

## Contents

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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 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 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.

## Safe System of Work

<b>Task/Activity:</b> Slips, Trips and Falls; Generic	<b>Risk Rating:</b> Low/Moderate	<b>Ref. Number:</b>
<b>Dept/Section:</b> Bishops Lydeard Station	<b>Location:</b> Platform 1&2, Station Waiting Room, Shop	<b>Activity Carried out by:</b> School Visitors, Station Staff, Volunteers
<b>Safe System of Work/Work Instructions</b>		
<p>Prior to a visit:</p> <ul style="list-style-type: none"> <li>• Station Staff should ensure that the platforms remain clear from hazards.</li> <li>• All Standard Conditions must be met by the visiting school.</li> <li>• Minimum supervision ratios must apply – 1 adult to 6 pupils at KS1, 1:10 at KS2, 1:12 at KS3 and above.</li> </ul> <p>During the visit:</p> <ul style="list-style-type: none"> <li>• Pupils must be supervised at all times by the teachers/supervising adults.</li> <li>• Appropriate care must be taken while crossing the line to Platform One.</li> <li>• 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.</li> <li>• 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.</li> <li>• Pupils must be supervised at all times by the teacher and accompanying adults while boarding the train</li> <li>• 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.</li> </ul>		
<b>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.</b>		
<b>Signed</b>	<b>Print</b>	<b>Date</b>

<b>Workplace/Location:</b>	BL Platform 1&2								
<b>Activity Description:</b>	Using platforms, Crossing the Line, Boarding Trains								
<b>Who is at harm?</b>	Learning Team/School Visitors								
<b>Assessment Date:</b>	April 2019 <b>Last Review – April 2020</b>								
<b>Review Date:</b>	April 2021								
<b>Assessed by:</b>	H Anson, G Evens								
<b>What are the Hazards?</b>	<b>Existing Control Measures: What are you already doing?</b>	<b>S</b>	<b>L</b>	<b>R</b>	<b>Additional Controls: do you need to do anything else to control this risk?</b>	<b>S</b>	<b>L</b>	<b>R</b>	<b>Action by who/when?</b>
Falls/Trips: Falls from the steps whilst boarding the trains	Adequate supervision of children by teachers required at all times (Standard Conditions)	2	3	6	Group Leaders establish ground rules for behaviour / approach to trains with	1	3	3	School Group Leader School staff Learning Officers Volunteers

	met) under direction of volunteer/LO				each group and highlight hazards.  Volunteers and LOs follow agreed Safe System of Work.				
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).  Group Leaders establish ground rules for behaviour when using the platform and highlight hazards.	4	3	6	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.  White line painted on to platform	3	2	4	School Group Leader Station Staff
Impact from locomotive while crossing the line	Group leaders to ensure that line is clear and that trains are	5	3	4	Station staff to support with groups crossing the line	4	2	3	School Group Leader Station Staff

	<p>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>								
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	Likelihood				
<b>Consequence/Severity</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<b>Rare</b>	<b>Unlik</b>	<b>Poss</b>	<b>Lik</b>	<b>Alm</b>

		ely	ible	ly	ost t Ce rta in
<b>5</b> <b>Catastrophic</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>	<b>25</b>
<b>4</b> <b>Major</b>	<b>4</b>	<b>8</b>	<b>12</b>	<b>16</b>	<b>20</b>
<b>3</b> <b>Moderate</b>	<b>3</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>15</b>
<b>2</b> <b>Minor</b>	<b>2</b>	<b>4</b>	<b>6</b>	<b>8</b>	<b>10</b>
<b>1</b> <b>Negligible</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<b>1-3</b>	<b>Low Risk</b>			
	<b>4-6</b>	<b>Moderate Risk</b>			
	<b>8-12</b>	<b>High Risk</b>			
	<b>15-25</b>	<b>Extreme Risk</b>			



## Safe System of Work

<b>Task/Activity:</b> Slips, Trips and Falls; Generic	<b>Risk Rating:</b> Low/Moderate	<b>Ref. Number:</b>
<b>Dept/Section:</b> Bishops Lydeard Station, Gauge Museum	<b>Location:</b> Gauge Museum Exhibition Areas	<b>Activity Carried out by:</b> 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 Team. 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 sleeping 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.**

<b>Signed</b>	<b>Print</b>	<b>Date</b>
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<b>Workplace/Location:</b>	The Gauge Museum/Gauge Junction
<b>Activity Description:</b>	Learning Sessions, Museum trails, Use of interactive exhibits, Tour of Sleeping Car
<b>Who is at harm?</b>	Learning Team/School Visitors
<b>Assessment Date:</b>	April 2019 <b>Last Review April 2020</b>
<b>Review Date:</b>	April 2021
<b>Assessed by:</b>	H Anson, G Evens

