to prevent overcrowding.				School Group Leader School staff
Handling artefacts.	EOs conduct a pre-check / visual inspection of artefacts during Session set up. Artefacts individually risk assessed during selection for handling.	2	2	4	EOs explain Handling Rules to each group on every occasion before handling commences. EOs model activities to pupils. Yearly audit and inspection of artefacts. Removal and reporting of items that acquire sharp edges through damage/ wear and tear. EOs follow internal SSOW for Handling of Education Collections by pupils.	1	2	2	STEAM Education Officers STEAM Learning Team School Group Leader School staff
Work equipment – Air Raid Siren: Risk of children trapping fingers in moving barrel	Adequate supervision of children by teachers required at all times (Standard Conditions met).	2	4	8	EO Induction includes specific training on air raid siren. EOs establish ground rules for behaviour / approach to tasks with each group and highlight hazards.	1	4	4	STEAM Education Officers STEAM Learning Team School Group Leader

	Likelihood				
Consequence/Severity	1	2	3	4	5
	Rare	Unlikely	Possible	Likely	Almost Certain

	1 – 3	Low risk
	4 – 6	Moderate risk

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5 Catastrophic	5	10	15	20	25			
4 Major	4	8	12	16	20			
3 Moderate	3	6	9	12	15		8 - 12	High Risk
2 Minor	2	4	6	8	10		15 - 25	Extreme risk
1 Negligible	1	2	3	4	5			

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6. Risk Assessment and Safe System of Work: Caerphilly Activities: We'll Meet Again

Appendix 5 Safe System of Work

Task/Activity: Caerphilly Activities (We'll Meet Again)	Risk Rating: Moderate	Ref no:
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Dept/Section: Economy, Regeneration & Skills, STEAM - Museum of the GWR	Location: Caerphilly Hall And Caerphilly Castle loco	Activity carried out by: School visitors, STEAM Learning Team and volunteers
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Safe System of Work / Work Instructions

Prior to the Visit

- All Standard Conditions must be met by the school.
- Minimum supervision ratios must apply – 1 adult to 6 pupils at KS1, 1 to 10 at KS2 and 1 to 12 at KS3 and above. This is also the maximum group walkabout number.
- Steps to be positioned and secured by driver or EO and regularly checked.
- Tender guard to be fitted by driver or volunteers, prior to the event.
- Always ensure tender guard is fitted to the sides of the tender of the locomotive before enabling children to access the locomotive.

During the Visit

- Pupils must be supervised at all times by the teachers under the direction of the volunteer (driver) or Education Officer.
- Fall hazards exist from the steps and the tender of the engine. The steps must be positioned correctly and only by the driver or Education Officer. N.B. the top of the steps should be secured to the locomotive on both sides with rope.
- The teacher must supervise the ascent of the steps by pupils from the bottom of the steps. The driver or Education Officer must supervise from the footplate at the top of the steps.
- The pupils must be told to sit down in the tender as soon as they reach the top of the steps as directed by the driver or Education Officer and remain seated.
- After the pupils have sat down, all other activities are under the direction of the driver or Education Officer with the teacher supervising the pupils.
- The firebox door must only be opened and closed by the driver or by one pupil under the direction of the driver or Education Officer.
- The teacher must descend the steps first and supervise the descent of the pupils from the bottom of the steps. The driver or Education Officer must supervise the descent from the footplate at the top of the steps.
- The Caerphilly Activities will be stopped if the driver or Education Officer feels the pupils are behaving in a way that may make the experience unsafe for themselves or others.

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:
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Risk Assessment Form

Swindon Borough Council Risk Assessment Template

Workplace / Location:	STEAM – Museum of the G.W.R; Caerphilly Hall
Activity Description:	Caerphilly Activities (We'll Meet Again)
Who is at Harm:	School visitors, Learning Team, STEAM volunteers
Assessment date:	Original assessment: July 2004. Last Review: June 2019
Review date:	June 2020
Names of Assessors:	Original assessment: Steve Hopkins, Helen Orford, Kate Nash. Reviewer: Helen Orford

Hazard & Description (Potential Consequences)	Control Measures (Precautions to be Taken)	Risk (with controls)			Are Additional Controls Required?	Residual Risk (after additional controls)			Action Plan (Responsible Person & target date)
		L	S	R		L	S	R	
Falls/Trips: Falls from the steps whilst accessing the locomotive	Adequate supervision of children by teachers required at all times (Standard Conditions met) under direction of volunteer/EO.	2	4	8	Steps positioned correctly, made secure with rope by volunteer/EO only, and checked prior to each group's ascent / descent. EOs establish ground rules for behaviour / approach to tasks with each group and highlight hazards. Volunteers and EOs follow agreed Safe System of Work.	1	4	4	School Group Leader School staff STEAM Education Officers STEAM volunteers

