SHARING REPTON: HISTORIC LANDSCAPES FOR ALL

Families’ Excursion

Method Statement

DATE, PLACE

**Purpose**

XX

**Number of guests**

XX

**Volunteer or staff support needed**

XX

**Approximate budget required**

XX

**Requirements for insurance, risk assessment, personal checks, First Aid**

**Insurance:**

X

**Risk Assessment:**

X

**Personal Checks:**

X

**First Aid:**

X

**Equipment and materials needed**

* Laptop
* Screen
* Projector
* Flipchart
* Flipchart pens
* Site Register entry x20
* Site SMR entry x20
* Blank Significance notes form x20
* GT booklet on Planning System x20 (only if participants are interested)
* Copy of Local List x1 for display
* Copies of GT’s handout on Enriching the List x20 (only if participants are interested)
* Copies of GT’s handout on HERs x20 (only if participants are interested)
* Copies of GT’s handout on Significance x20 (only if participants are interested)
* **Evaluation:**

XX

**Preparation schedule (in advance):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **When** | **Action** | **Equipment** | **Who** | **Notes** |
| X | X |  | X | X |

**Preparation schedule (on the day):**

* X

**During Activity schedule:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **When** | **Action** | **Who** | **Equipment** | **Notes** |
| 9.15am | Participants arrive |  |  | Tea and coffee – Suzanne to sort |
| 9.30am | Introductions and ice breaker | SC |  |  |
| 9.45am | Explain that research has two main uses – 1) to understand more about the site so that we can look after it; 2) to tell people about the site because it’s interesting to know.  For the rest of the project we will be learning how to make sense of and share the knowledge that we have gathered (I hope that after the project you may want to carry on with your new skills and dig even deeper!). In Spring we will learn how to share that knowledge because it’s interesting (interpretation), but today we are going to learn what to do with the knowledge so that it can be used to help look after Warley Woods. | LG |  |  |
| 9.50am | I have slipped out of the loop. Ask participants what they know about the site now. This is not a test – I genuinely still know very little so I’m keen to establish where we are as a whole. | LG | Flip chart | SC to write bullet points on flip chart?????? |
| 10.00am | Start training ppt – Preface explaining that was difficult to write as was just going to do jolly and light SoS training but then had to explain what it would be used for, and then had to explain why, and then before I knew it it had become quite lengthy. Please please just keep asking questions or tell me if I’m taking any knowledge for granted. | LG | Laptop, projector, screen, | Plenty of discussion cues needed within the ppt.  Take chocolates for everyone as a thank you for being guinea pigs and to keep them going! |
| 11.30 | In pairs participants fill in Significance notes template for site with their own knowledge, SMR entry, Register entry | LG | Copies of the Significance template |  |
| 11.45 | As a group, combine notes into a joint effort for Statement of Significance | LG | Laptop, projector, screen | Either SC writes notes onto the flipchart, or LG types into the ppt |
| 12.15 | Thanks. Discuss how they want to progress with writing up research etc | SC |  |  |
| 12.30 | Lunch |  |  |  |

**After the event:**

1. xx

Appendices:

**Event Risk Assessment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **What are the hazards? How might they harm?** | **Where?** | **Who might be harmed?** | **Level of risk?** | **What are we already doing? CONTROL OF RISK** | **MONITORING** |
| Contact details | | | | | |