<b>What are the Hazards?</b>	<b>Existing Control Measures: What are you already doing?</b>	<b>L</b>	<b>R</b>	<b>Additional Controls: do you need to do anything else to control this risk?</b>	<b>S</b>	<b>L</b>	<b>R</b>	<b>Action by who/when?</b>
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.	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	Contacts for Duty First Aider provided in Gauge Museum	2	6	All accidents and incidents reported to	2	2	4	Museum Stewards Education & Learning

accidents and ill health. First Aid.	<p>ELO has up-to date First Aid Certificate</p> <p>First Aid boxes are located in the Office of the Gauge Museum, at the customer Ticket Desk and the platform area.</p> <p>All accidents and incidents must be reported in accordance with WSR Accident Reporting Procedure.</p> <p>Regular documented checks of the contents of the First Aid boxes.</p> <p>A Defibrillator is located in the BL signal box. There is also one at Minehead station.</p>			<p>be reviewed and if necessary investigated.</p> <p>Training reviewed and updated as necessary.</p>				Officer/Curator Station Staff
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.</p>	3	6	<p>Level of appropriate school supervision set by WSSRT Education &amp; 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>Education &amp; Learning Officer and Learning Team</p> <p>Museum Stewards School Group Leader</p>
Fall from height: Risk of falls on steps to learning	<p>Adequate supervision of children by teachers required at all times (Standard Conditions met).</p> <p>Learning Team establish ground rules for</p>	3	6	Learning Team to be aware of space around class, access/ egress to/from and routes around for	1	3	3	<p>Gauge Museum Learning Team</p> <p>Museum Stewards Group leaders</p>

space and to model railway.	behaviour/approach to tasks with each group and highlight hazards.			members of the public and school during sessions  Group warned about steep steps and about pit below sleeping car.				
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.	3	6	Museum Staff to carry out a daily pre-opening inspection of the whole building  Items must be secured.	1	3	3	All Staff
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.	3	6	Any suspect equipment to be removed from use immediately and reported to the Curator	1	3	3	All Staff
Manual handling: handling artefacts with moving parts.	Ensure pupils are supervised when operating interactives with moving parts e.g. the signalling display.  Learning team conduct a pre-check / visual inspection of artefacts  Removal and reporting of items that acquire sharp edges through damage/ wear and tear.  Supervision by school staff and School Group Leader	3	3	Learning Team explain Handling/operating rules to each group on every occasion before handling commences.  Yearly audit and inspection of artefacts.	1	2	2	Gauge Museum Learning Team Group leaders

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

	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

### Safe System of Work

<b>Task/Activity:</b> Slips, Trips and Falls; Generic		<b>Risk Rating:</b> Low/Moderate	<b>Ref. Number:</b>
<b>Dept/Section:</b> Bishops Lydeard Station, Gauge Museum	<b>Location:</b> Gauge Museum Exhibition Areas	<b>Activity Carried out by:</b> School Visitors, Museum Staff, Volunteers	
<b>Safe System of Work/Work Instructions</b>			
<p>Prior to a visit:</p> <ul style="list-style-type: none"> <li>All Standard Conditions must be met by the visiting school.</li> <li>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.</li> <li>Maximum number of pupils for a Learning Session is 32 divided into 2 groups of 16</li> </ul> <p>During the visit:</p> <ul style="list-style-type: none"> <li>Pupils must be supervised at all times by the teachers under the direction of the Education &amp; Learning Officer.</li> <li>Guidance will be given on the safe handling of objects during the session, which must be adhered to.</li> <li>Pupils must be supervised at all times by the teacher and accompanying adults during any object handling, craft or role-play activity.</li> <li>Discovery Sessions will be stopped if the ELO feels the pupils are behaving in a way that may make the experience unsafe for themselves or others.</li> </ul>			
<b>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.</b>			
<b>Signed</b>	<b>Print</b>	<b>Date</b>	

<b>Workplace/Location:</b>	The Gauge Museum Learning Area
<b>Activity Description:</b>	Learning Sessions, Use of interactive exhibits
<b>Who is at harm?</b>	Learning Team/School Visitors
<b>Assessment Date:</b>	April 2019 <b>Last Review April 2020</b>
<b>Review Date:</b>	April 2021
<b>Assessed by:</b>	H Anson, G Evens

<b>What are the Hazards?</b>	<b>Existing Control Measures: What are you already doing?</b>	<b>L</b>	<b>R</b>	<b>Additional Controls: do you need to do anything else to control this risk?</b>	<b>S</b>	<b>L</b>	<b>R</b>	<b>Action by who/when?</b>
Slips, trips and falls: Risk of falls on steps to learning space	Adequate supervision of children by teachers required at all times (Standard Conditions met).  Learning Team establish ground rules for behaviour/approach to tasks with each group and highlight hazards.	3	6	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  Group warned about steep steps and about pit below sleeping car.	1	3	3	Gauge Museum Learning Team Museum Stewards Group leaders
Manual handling: Lifting artefacts, handling	Ensure pupils are assisted with the lifting and handling of heavier artefacts.  Learning team conduct a pre-check / visual inspection of artefacts during Session set up.	3	3	Learning Team explain Handling Rules to each group on every occasion before handling	1	2	2	Gauge Museum Learning Team Group leaders

artefacts.	<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>			<p>commences.</p> <p>Learning Team model activities to pupils.</p> <p>Yearly audit and inspection of artefacts.</p>				
Minor cuts and abrasions: use of craft/construction materials during STEM learning Sessions	<p>Learning Team establish ground rules for behaviour/approach to tasks with each group and highlight hazards e.g. use of scissors, sharp points on wooden skewers etc.</p> <p>Supervision by school staff, School Group Leader and Learning Team</p>	3	2	<p>Learning Team explain STEM Session Rules to each group on every occasion before activity commences.</p> <p>Learning Team model activities to pupils.</p>	1	2	1	Gauge Museum Learning Team Group leaders

