

Florence **NIGHTINGALE** **MUSEUM**

Risk Assessment Guidance for Teachers/Group Educational Leaders for a Self-Guided 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 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.

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:

- 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 emergency exits, museum staff will guide all visitors, including groups out of the emergency exits in the event of an evacuation. The assembly point is located across the car park entrance, opposite the museum front door.
- 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.