

# The Old Operating Theatre, Museum and Herb Garret

Covering period 1<sup>st</sup> January – 31<sup>st</sup> December 2003



***15 March 2004***

***9A, ST. THOMAS STREET, SOUTHWARK, SE1 9RY***

***Yvette Barrett, Stewart Caine, Kirsty Chilton, Kevin Flude, Julia Grollman, Karen Howell***

## ***SUMMARY***

2003 was a very successful year in which we reached 24,000 visitors for the first time and the shop recorded record sales. Visitor numbers were up by 10% over the previous year. Attendances from schools and groups were also well up on the previous year.

Staff have been as reliable as ever - keeping the Museum running smoothly while at the same time somehow managing an impressive measure of involvement in other projects and development. Given the circumstances staff commitment continues to amaze. The increasing number of individual visitors means that staff are working under more pressure than hitherto as there is less and less time away from the public. The combination of servicing the increased number of visitors and running the development project does make working on other projects and developments difficult and increases staff stress.

Despite this staff have been successfully involved with an impressive array of other projects. Our The Development Project has been driven forward by Stewart Caine and supported by the Development Working Party. Funded by the Pool of London and by the Charitable Foundation the project is laying the foundation of a bid for the Church. The most notable effect to date is the production of the excellent Conservation Plan document which will be of great use to the Museum and the owners/users of St Thomas Church. We are now finalising the Audience Development project which has involved all members of staff. We have run three other grant funded projects. Julia Grollman's Apothecary Pack has produced a high quality education pack which will long serve the Museum. Yvette Barrett and Karen Howell have completed the conservation and display project of the anatomical figure which now adorns the Museum. Yvette Barrett has worked on the innovative Fun Box scheme which is designed to create activities for toddlers visiting the Museum. Karen Howell continues to build the Collection, look after the building, run the staff rota and still have time to maintain the Herb Garret and Theatre. Kevin Flude has developed the web site and has loaded on-line versions of our display panels. Our virtual visitors continue to grow exponentially. This month we even received our very first on line purchase! Kirsty Chilton, joined the staff to replace Iris Boening who went to work for Body Worlds. Kirsty has helped Stewart and Karen present a special events programme which has had impressive popular, artistic, and scientific/medical elements.

We received a letter from Mr Pennington Legh soliciting an offer for the Church, this means that the development plan will be the main focus for the coming year.

The following problems remain:

- Unresolved scheme for new fire escape
- Jubilee Line restoration project appears to be making no progress
- Roof leaks
- Lack of disabled access, office space, storage space
- Problematic security of tenure

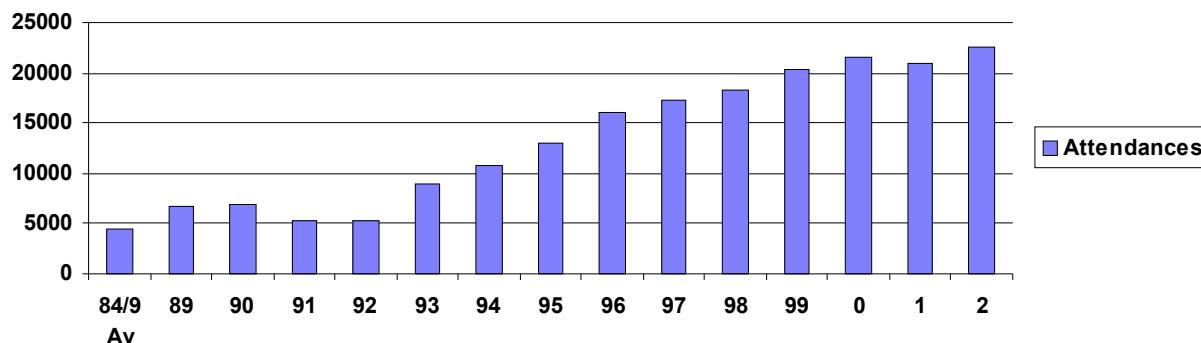
The imminent arrival of new tenants to the Old Post Office mean a certain amount of anxiety about the use of the fire escape.

