



Risk Assessment Guidance In School Sessions

Last Updated October 2022

Session Content:

The Florence Nightingale Museum works hard to ensure that our sessions are of the highest standard, and content is appropriate for the age group we are working with. The Florence Nightingale Museum works hard to ensure that the historical information we share with the children, is accurate and presented in an age appropriate way for the group we are working with. The actor/facilitator works in character as either Florence Nightingale or Mary Seacole and there is artistic license taken in the portrayal of these historical figures. If requested, we can provide a more detailed breakdown of the workshop content, in addition to the overview on our website. We regularly monitor our workshops and facilitators, by visiting schools onsite and online and observing sessions.

Object Handling:

Any resources brought into the sessions for the children to use are condition checked and cleaned between sessions, actor/facilitators will give clear instructions on how objects should be used or handled before allowing the children to use them and class will be continually supervised by both the actor/facilitator and at least one member of school staff throughout the session. No easily breakable objects are used in sessions and any damaged objects will be removed.

The space we work in:

The Florence Nightingale Museum requires a clear space to work in and at least one member of staff to be present at all times. The space should be large enough to fit all the children participating with space for some physical practical work including moving around the space as different characters. To minimise the risk of injury, when a facilitator first enters the space, they will check that all obstacles such as PE or lunch time equipment have been removed. They will also check that the floor is not wet or slippery. However, the provision of a clear safe space is the responsibility of the school and we reserve the right to either request a more suitable space or the reasonable removal of obstacles before the session can begin.

COVID19:

Whilst on school premises The Florence Nightingale Museum will adhere to the procedures put in place by the school. Any props and costume used within the session are washed and cleaned between schools. Our actor/facilitators are advised not to attend schools if they have any Covid-19 symptoms, if they do we will try and arrange a replacement actor/facilitator to take the session or arrange an alternate date to attend.

Safeguarding:

We state clearly that we require at least one member of school staff to be present in the workshop at all times, our actor/facilitators should not be left in sole charge of the class and at any time. All our actor/facilitators have up to date DBS's and will present a copy of this, together with photographic ID on arrival at the school and familiarise themselves with any safeguarding



requirements the school has. It is the responsibility of the school staff to make sure all the children taking part in the session, stay in the hall/classroom during the session. Whilst the school are welcome to take photographs, The Florence Nightingale museum will not take any images or videos during the session unless it has been arranged prior and photo permissions obtained with the school.

Fire and evacuation:

As visitors to the school, our facilitators will adhere to the school's procedures and cannot take responsibility for the children.

Behaviour:

There is an expectation by The Florence Nightingale Museum that our actor/facilitators and the work they do will be respected by children and teaching staff alike. If children display inappropriate behaviour, the facilitator will ask them to stop. If the behaviour persists, we expect school staff to intervene. If any behaviour makes it difficult for the workshop to continue as planned, the facilitator will end the session until appropriate action has been taken. If for any reason the facilitator feels that the environment is unsafe for them or the children, they have the right to end the session immediately and without notice. We ask that staff make the facilitators aware of any additional needs particular children may have, either prior to our visit or on the day.