

Safe System of Work

Task/Activity: Outreach Sessions, adapted for COVID-19 regulations, delivered by the Formal Learning Officers.		Risk Rating: M	Ref no:
Dept/Section: Learning Team, STEAM	Location: Schools in the Swindon area.	Activity carried out by: Learning Team and school pupils.	

Safe System of Work / Work Instructions

Before:

1. The school has the responsibility to adhere to STEAM's Standard Conditions for STEAM COVID-19 adapted Outreach Sessions including behaviour, social distancing regulations and hygiene requirements by STEAM Education. These are published on STEAM's website and visiting teachers are instructed to download these on their Booking Confirmation Form.
2. A maximum group size of 17 pupils in a classroom or 34 pupils in a larger space, like a hall, applies to all COVID-19 Adapted Outreach Sessions. The only adults present should be the FLO (Formal Learning Officer) class teacher and essential support staff.
3. Recruitment of qualified and experienced teachers as FLOs. Strong discipline skills and presence are major selection criteria and are assessed during interview and presentation.
4. Full induction and training is given to FLOs.
5. Original objects for the Education Handling Collections are acquired with safe handling in mind (notwithstanding the authenticity of original items).
6. Any sharp edges are made as smooth as possible prior to entering the Education Handling Collections.
7. Objects are thoroughly inspected once a year during audit. Damaged items are removed from the Handling Collections and are mended, disposed of and replaced if possible.
8. Objects are carefully stored in Education stores and in plastic boxes with lids where possible.
9. Objects must be visually inspected every time they are used by FLOs.
10. If a FLO finds any broken object in the Handling Collections prior to starting an Outreach Session, the procedure for 36 and 39 should be applied.
11. No fragile or sharp edged objects have been chosen for the Outreach Sessions.
12. Handling objects and costumes will be cleaned, put in to quarantine or aired for 72 hours before being used at another school.

Preparation and Travel:

13. FLOs must not come to the museum or go to the school if they are displaying symptoms of COVID-19. They must call Absentia and message the Learning and Engagement Officers.
14. FLOs must read the RA and SSOW for COVID-19 Adapted Outreach Sessions, Manual Handling and Handling of Objects with School Pupils.
15. FLOs must attend training for the above.
16. FLOs must follow RA for COVID-19 Adapted Outreach Sessions and Manual Handling SSOW when loading and unloading boxes from their car.
17. FLOs must wash their hands before packing objects and costumes for the Outreach Session.

18. FLOs must leave plenty of time for travelling to allow for traffic delays.
19. FLOs must take the contact details for the school with them so that they can call the school if they are running late or unable to attend due to sudden illness or a minor traffic accident. They must also contact the Learning and Engagement Officers so that they can apologise to the school and reschedule the session.
20. On arrival at the school, FLOs must be wearing their STEAM identity badge and have their DBS certificate ready to show the admin staff. They must follow the school's safeguarding procedures for visitors and enquire about fire and terror alert alarms and protocol.
21. FLOs must wash their hands before entering the classroom.
22. On entering the classroom, FLOs must identify where the fire exit is and count the number of pupils. If there are more than were noted in the booking confirmation these extra pupils will need to be paid for by the school. There should be no more than 17 in a classroom setting or 34 in a large hall.
23. FLO's must check that the teacher is staying in the classroom as they are ultimately responsible for the safety and well-being of the pupils. Any additional adults who are not needed for 1:1 support should be relocated to another classroom to aid social distancing.
24. The FLO must check that the class teacher has loaded the relevant Powerpoint on to his/her laptop and turned on the whiteboard.
25. The FLO must check that there is sufficient room for social distancing in the classroom or hall and put 3 markers on the floor to mark where a maximum of 3 pupils can come to the front and stand 2 metres apart from each other. If there is not sufficient room to do this the FLO must call up pupils one at a time to dress up.
26. The FLO must organise the handling objects and costumes into piles so that the pupils can collect them one at a time from the front without needing to go close to the FLO.
27. The FLO must check that the pupils have washed their hands.
28. The FLO must use hand gel before delivering the session in front of the classroom teacher and pupils.

During the session:

29. Pupils must be supervised at all times by the teacher under the direction of the FLO.
30. The FLO will stop the Outreach Session if s/he feels 1 or 2 are not met or if s/he feels the pupils are behaving in a way that may make the experience unsafe for themselves or others.
31. When called to take part in the role play at the front of the classroom, pupils will dress themselves rather than being assisted by the FLO.
32. Handling of objects should be undertaken with the pupils sat at their individual desks.
33. FLOs must explain our Handling Rules before handling commences. These are also included in STEAM's Standard Conditions for COVID-19 Adapted Outreach Sessions so that teachers can prepare pupils before the visit.
 - a. Do not pass objects to each other.
 - b. Handle objects with both hands at a time, not one.
 - c. Make pupils aware that objects are special because of their scarcity, originality and value.
34. FLOs to give clear warnings and instructions to pupils and teachers. These could include asking pupils to stay sat at their desk, or allotted place on the floor in the hall, until they are asked to come and collect an object one at a time from a collection at the front of the classroom or the hall. The FLO will not pass objects to pupils due to the need for social distancing.
35. FLOs to exercise their professional judgement re. the suitability of any school group for different activities e.g. pupils - age, behaviour, motivation; teachers or accompanying adults - expertise of supervision. Various strategies can be employed e.g. FLO to invite the teacher to choose which pupils are involved.
36. If any FLO is in any doubt about the safety or not of a handling item, it should not be

handled by pupils and either demonstrated only or not used at all.

37. If two sessions have been booked by the school, the FLO will use a separate set of handling resources and costumes for the second session. Where there is only one set of handling objects available, these will need to be cleaned with anti-bacterial wipes between the two sessions. Information about cleaning is on the session plan.
38. All handling resources to be wiped down before being packed away and transported back to the museum.

After:

39. At the end of the Outreach Session FLOs must remove damaged items from the collection, report the damages and message the Learning and Engagement Officers.
40. On returning to the museum the FLO will need to hang up costumes to air for 72 hours and clean the boxes that they were carried in. Boxes of handling resources will be quarantined for 72 hours. The FLO must fill in the date label on the box so that it is clear how long a box needs to be quarantined for.
41. The FLO must clean their own costume or air it for 72 hours before wearing it again.

I have read this Safe Working Procedure and associated Risk Assessment and where necessary have recorded any local variations from the Standard Conditions or Safe System of Work.

Signed:

Print:

Date:

Note- Attach additional sheet for multiple signatories.