# 1. THE MUSEUM AND THE PUBLIC

## 1.1. Performance and Attendance figures

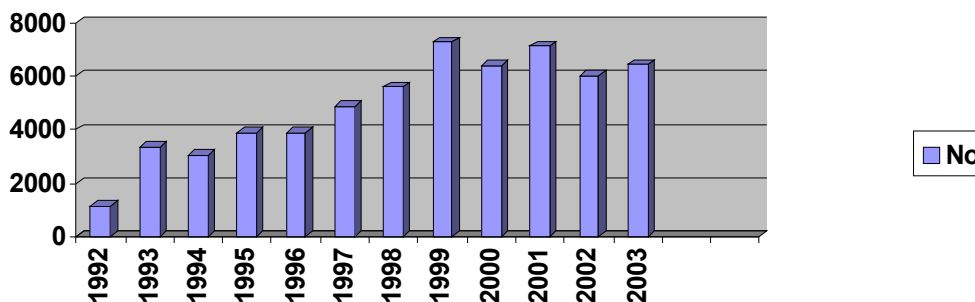
2003 confirmed a resumption of year by year growth in the Museum's visitor numbers. This year they were up to a record breaking 24,656. This is 10% up on 2002 and 18% up on 2001.

**Museum Attendances**

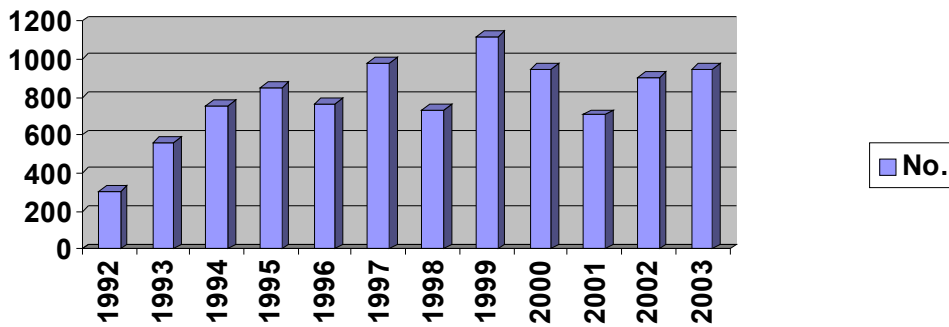


Attendances from schools were 7% up on 2002, although still 10% down on 2001.

**School Groups**

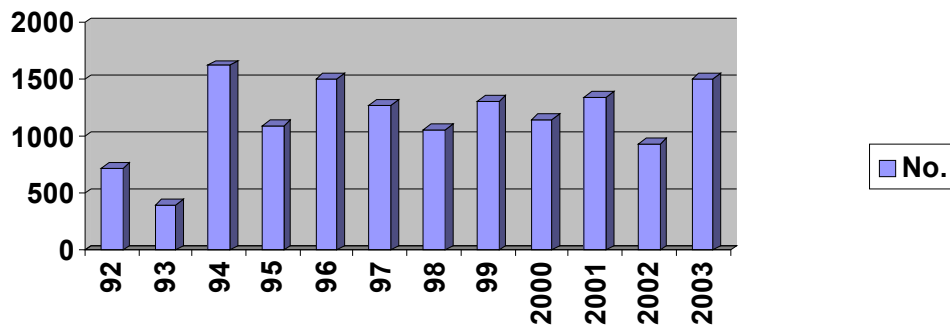


### Medical Groups



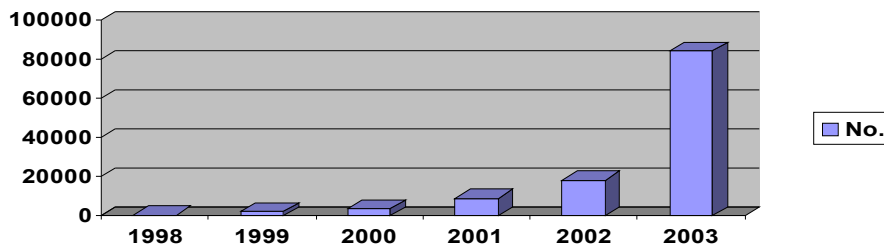
Attendances from medical groups were up 5% to 949 and other adult groups were 61% up to 1506. Although these figures are good, the graphs of recent years suggests we are still recovering ground lost in 2000/1.

