

## Risk Assessment Guidance for Teachers 'Meet Miss Nightingale' School Museum Visit

The Florence Nightingale Museum's public gallery and exhibition space has been designed and is maintained as a safe space for the public. Activities for schools are designed with full consideration of risks and the Museum completes risk assessments for all new work and activities.

We encourage teachers, where possible and feasible, to visit the Museum in advance. We permit up to 2 people to visit free of charge in an effort to support teachers to create their risk-assessments and better familiarise themselves with the space. To book a pre-visit, please email [info@florence-nightingale.co.uk](mailto:info@florence-nightingale.co.uk) or call the museum on 020 7188 4400 to arrange. We would be grateful if you can give at least two weeks notice, as the museum is currently closed to the public and relevant staff are not always on site.

The creation of a Risk Assessment is the responsibility of the teacher or visiting group leader but we encourage teachers to consider the following notes below as part of their Risk Assessment:

- Any materials to be handled as part of our workshop or school activities have been risk-assessed. Staff leading the activities will advise those taking part of any precautions and will ensure that, with the help of teachers and other accompanying adults, participant behaviour is safe.
- Potential trip hazards in the Museum will be identified and excluded from the participants' route.
- All electrical equipment is regularly checked to ensure that visitors are protected from electrical shock.
- Construction materials and any paint finishes used in the Museum are fire-retardant and safe for visitor contact.
- The building is fitted with smoke and heat alarm systems as part of wider requirements within St. Thomas's Hospital that will alert staff of the need for evacuation. Fire exits are clearly marked and well-rehearsed evacuation procedures ensure that visitors can safely and quickly exit the premises.
- As at school, teachers and accompanying adults are responsible for the general health and safety of children. Teachers and accompanying adults should remain with their groups at all times and accompany them in case of an evacuation.
- The Museum has assembly point outside the main front, which can be accessed via two fire escapes, the main front door and the fire door on the right-hand side of the museum gallery. The escape point used will depend on the nature of the evacuation and location of the school and hazard at a given time. Group leaders are requested to brief every adult with an assembly location and evacuation route.
- We do not have first aid facilities here at Florence Nightingale Museum however we do hold a first aid box with basic supplies and any accidents or emergencies can report directly to St. Thomas' A&E Department on site.

- Due to the size of the Museum, it's unlikely that we will experience a 'lost child' incident but staff can be called upon to support teachers and group leaders in such an event