

Risk Assessment Guidance for Teachers/Group Educational Leaders for a Self-Guided Museum Visit – COVID 19 Updated Guidance

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 and other visiting educational groups are designed with full consideration of risks and the Museum completes risk assessments for all new work and activities.

We encourage educators and group leaders, 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. Educators and group leaders, however, must book on to a designated date and time slot in light of wider visiting and ticketing changes implemented due to COVID-19 and to ensure the Museum complies with social distancing and capacity regulations.

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

- The Museum has installed hand-sanitiser stations on gallery and all visitors are asked to sanitise and/or wash hands on arrival to the Museum.
- The Museum has supplied anti-bacterial wipes in each section of the gallery space so that visitors may use these to clean hands/headphones/touch screens/surfaces they touch at any given time.
- Museum staff will periodically clean headphones/touchscreens/door handles across the gallery and in the toilets to maintain high levels of hygiene.
- Masks or face coverings are now mandatory in the Museum unless visitors are exempted as per the designated guidelines and criteria for mask exemption. As such, our staff will be wearing masks and/or face shields throughout your visit.
- Floor signage has been installed to help remind visitors to keep a safe distance and observe the '1m+ rule' of social distancing.
- Any materials to be handled as part of our workshop or self-led activity have been risk-assessed as well as sanitised pre and post visit. 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 well as updated fire extinguishers as part of wider requirements within St. Thomas's Hospital. In the event of an evacuation, fire exits are clearly marked and well-rehearsed evacuation procedures ensure that visitors can safely and quickly exit the premises.
- As in a school or other educational establishment, any educators, group leaders and accompanying adults are responsible for the general health and safety of their group. They should remain with their group at all times and accompany them in case of an evacuation.
- The Museum has two assembly points, one outside the main front doors and one within the Gassiot House children's playground that is accessible via the back of the Museum. The location 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.