### Groups Adult non medical



**Virtual Visitors:** The web site continues to gain hits. We had had over 84,000 'hits' (18,243 2002) hits on our web site's index page this year. This is more than quadruple the figure for last year. It probably represents some 17,000 virtual visitors to the index page and perhaps 51,000 visitors to the web site as a whole. This latter figure is an estimate only.

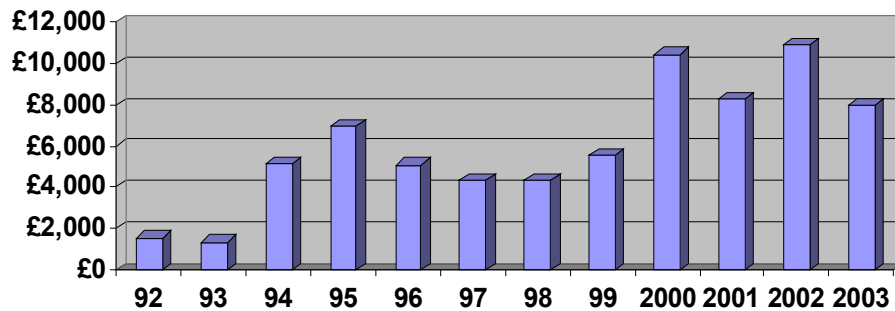
### Internet Hits



**Web Site Development.** Kevin Flude and Chris Sansom of Highway 57 revised the design of the web site to make it easier to use. The Web site was improved by the addition of extra content including on line exhibitions. On-line purchases were enabled in the virtual shop.

**Hire and out of hours visits.** Income from Hire was £7, 973, 27% down on 2002, 4% down on

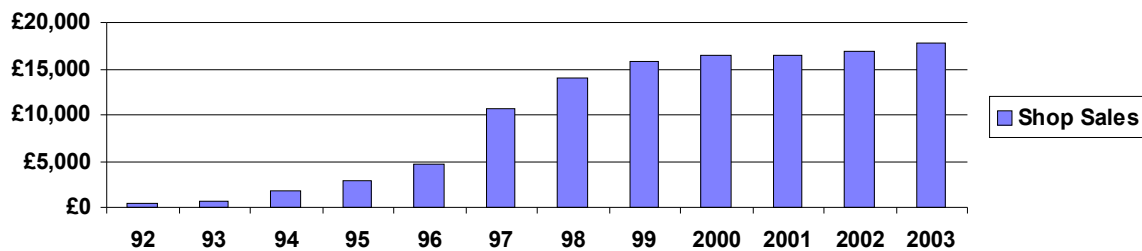
**Hire £**



2001 but as hire varies year by year no clear trend can be read into this year's figures except that there is no clear upward trend in the last 4 years.

**Shop.** The shop, again, had its best year ever - this year turnover was 5% up on last year, and 8% up on 2001. The average spend per person, however, has declined to 72p per person (75p 2002, 78p 2001, 67p 2000). This may represent the increasing number of tourists visiting with no special interest in medical matters.

