

Safe System of Work

Task/Activity: Teacher Led School Visits & Movement of Children around Museum/Gallery		Risk Rating: Moderate	Ref no:
Dept/Section: Museums and Heritage	Location: Swindon Museum and Art Gallery	Activity carried out by: Schools, Museum and Gallery staff	

Safe System of Work / Work Instructions

The responsible teacher will:

1. Enforce the Museum and Gallery's Standard Conditions for School Groups including behaviour. These are emailed to teacher at time of booking.
2. Schools must apply the M & G's minimum supervision ratios – 1 adult to 5 pupils at KS1, 1:8 at KS2, 1:12 at KS3 and above.
3. Use minibus parking outside the Museum building and suggested coach drop off points at the top of Victoria Road. Supervise pupils carefully when entering museum.
4. Enter the museum before the class (leaving them to wait outside the building or inside the hallway area). Sign the school registration form, confirming the exact number of pupils and accompanying adults in the party and agreeing that **Standard Conditions are and will be met and enforced during the visit.**
5. Familiarise themselves with fire and emergency evacuation and lost child procedures prior to the visit
6. Brief their group about fire and emergency evacuation procedures, lost child procedures and how to move around the museum safely at the beginning of the visit
7. In the event of a fire or emergency, check that all members of their party have been evacuated and report this to a member of museum staff at the fire assembly point

Museum Staff Will:

8. Ensure the Group Leader signs the school registration form at the beginning of the visit, confirming the exact number of pupils and accompanying adults in the party and agreeing that **Standard Conditions are and will be met and enforced during the visit.**
9. Check that the responsible teacher is aware of the fire evacuation and emergency and lost child procedures
10. Monitor museum building to ensure floors are kept dry and clear of rubbish
11. Monitor the museum building to ensure furniture is maintained in a safe condition for use and sharp edges and sharp materials are minimised
12. Ensure a member of front of house staff is easily accessible at all times during the visit
13. Follow the Museum & Art Gallery's Safeguarding Code of Conduct at all times
14. In the event of an emergency follow fire and emergency evacuation procedures to ensure that all visitors have been evacuated.
15. Follow the controls in the above RA

Pupils will:

16. Follow the guidelines about moving around the museum building safely as outlined by their teachers at the beginning of the visit
17. Follow the lost child procedures as outlined by their teachers at the beginning of the visit
18. Evacuate the building quickly and calmly in the event of a fire or emergency, as directed by their teachers and museum staff

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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