

WSSRT – Gauge Museum Risk Assessments and Safe Systems of Work

Contents

1. Standard Health and Safety Conditions for School Groups Visiting The Gauge Museum
2. Risk Assessment and Safe System of Work: Platform 1&2; Slips, Trips and Falls; Generic.
3. Risk Assessment and Safe System of Work: Gauge Museum Exhibition Areas; Slips, Trips and Falls; Generic.
4. Risk Assessment and Safe System of Work: Learning Sessions

Standard Health and Safety Conditions for Schools visiting the Gauge Museum

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:

- Ensure the group is aware of and complies with all railway safety instructions that applies to a visiting group
- Ensure the group complies with relevant safety instructions issued by Station staff
- 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 the Gauge Museum Fire and Emergency Evacuation Procedure (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 8 at KS2 and 1 to 10 at KS3 and above.
- Divide classes into groups, with a competent 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 Gift Shop.
- Supervise the access of pupils to all equipment, exhibits or interactives with moving parts.
- Monitor the behaviour of the pupils 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 Bishops Lydeard to stay with their group leader and not to run. The coach drop off point for the station next to platform 2, there are no busy roads to cross, but there may be other coaches arriving and departing.
- Ensure that pupils behave in a safe manner on the station platforms, maintaining a minimum of 1m from the edge unless boarding the trains. Access to the museum is across the railway line at the end of Platform 2; group leaders should comply with railway safety instructions issued by Station staff who are responsible for ensuring that this is accomplished safely.
- 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 museum staff if First Aid assistance is required.

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 at all times.
- Follow the attached procedure if the Fire Alarm sounds.

- Respect and act upon the instructions of all Museum staff and volunteers.
- Respect other Museum visitors.

Risk Assessment and Safe System of Work: Platform 1&2; Slips, Trips and Falls; generic

Safe System of Work		
Task/Activity: Slips, Trips and Falls; Generic	Risk Rating: Low/Moderate	Ref. Number:
Dept/Section: Bishops Lydeard Station	Location: Platform 1&2, Station Waiting Room, Shop	Activity Carried out by: School Visitors, Station Staff, Volunteers
Safe System of Work/Work Instructions		
<p>Prior to a visit:</p> <ul style="list-style-type: none"> • Station Staff should ensure that the platforms remain clear from hazards. • 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. <p>During the visit:</p> <ul style="list-style-type: none"> • Group Leader must ensure the group is aware of and complies with safety instructions issued by Station staff • Pupils must be supervised at all times by the teachers/supervising adults. • Appropriate care must be taken while crossing the line to Platform One. • Fall hazards exist between the carriages and the station platform edge. The gap at the edge of the platform must be pointed out to the pupils. • The Group Leader must warn the pupils to maintain the correct safe distance of at least 1m away from the edge of the platform unless boarding the train. • Pupils must be supervised at all times by the teacher and accompanying adults while boarding the train • Station staff reserve the right to ask a group to leave if they feel 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.</p>		

Signed	Print	Date
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Risk Assessment and Safe System of Work: Platform 1&2; Slips, Trips and Falls; generic

Workplace/Location:	BL Platform 1&2
Activity Description:	Using platforms, Crossing the Line, Boarding Trains
Who is at harm?	Learning Team/School Visitors
Assessment Date:	April 2019
Review Date:	January 2020
Assessed by:	H Anson, G Evens

What are the Hazards?	Existing Control Measures: What are you already doing?	S	L	R	Additional Controls: do you need to do anything else to control this risk?	S	L	R	Action by who/when?
Falls/Trips: Falls from the steps whilst boarding the trains	Adequate supervision of children by teachers required at all times (Standard Conditions met) under direction of volunteer/LO	2	3	6	<p>Group Leaders establish ground rules for behaviour / approach to trains with each group and highlight hazards.</p> <p>Volunteers and LOs follow agreed Safe System of Work.</p>	1	3	3	<p>School Group Leader</p> <p>School staff</p> <p>Learning Officers</p> <p>Volunteers</p>
Slips, trips and falls: Risk of falls from platform due to gap between platform and carriage.	<p>Adequate supervision of children by teachers required at all times (Standard Conditions met).</p> <p>Group Leaders establish ground rules for behaviour when using the platform and highlight hazards.</p>	4	3	6	<p>The Group Leader must warn the pupils to maintain the correct safe distance of at least 1m away from the edge of the platform unless boarding the train.</p> <p>White line painted on to platform</p>	3	2	4	<p>School Group Leader</p> <p>Station Staff</p>
Impact from a locomotive or other rail mounted-vehicles while crossing the line	<p>Group leaders to follow the safety instructions from Station Staff who will ensure that line is clear and that trains are not expected before crossing the line.</p> <p>Adequate supervision of children by teachers required at all times (Standard Conditions met).</p> <p>Group Leaders establish ground rules for behaviour when crossing the line and highlight hazards.</p>	5	3	4	Station staff to support with groups crossing the line	4	2	3	<p>School Group Leader</p> <p>Station Staff</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

Risk Assessment and Safe System of Work: Gauge Museum Exhibition Areas; Slips, Trips and Falls; generic

Safe System of Work		
Task/Activity: Slips, Trips and Falls; Generic	Risk Rating: Low/Moderate	Ref. Number:
Dept/Section: Bishops Lydeard Station, Gauge Museum	Location: Gauge Museum Exhibition Areas	Activity Carried out by: School Visitors, Museum Staff, Volunteers
Safe System of Work/Work Instructions		

Prior to a visit:

- The Museum must be inspected before opening by museum stewards/Learning Assistants. All areas must be checked for:
 - 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 should 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.
- 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.