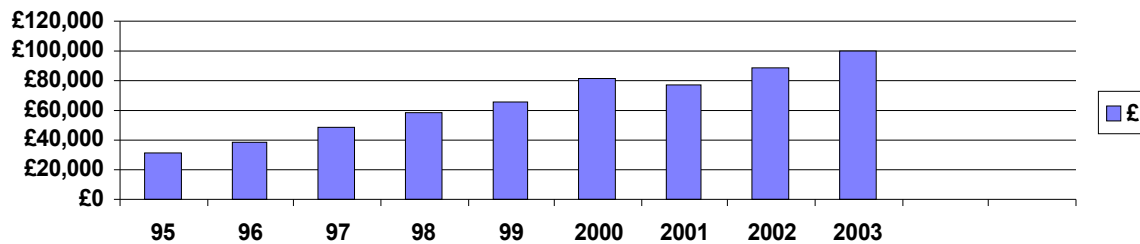
**Sales Figures**



The Museum shop was complimented in an article on museum shops in 'Time Out' magazine. In August, a new line of 'heart' logo tee shirts, vest and cap were introduced and appear to be selling very well. The museum shop has found new suppliers, and now holds predominately medical books, herbal books, and some science and learning toys, and has on sale 14 different postcards. Suppliers include The Florence Nightingale Museum and The Royal Pharmaceutical Society. Kevin Flude set up a small selection of items from the shop to be available to purchase on-line and at 10.30 on Saturday, March 13<sup>th</sup> we received our very first on-line purchase from the Shop – which was a guide book.

## Income

Income recorded on Monthly Sheet



Income from attendances, hire and the shop was up by 13% over 2002, 30% up over 2001. . Gross Income per visitor was £4.08 (£3.94 in 02; £3.90 in 2001 £3.70 2000, £3.78 1999). Entry fees were increased to £4.00 Adults £3.00 Concessions £ 2.50 Children under 16 £10 Family Ticket (9.9% increase). Entry fees in 2003 are: £4.25 adults, £3.25 concessions, £2.50 children under 16, £11 family ticket (7.6% increase)

### 1.2. Marketing & Events & Public Engagements

During 2003 the Museum has continued to offer a wide range of events and lectures, which have helped the museum maintain its profile in the press and media. All staff have contributed to the quarterly distribution of the events leaflet, with Karen Howell supervising the medical events, with assistance from Stewart Caine as part of Audience Development, and Julia Grollman supporting the family and education workshops.

The regular "Victorian Surgery" event still proves popular with the public, often achieving a full house, and is supplemented during the school holidays with Herb Garret workshops which have developed from the Department of Education funded Apothecary's Pack. Karen Howell has continued to develop "From Garden to Garret," in association with the Bankside Open Spaces Project at St George's Church. Kirsty Chilton has developed a presentation on the Body snatchers, and Speed Surgery ("on the hour every hour") continues to be scheduled for special promotions, such as the Campaign for London's Small Museums in May. The Museum has also participated in National Science Week, Museums & Galleries Month, Black History Month, and the Campaign for Drawing. In August, the Egyptologist Sally Wallace Jones organized a new workshop in the Garret, "The Egyptian Prescription."

The Museum has continued to invite guest speakers, including Dr Peter Stanley who gave a lecture in April on the occasion of the publication of his book "For Fear of Pain British Surgery 1790 1850." In May, Andrew Chevallier presented an Herb Society Lecture, "Herbs, Health, & Arthritis." During the summer, Karen Howell organized "The Blood & Bone Series," which included "Seeing With One's Own Eyes," a lecture on anatomy and pathology collections by Professor Robin Cooke. Linda Stratmann gave a lecture to mark the publication of her new book "Chloroform: the Quest for Oblivion." New themes were addressed by Russell Shaffrey who spoke on bone setting and osteopathy, and Dr David Leaback who spoke on Astley Cooper and the birth of science-based medicine. Karen Howell developed "The Day of Blood," in association with the Blood Transfusion

Service.

The Museum has also continued to host and encourage sci-art events. In July The National Art Collections Fund organized An Art happens Event, "Science Cannot Be Art?" with Professor Harold Ellis, the artist Rob Kessler, and chaired by Denna Jones of the Wellcome Trust. The Operating Theatre also provided the venue for Undercovers, a new play by Melanie Challenger, and in September was selected as one of twelve venues to participate in London Fashion Week, hosting a video installation based on the work of Eley Kishimoto. In October, the Museum collaborated with the Museum of Installation and artist Alexander Pillis on Architecture Parallax: Collective Intelligence, a project exploring "visual crisis," and supported by the Royal National Institute of the Blind. In December, the Museum in collaboration with the Horse Hospital and the October Gallery, hosted Salon 2003, which included cult author Jack Sargeant in conversation with the performance artist Cossi Fanni Tutti, and was funded by the Swedish Spoken Word Festival (Information Wants to Be Free). Karen Howell has been working throughout 2003 on art project events. Art project involvement includes artist Karen Ingham, Anatomy project in collaboration with Guy's Hospital, photographs and lectures due June 2004; Athena Vahla, artist, planning a modern dance project which has just received Wellcome Institute funding for museum event in 2004 which will be shown in collaboration with the OXO building, Helen Silverman, local video artist, for video installation work in October 2004.