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



<b>Catastrophic</b>					
<b>4 Major</b>	<b>4</b>	<b>8</b>	<b>12</b>	<b>16</b>	<b>20</b>
<b>3 Moderate</b>	<b>3</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>15</b>
<b>2 Minor</b>	<b>2</b>	<b>4</b>	<b>6</b>	<b>8</b>	<b>10</b>
<b>1 Negligible</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<b>1-3</b>	<b>Low Risk</b>			
	<b>4-6</b>	<b>Moderate Risk</b>			
	<b>8-12</b>	<b>High Risk</b>			
	<b>15-25</b>	<b>Extreme Risk</b>			

These conditions must apply in order for the generic assessment 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:**

- Take responsibility for the behaviour of all pupils.
- Ensure that visiting Education and Learning Officer is aware of basic Fire and Emergency Evacuation Procedure and school Safeguarding Policy
- Brief supporting adults on all hazards on the attached Risk Assessments and Safe Systems of Work.

### **Teachers/Accompanying Adults should:**

- Supervise the access of pupils to handling collection or craft/construction equipment.
- Monitor the behaviour of the pupils throughout the session.

### **Pupils should:**

- Handle museum outreach collection carefully and respectfully
- Respect and act upon the instructions of the Education and Learning Officer

<b>Safe System of Work</b>		
<b>Task/Activity:</b> Slips, Trips and Falls; Generic	<b>Risk Rating:</b> Low/Moderate	<b>Ref. Number:</b>
<b>Dept/Section:</b> WSSRT Gauge Museum - Learning	<b>Location:</b> Host schools	<b>Activity Carried out by:</b> Host School/ Education and Learning Officer
<b>Safe System of Work/Work Instructions</b>		

Prior to a visit:

- All Standard Conditions must be met by the host school.
- Maximum number of pupils for a Learning Session is 32 (unless otherwise negotiated prior to visit)

During the visit:

- Pupils must be supervised at all times by the teachers under the direction of the Education & 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 supporting adults during any object handling, craft or role-play activity.
- Outreach Sessions will be stopped if the ELO 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.**

<b>Signed</b>	<b>Print</b>	<b>Date</b>
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<b>Workplace/Location:</b>	Host Schools
<b>Activity Description:</b>	Outreach Learning Sessions, Use of handling collection/craft/construction equipment
<b>Who is at harm?</b>	Education and Learning Officer/School Participants
<b>Assessment Date:</b>	April 2020
<b>Review Date:</b>	April 2021
<b>Assessed by:</b>	H Anson

What are the Hazards?	Existing Control Measures: What are you already doing?	L	R	Additional Controls: do you need to do anything else to control this risk?	S	L	R	Action by who/when?
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Slips, trips and falls: risk of tripping/falling in classroom	<p>Adequate supervision of children by teachers required at all times (Standard Conditions met).</p> <p>Education and Learning Officer to establish ground rules for behaviour/approach to tasks with class and highlight hazards.</p>	3	4	<p>Class Teacher to carry out safety check of classroom prior to visit.</p> <p>ELO to be aware of space around class, access/ egress to/from.</p>	1	3	3	Class Teacher Education and Learning Officer
Manual handling: Lifting artefacts, handling artefacts.	<p>Ensure pupils are assisted with the lifting and handling of heavier artefacts.</p> <p>Education and Learning Officer to conduct a pre-check / visual inspection of artefacts prior to visit.</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 Class Teacher/TA</p>	3	3	<p>ELO explain Handling Rules to each group on every occasion before handling commences.</p> <p>ELO model activities to pupils.</p> <p>Yearly audit and inspection of artefacts.</p>	1	2	2	Education and Learning Officer Class Teacher
Minor cuts and abrasions: use of craft/construction materials during STEM learning Sessions	<p>Education and Learning Officer to establish ground rules for behaviour/approach to tasks with participating class and highlight hazards e.g. use of scissors, sharp points on wooden skewers etc.</p> <p>Supervision by Class Teacher/TA and Education and Learning Officer</p>	3	2	<p>ELO explain STEM Session Rules to each group on every occasion before activity commences.</p> <p>ELO to model activities to pupils.</p>	1	2	1	Education and Learning Officer Class Teacher

	<b>Likelihood</b>
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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
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	<b>Extreme Risk</b>
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