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Falls/Trips: Falls from the engine tender	Adequate supervision of children by teachers required at all times (Standard Conditions met) under direction of volunteer/EO.	2	4	8	<p>Tender guard fitted to tender of locomotive prior to We'll Meet Again event, which adds further height to the tender sides.</p> <p>Volunteers and EOs to follow agreed Safe System of Work.</p> <p>Pupils are told they must remain seated by Education Officer and Group Leader/ school staff.</p>	1	4	4	<p>School Group Leader</p> <p>School staff</p> <p>STEAM Education Officers</p> <p>STEAM Volunteers</p> <p>STEAM Building Services Manager</p>
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Consequence/Severity	Likelihood				
	1	2	3	4	5
	Rare	Unlikely	Possible	Likely	Almost Certain
5 Catastrophic	5	10	15	20	25
4 Major	4	8	12	16	20
3 Moderate	3	6	9	12	15
2 Minor	2	4	6	8	10
1 Negligible	1	2	3	4	5

	1 – 3	Low risk
	4 – 6	Moderate risk
	8 – 12	High Risk
	15 - 25	Extreme risk

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7. Risk Assessment and Safe System of Work: Self-guided Tour of Swindon's Railway Village

Appendix 5 Safe System of Work

Task/Activity: Teacher/ School Self-guided Tour of Swindon's Railway Village	Risk Rating: Moderate	Ref no:
Dept/Section: Economy, Regeneration & Skills, STEAM - Museum of the GWR	Location: Railway Village, Swindon	Activity carried out by: School visitors, self-guided

Safe System of Work / Work Instructions

Prior to the Visit

- Minimum supervision ratios must apply – 1 adult to 6 pupils at KS1, 1: 10 at KS2, 1:12 at KS3 and above.

During the Visit

- Pupils must be adequately supervised at all times by the teacher.
- Children must wear suitable footwear properly done up.
- Children must walk to, from and around the Railway Village in pairs and in a crocodile.
- The Teacher must lead the crocodile at all times.
- Teachers and adult helpers must distribute themselves at regular intervals along the crocodile with one bringing up the rear in order to supervise the safe passage of children along the pavements and to ensure that children do not under any circumstances step onto the roads.
- Teachers and adult helpers must ensure that the children stay closely together in the crocodile.
- The Teacher should follow the prescribed route, where safest crossing points have been determined during the Risk Assessment process.
- Pupils must not run or walk ahead of the Teacher at any time.
- The Teacher must lead the group to safe crossing places.
- The teachers must supervise pupils crossing the roads.

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:
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Risk Assessment Form

Swindon Borough Council Risk Assessment Template

Workplace / Location:	STEAM – Museum of the G.W.R; Railway Village
Activity Description:	Self-guided tour of Swindon's Railway Village
Who is at Harm:	School visitors, Learning Team, STEAM volunteers
Assessment date:	Original assessment: July 2004. Last Review: June 2019
Review date:	June 2020
Names of Assessors:	Original assessment: Steve Hopkins, Helen Orford, Kate Nash. Reviewer: Helen Orford

Hazard & Description	Existing Control Measures	Risk (with controls)			Additional Controls	Residual Risk (after additional controls)			Action Plan (Officer responsible & target date)
		L	S	R		L	S	R	
Main Route – Vehicles (RTA): Risk of RTA to children crossing road to National Monuments Record Centre (and return)	Adequate supervision of children by teachers required at all times (Standard Conditions met).	1	5	5				School Group Leader/ School staff	
Vehicles (RTA): Risk of RTA to children on Bristol Street tunnel exit	Adequate supervision of children by teachers required at all times (Standard Conditions met).	1	5	5	Teacher to lead groups through tunnel. Pupils not to run through tunnel or walk ahead of	1	4	4	School Group Leader/ School staff

