



Method Statement

This form is to be completed alongside a risk assessment. Staff and students should have all applicable method statements available to them for sign off.

Department:	Education Studies: Primary, School of Social Justice and Inclusion
Accompanying Risk Assessment(s)	Risk Assessment for Abergwili Museum and Llansteffan
MS written by:	Alison Baggott
Approved by:	
Date	24/9/19
Brief Nature of Activity:	Induction Week activity. Learning opportunities in outdoor / out of school locations
Who will be undertaking this activity (circle all that are appropriate):	~~Staff~~ / <u>Students</u> / Others
Will there be appropriate supervision?	<u>Yes</u> / No / N/A
Outline the controls and safe working practices that should be followed: Continue on a separate sheet if necessary	1. Meet at main reception 9.55am Friday 27/9/19 2. Ensure that seatbelts are worn on the bus at all times 3. Ensure that you do not walk around on the bus 4. Should there be a breakdown or unscheduled stop follow the safety procedures that you will be advised of. 5. Take notice of safety signs in the museum i.e emergency procedures 6. Be aware of the tidal nature of the sea at Llansteffan and of the danger of being caught out by incoming tides 7. Walk carefully up the hill towards the castle (keep hydrated and stop if struggling / speak with leader if struggling) 8. Do not climb the castle walls 9. Meet back at the bus by 2.00pm. If you are unable to meet at 2 for any reason let the visit organiser know as soon as possible by contacting the following number: 01267 676724
Is a safety induction required?	Yes / <u>No</u>
Has a safety induction been carried out?	Yes / No / <u>N/A</u>
Date of Induction	



Prifysgol Cymru

Y Drindod Dewi Sant

University of Wales

Trinity Saint David

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Those participating in the activity read the attached method statement. Could you please confirm your understanding of what is expected of you, to carry out the activity safely, below:

Any queries / questions please ask, only sign this register if you are confident about the attached safety procedures on the Method Statement.

[illegible]