

Florence Nightingale Museum

Generic Risk Assessment for School Groups visiting the Florence Nightingale Museum

Please note that this is a broad and generic risk assessment for guidance only. Teachers are highly recommended to visit the Museum before they visit and complete their own assessment to meet the specific needs of the group.

Area	Hazards Present	Detail	Control Measures
Arrival at Florence Nightingale Museum			
Mounting/dismounting of coaches Coach drop-off is located on Lambeth Palace Road (close to the bus stop). School groups will need to cross car park to reach Museum.	Vehicles constantly drive through here, including emergency vehicles	Risk of pupil being knocked over by moving vehicle whilst crossing car park to reach the Museum.	<ul style="list-style-type: none"> Group always under adult supervision and providing enough helpers for supervision. (Min ratio 1:5) Coaches to drop off close to the bus stop on Lambeth Palace Road.
	Slip, trip or fall	Risk of children slipping/tripping/falling when wet or icy in the car park.	<ul style="list-style-type: none"> Group always under adult supervision. School staff responsible for administering first aid.
Arrival at entrance Museum front door leads straight to car park of hospital	Pupils could leave the Museum.	Children could leave the Museum and get lost.	<ul style="list-style-type: none"> Ensure children are aware which adult is responsible for them, ensure children are constantly supervised by their adult. The Front Desk is always manned by a member of staff.

	Overcrowding	The Museum entrance area is small, and other visitors will be in the entrance and shop.	<ul style="list-style-type: none"> • One school in the museum entrance at one time • Children should enter in a single or double file line, and asked to behave carefully and sensibly. • Class numbers limited to 35 children and up to 10 adults.
Cloakroom Taking off coats and hanging lunch bags.	<ul style="list-style-type: none"> • Overcrowding • Falling objects • Slips, trips, falls 	The cloakroom is quite small, and is also used by other members of the public as well as storage for pushchairs. Some of the hooks are at a height that children are unable to reach.	<ul style="list-style-type: none"> • Limit number of children in cloakroom • Adult supervision at all times. • Request children behave sensibly and carefully.
Using toilets	<ul style="list-style-type: none"> • Slipping • Trapped and pinched fingers in cubicle doors • Toilets using by general public 	The toilets are used by all visitors at the museum, and there are only three cubicles in the Ladies and two in the Men's' toilet.	<ul style="list-style-type: none"> • Adult supervision by own teachers. • Toilets maintained by Museum staff. • No member of museum staff or volunteers supervise children.
'A Visit with Miss Nightingale' Workshop			
Gallery The workshop takes place in the main gallery of the museum.	<ul style="list-style-type: none"> • Fire • Slips, trips, falls • Open to the public • Herb draw/allergies • Pupils leaving the 	The gallery is open to the public. There is also the risk of slipping, tripping, falling and banging into displays and objects. Herbs are used in an interactive display that could potentially cause allergic reactions (Cinnamon, ginger, lemon grass,	<ul style="list-style-type: none"> • Adult supervision at all times. • Teachers given emergency plan of museum. • Fire evacuation procedures in place. • Request children behave

	gallery/museum	liquorice, sage, vanilla pods). If unsupervised pupils could potentially leave the museum.	<p>sensibly and carefully</p> <ul style="list-style-type: none"> Teachers should inform museum staff of any allergies to herbs Students should be escorted to the toilets by their accompanying adults.
Handling Objects	<ul style="list-style-type: none"> Broken objects Misuse of objects Dropping objects 	Objects could be dropped or mishandled and break causing injury.	<ul style="list-style-type: none"> All objects checked before, after and monitored during sessions for breakages Children given rules for object handling Adult supervision at all times Use of education handling object only
Lunch in café in St Thomas' Hospital			
<p>Walking to café</p> <p>The café is located in St Thomas' Hospital, about a 10 minute walk from the Museum. Schools will need to cross through car park</p>	<ul style="list-style-type: none"> Slips, trips, falls Overcrowding traffic 	Risk of pupils being knocked over by moving vehicle The walk over involves walking up stairs. Schools will have to walk through the main entrance of St Thomas' Hospital, which a busy hospital.	<ul style="list-style-type: none"> Enough adults for effective supervision. Directions are given to teachers on best way to reach café, and depending on staff availability may be led over.
Using café	<ul style="list-style-type: none"> Overcrowding Children could wonder off 	The café in St Thomas' Hospital is open to all staff, patients and visitors at the hospital and can be very busy. Children could wander away from café.	<ul style="list-style-type: none"> Area cordoned off in café to be used specifically for school groups Effective adult supervision at all times
Using toilets	<ul style="list-style-type: none"> Open to public Overcrowded 	The toilets located near the café can be quite busy with Hospital	<ul style="list-style-type: none"> Limit numbers going to toilet Teacher supervision

		staff/patients/visitors using these.	<ul style="list-style-type: none"> School groups encouraged to use toilets in the Museum
Lunch in the garden at St Thomas' Hospital			
Walking to garden The Hospital garden is located about 5 minutes from the Museum.	<ul style="list-style-type: none"> Slips, trips, falls Traffic 	To reach the Hospital garden school groups will need to walk through the car park and up the stairs.	<ul style="list-style-type: none"> Enough adults for effective supervision.
Garden area	<ul style="list-style-type: none"> Children wondering off Members of public Drowning 	The Hospital garden is an open area that is used by Hospital staff and patients, as well as members. There is a small water feature which has a pond around it.	<ul style="list-style-type: none"> Effective adult supervision at all times.