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					teacher.				
Vehicles (RTA): Risk of RTA to children at entrance to the Bristol Street Car Park on the right.	Adequate supervision of children by teachers required at all times (Standard Conditions met).	1	5	5	Teacher to lead group. Teachers to supervise pupils crossing entrance.	1	4	4	School Group Leader/ School staff
Vehicles (RTA): Risk of RTA to children crossing Bristol Street	Adequate supervision of children by teachers required at all times (Standard Conditions met).	1	5	5	Teacher to lead group to a safe crossing place, i.e. by water tower. Teachers to supervise pupils crossing road.	1	4	4	School Group Leader/ School staff
Additional/Optional Route - Vehicles (RTA): Risk of RTA to children crossing Church Place twice to access churchyard (and return).	Adequate supervision of children by teachers required at all times (Standard Conditions met).	1	5	5	Teacher to lead group to a safe crossing place. Teachers to supervise pupils crossing road.	1	4	4	School Group Leader/ School staff
Vehicles (RTA): Risk of RTA to children crossing Bathampton Street	As above	1	5	5	As above.	1	4	4	School Group Leader/ School staff
Vehicles (RTA): Risk of RTA to children crossing Exeter Street	As above	1	5	5	As above.	1	4	4	School Group Leader/ School staff
Vehicles (RTA): Risk of RTA to children crossing Emlyn Square to Mechanics Institute	As above	1	5	5	As above.	1	4	4	School Group Leader/ School staff
Vehicles (RTA): Risk of RTA to children crossing Emlyn Square to Glue Pot Public House	As above.	1	5	5	As above. Use pedestrian crossing.	1	4	4	School Group Leader/ School staff
Additional/Optional Route - Vehicles (RTA): Risk of RTA to children crossing Reading	As above	1	5	5	As above.	1	4	4	School Group Leader/ School staff

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Street (and return)									
Vehicles (RTA): Risk of RTA to children crossing Oxford Street.	As above	1	5	5	As above.	1	4	4	Group Leader/ School staff
Vehicles (RTA): Risk of RTA to children crossing Emlyn Square	As above.	1	5	5	As above. Use traffic island.	1	4	4	Group Leader/ School staff
Main Route – Vehicles (RTA): Risk of RTA to children crossing Bristol Street to tunnel entrance	As above.	1	5	5	As above.	1	4	4	Group Leader/ School staff

Consequence/Severity	Likelihood				
	1	2	3	4	5
	Rare	Unlikely	Possible	Likely	Almost Certain
5 Catastrophic	5	10	15	20	25
4 Major	4	8	12	16	20
3 Moderate	3	6	9	12	15
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1 Negligible	1	2	3	4	5

	1 – 3	Low risk
	4 – 6	Moderate risk
	8 – 12	High Risk
	15 - 25	Extreme risk

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8. Fire and Emergency Evacuation Procedures

- If an emergency occurs, you will not hear a bell ringing but an announcement over the public address system saying 'Attention please, attention please, an emergency has been reported in the building. Please leave the building by the nearest fire exit.'
- All fire exits are lit up and are identifiable as a green sign with a white arrow and a running figure.
- The designated adult accompanying each group of pupils must lead the group out of the building through the nearest fire exit.
- A member of Museum staff will join you shortly and escort you to the fire evacuation assembly point which is at the front of the STEAM building on the other side of the gravelled area.
- Do not worry if your class are not together, as all groups will be reunited outside the Museum building.
- Do not try to find any belongings and do not use the lift.
- If you are in the Lunchroom when the alarm sounds, walk down the stairs to the ground floor together and go out through the nearest fire exit. Do not use the lift.
- If you are in the lift when the alarm sounds, the lift will automatically descend to the ground floor and the doors will open, allowing you to make a safe exit.
- Should a member of your group have mobility problems, there is a refuge point at the head of the stairs on every floor. Trained Fire Safety Officers will safely evacuate these persons.
- If you are having a Discovery Session with an Education Officer when the alarm sounds, the class, accompanying adults and Education Officer should together leave the building by the nearest fire exit. The Education Officer will evacuate your group via the nearest fire exit.
- Museum staff will check the entire building to make sure that everyone is safely outside.
- It is vital that the Group Leader/Teacher in charge knows the number of pupils and adults in their party. We recommend a head count is conducted at regular points throughout the visit, especially on arrival and on departure.

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9. Procedure For A Child Becoming Lost Or Separated

In the event of a pupil becoming lost or separated from their group, procedures are in place and will be communicated to the children on arrival.

Pupils should:

- Look for a member of staff. Members of STEAM staff and volunteers of the Museum will be either wearing a name badge or carrying a Swindon Borough Council identity card with a photograph of themselves on it.
- Try to find their way back to the reception area by following the exit signs and go to the Ticket Desk.
- Tell a member of staff they are lost.
- If they cannot find their way out, they should stay where they are.
- They should not leave the building or go outside.

Teachers should:

- Look for a member of staff. Members of STEAM staff and volunteers of the Museum will be either wearing a name badge or carrying a Swindon Borough Council identity card with a photograph of themselves on it.
- Tell one accompanying adult to find their way back to the reception area by following the exit signs and go to the Ticket Desk.
- Make sure that enough adults remain to observe the Standard Conditions for supervision.
- Tell a member of staff that a pupil has become lost or separated.

STEAM staff will:

- Ask the accompanying adult from the school for a physical description of the lost child, where the child was last seen and at what time.
- Use radio communication to alert all Museum staff that a pupil has become lost or separated.
- Search the Museum.
- Watch the doors to make sure a child answering the description given does not leave the building.

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