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| Coronavirus |  |  |  |
| Overcrowding | Staff, volunteers, visitors | Lack of space for social distancing (2 meters or 1 metre plus PPE). | Distancing is enforced by staff and volunteers with an introductory talk and staff presence at all times. A pe-video advising of expected behaviours is available.  Signage is in place inside and outside the museum reminding of social distancing measures and that visitors should not enter the museum if they have symptoms.  A maximum of 15 visitors to the museum per 75-minute timeslot is permitted. Visitors are encouraged to begin their visits from different sections of the museum.  Masks and gloves available for staff, volunteers and visitors. |
| Hand washing and sanitising | Staff, volunteers, visitors, contactors | This is a requirement in line with UK government advice. | Sanitising stations installed in the reception area and in the museum in addition to the sanitiser by the front door. This includes stations at child/wheelchair user height.  There is hand wash signage in toilets and back office  All staff, volunteers, contractors must wash their hands on arrival  All visitors must wash their hands on arrival. Those who won’t will be refused entry. |
| Sanitation of screens and headphones | Visitors, staff, volunteers | There are touch screens and headphones in the museum  Higher levels of cleaning are required in accordance with government guidelines. | Anti-bacterial wipes and bins are in each pod in the museum.  Staff and volunteers wipe down screens and headphones throughout the day. Members of the public will be able o wipe down as they wish.  Headphones and touchscreens are to be used at visitor discretion with guidance notes added to warn of the risk.  Dressing up items and Clipboards have been removed. |
| Toilets | Staff, volunteers, visitors | There are three toilets (access, female, male). There is limited space to socially distance in the toilets.  There is not a professional cleaner on site throughout the day. | One visitor at a time allowed to use each toilet. Visitors must wait outside the main door of the toilets until they are free, unless from same household or family group. Signage is in place in the toilet doors to inform this.  A daily professional clean of the museum is performed on days when the museum is open.  Staff check toilets regularly throughout the day.  Hospital cleaning staff check toilets as part of regular rounds throughout the day. |
| Working in the office | Staff, volunteers, contractors | The museum office is small, has no windows and is poorly ventilated.  Staff previously shared workstations. | Social distancing measures are in place in the office. Only 1 person per bank of desks (maximum of 4 people) are permitted to work in the office at one time. Working from home will increase.  There is a one-way route to enter and leave the office.  Staff and volunteers are provided with PPE.  Sanitiser and anti-bacterial wipes are provided.  Everyone is advised to take regular breaks outside the museum, recognising the need for fresh air.  Where possible meetings should take place via zoom or telephone. Alternatively people can sit in the gardens of GSTT. A portable screen is available to be used within the office if someone is working on the Directors Office table.  Staff and volunteers are encouraged to use their own cutlery and crockery.  Workstations cleaned professionally Thursday-Monday.  Staff encouraged to clean workstations at the end of the day and cleaning supplies for workstations are provided.  Staff are not permitted to leave any belongings in the museum overnight.  Florence costumes are kept in zipped costume bags and cleaned regularly. Uniforms should be cleaned regularly. |
| Shop and Admission Desk | Staff | The shop and admissions area is small with limited space to distance.  Shop stock is on display for visitors to purchase. | Visitors will be required to wear a facemask or covering in line with government policy. Staff will be encouraged to do the same if in frequent close contact with customers, but this is at their discretion. Visors will be purchased for staff who would like them.  A clear screen is installed on the admissions desk.  Visitors encouraged to book tickets in advance (Initially this will be the only way to visit)  There is distancing signage in shop and admissions area.  There is a one-way system in the shop.  Visitors will be encouraged not touch shop items they do not intend to purchase. Gloves will be available for ‘closer viewing’ but this will be discouraged.  Visitors will be encouraged to pay by contactless card.  A maximum of 3 visitors groups permitted at any one time unless from the same household.  There is regular cleaning of the shop, till and card machine in between users.  New shop stock/delivery will be quarantined for 24 hours.  The museum will continue to promote the web shop as an alternative to visiting site. |
| Talks, tours and performances | Visitors | The museum usually offers a programme of talks, tours and performances.  The museum has previously offered object handling sessions.  Florence Nightingale walking tours will still be available subject to demand. | Other than the introduction talk which will be offered at distance/behind a screen and offer advice regarding safety talks and tours are suspended until further notice. Live zoom talks, tours and web clips to replace.  Object handling will be suspended, but ‘close viewing of objects’ will continue behind a screen, recognising it is a popular activity.  London walking tours are running in line with government regulations. Pre booking is essential.  A maximum number of 5 participants. Visitors must bring their own mask if they wish to wear one during the walk. Social distancing measures and preventive measures must be respected during the walk. |
| Working from home. | Staff | Staff are required to work from home regularly in line with government guidelines and limited space in the office. | The museum advises that staff set up their workstation properly. If anyone struggles to do this they should seek advice from the Director.  All staff have been sent the museum’s working from home guidelines.  Staff are encouraged to take lunch breaks and stick to working hours.  Staff should maintain their outlook diaries in order to assist monitoring of workload. Staff should seek regular guidance from their line manager regarding their exact workload to ensure direction and capacity is maintained. |
| Mental health and wellbeing affected through isolation or anxiety about coronavirus, | Staff, volunteers | People have been affected by the pandemic and lockdown in many ways.  The majority of staff have been on furlough and the volunteer programme has been suspended. | Staff are given reintroduction training in new procedures.  Senior management keep continued communication with staff and volunteers.  Volunteers will be offered varying volunteer roles and remote volunteering.  There is clear communication on the website and on site to help visitors, staff and volunteers feel at ease. |
| Travelling to and from museum | Staff, volunteers, visitors | Staff, volunteers and visitors may need to take public transport to get to the museum. | Staff are provided with PPE (masks) for travel.  Staff are encouraged to discuss any specific travel concerns with the Director  Hours adjusted for volunteers to allow for off peak travel.  The public have been consulted with plans to change opening hours, and they have been adjusted accordingly to allow off peak hours for visitors.  Disposable masks and gloves available on site.  The museum is located near the Southbank and is easy to approach by foot from several areas  People are encouraged to walk or cycle to the museum. It is however recognised that the museum has limited facilities to support cyclists.  The Director and Trustees will closely monitor government and TFL advice and judge whether opening the museum remains appropriate. |
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It should be noted that in order to minimize and greater understand risk associated with COVID 19 the museum has only committed to open the museum 1 August 2020 – 18 November 2020. Ongoing opening will be continually assessed in line with guidance from the government, PHE, FL, GSTT, our insurance brokers and other relevant bodies. The museum is committed to the safety of its staff, volunteers, contractors and visitors. All staff are reminded that they should not attend work and consult a doctor is they display any symptoms of COVID 19. <https://www.nhs.uk/conditions/coronavirus-covid-19/>

In order to further manage risks associated with COVID19 and amplify public understanding the above measures will be reflected in our marketing, social media and other internal and external communications. Taking this approach we believe the risk to individuals is low and can be adequately managed.

Risk Assessment prepared by: …………………………………………………………… ………………………………………………………………

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Risk Assessment Authorised by …………………………………………………………….

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Date ……………………………………………………………..

I have read this risk assessment and understood the contents. I agree to follow the actions included. I will alert the Director and my line manager of any concerns.

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