During the visit:

- The responsible person identified for supervising user groups must be aware of the gaps between the museum's station platform and the sleeper car and of warning signage.
- All Standard Conditions must be met by the school. Minimum supervision ratios apply.

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

Risk Assessment and Safe System of Work: Gauge Museum Exhibition Areas; Slips, Trips and Falls; generic

Workplace/Location:	The Gauge Museum/Gauge Junction
Activity Description:	Learning Sessions, Museum trails, tour of Sleeping Car
Who is at harm?	Learning Team/School Visitors
Assessment Date:	April 2019

Review Date:	January 2020
Assessed by:	H Anson, G Evens

What are the Hazards?	Existing Control Measures: What are you already doing?	S	L	R	Additional Controls: do you need to do anything else to control this risk?	S	L	R	Action by who/when?
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. Use cable covering and tape to eliminate trip hazard. Provide adequate barrier control and signage around work/cleaning area. Museum staff undertake regular site visual checks and pre-event inspections.	2	3	6	Duty Stewards to carry out a daily pre-opening inspection of the whole building and record and sign off actions.	1	3	3	All Staff
School visitor accidents and ill health. First Aid.	Contacts for Duty First Aider provided in Gauge Museum First Aid boxes are located in the Office of the Gauge Museum, in the Station Messroom, at the customer Ticket Desk and the platform area. All accidents and incidents must be reported in accordance with WSR Accident Reporting Procedure.	3	2	6	All accidents and incidents reported to be reviewed and if necessary investigated. Training reviewed and updated as necessary.	2	2	4	Museum Stewards Learning Officer/Curator Station Staff

	<p>Regular documented checks of the contents of the First Aid boxes.</p> <p>WSR First Aid Policy and procedure (Draft)</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 Training and induction for Learning Team.</p> <p>WSR Safeguarding Policy and procedure (Draft).</p>	2	3	6	<p>Level of appropriate school supervision set by WSSRT Learning Officer. Standard Conditions in 'Risk Assessments and Health and Safety Requirements' apply.</p> <p>Pupil/teacher head count conducted on arrival by Museum staff; countersigned by Group Leader to confirm numbers of pupils/ accompanying adults</p>	1	3	3	<p>Learning Officer and Learning Team</p> <p>Museum Stewards School Group Leader</p>
Fall from height: Risk of falls on steps to learning space and to model railway.	<p>Adequate supervision of children by teachers required at all times (Standard Conditions met).</p> <p>Learning Team establish ground rules for behaviour/approach to tasks with each group and highlight hazards.</p>	2	3	6	<p>Learning Team to be aware of space around class, access/ egress to/from and routes around for members of the public and school during sessions</p> <p>Group warned about steep steps and about pit below sleeper car.</p>	1	3	3	<p>Gauge Museum Learning Team Museum Stewards Group leaders</p>
Objects falling: Risk of objects being pulled over.	<p>Museum staff undertake regular site visual checks and pre-event inspections. Provide adequate barrier control and</p>	2	3	6	<p>Museum Staff to carry out a daily pre-opening inspection of the whole</p>	1	3	3	All Staff

	signage.				building				
					Items must be secured.				
Electrical hazards. Use of portable appliances. All work equipment including fixed electrical Installations	All portable equipment to be PAT 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 Curator	1	3	3	All Staff

	Likelihood				
Consequence/Severity	1	2	3	4	5
	Rare	Unlikely	Possible	Likely	Almost Certain
5 Catastrophic	5	10	15	20	25
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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

Risk Assessment and Safe System of Work: Gauge Museum Learning Sessions

Safe System of Work

Task/Activity: Slips, Trips and Falls; Generic		Risk Rating: Low/Moderate	Ref. Number:
Dept/Section: Bishops Lydeard Station, Gauge Museum	Location: Gauge Museum Exhibition Areas	Activity Carried out by: School Visitors, Museum Staff, Volunteers	
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 Learning Session is 32 divided into 2 groups of 16 <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 Learning Officer. • Guidance will be given on the safe handling of objects during the session, which must be adhered to. • Pupils must be supervised at all times by the teacher and accompanying adults during any object handling, craft or role-play activity. • Discovery Sessions will be stopped if the Learning 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	

#Risk Assessment and Safe System of Work: Gauge Museum Learning Sessions

What are the Hazards?	Existing Control Measures: What are you already doing?	S	L	R	Additional Controls: do you need to do anything else to control this risk?	S	L	R	Action by who/when?
Slips, trips and falls: Risk of falls on steps to learning space	<p>Adequate supervision of children by teachers required at all times (Standard Conditions met).</p> <p>Learning Team establish ground rules for behaviour/approach to tasks with each group and highlight hazards.</p>	2	3	6	<p>Learning Team to be aware of space around class, access/ egress to/from and routes around for members of the public and school during sessions</p> <p>Group warned about steep steps and about pit below sleeper car.</p>	1	3	3	Gauge Museum Learning Team Museum Stewards Group leaders
Manual handling: Lifting artefacts, handling artefacts.	<p>Ensure pupils are assisted with the lifting and handling of heavier artefacts.</p> <p>Learning team 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>Learning Team explain Handling Rules to each group on every occasion before handling commences.</p> <p>Learning Team model activities to pupils.</p> <p>Yearly audit and inspection of artefacts.</p>	1	2	2	Gauge Museum Learning Team Group leaders

	Likelihood
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Consequence/Severity	1	2	3	4	5
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