Although resources mitigated against a dedicated programme for the tricentenary of St Thomas<sup>1</sup> Church, the Open House Weekend in September provided the opportunity to launch a public petition for support of the Development Project, and distribute the House of Healing publicity materials funded by the Pool of London Partnership.

The Museum continues to be well represented in the press and media, with features ranging from "Seeking out the city's little gems," a full page illustrated article in the Evening Standard, to "Gory discovery in the attic" in the Secret London section of the Independent on Sunday, by way of an illustrated review of the Museum's shop in Time Out. And Adam Hart Davies continues to have his leg amputated, in the often repeated BBC programme, "What the Victorians Did For Us.

### **1.3. Education**

The education service has run very smoothly in spite of all the demands of working in the museum. The help of all staff on the rota in taking care of groups when booking, and during their visits, is much appreciated.

**Groups:** 2003 was characterized by a steady throughput of groups, including an improvement of nearly 9% in groups numbers over 2002. We continued to have a mix of School, Medical and Other, also a mixture of ages and geographical spread. Visits to the museum are often combined with other sites such as: the Science Museum, Imperial War Museum, Florence Nightingale Museum, Globe Theatre, Southwark Cathedral, Golden Hinde, and HMS Belfast. Bookings via the Internet continue to be made, particularly from overseas. We continue to pick up joint bookings from the **Golden Hinde** on the back of our joint mailing in 2002.

**School groups:** the majority (69%) were from Key Stage 4 (GCSE History 'Medicine through time' module); of these groups, 87% came from outside London in 2003. The other significant sector of

school groups (20%) are Key Stage 2 (History: 'The Victorians'). In 2003, 74% of these groups were from London – primary school groups are unlikely to travel far. We also have a sprinkling of KS1, KS3 and Post-16 school groups.

**Medical groups:** have included nursing students from Germany, France, Norway and the US; students on an MSc in Health Services Research; a practice outing for a group of Dentists; radiographers; student midwives – plus our longstanding ODP groups.

**'Other' groups:** come from a wide range of backgrounds – a snapshot list includes: student herbalists; a Victorian literature course; a French Women's group; a group of long-term unemployed based at Guy's; personnel from the US Ministry of Defense; and several 'English as a Second Language' groups.

**Programmes :** The mainstay of the education service (and wider groups visits) continues to be the focus on our talk/demonstration in the operating theatre on the **Victorian Surgery** theme. This was competently and reliably delivered this year by Yvette Barrett, Iris Boening (ably replaced in April by Kirsty Chilton) and Julia Grollman, with additional support from Karen Howell and occasional cover from Kevin Flude. Staff are able to deliver this programme successfully to a wide variety of ages and levels, altering content and approach appropriately.

Sessions focused in the **garret** remain informal due to the lack of space for seating whole class groups. Drawing activities are particularly successful with Key Stage 2, particularly the younger ones who fidget if they spend too long in the theatre. Karen also gave occasional Herb lectures/demonstrations for adults as required. Karen developed a new talk on Hippocratic Medicine on 30<sup>th</sup> August gave a lecture on 'The Story of Blood - Part 1' in association with the National Blood Service was very popular (x50 attendance). Other talks are sometimes given (e.g. Medicine in the Age of Shakespeare by Kevin Flude delivered to the Friends of the Globe).

**Walks** focusing on Public Health in Southwark were booked by some groups to complement their museum visit, and delivered mainly by freelancers. Both school and adult groups booked these.

A **summer holiday programme** was offered with variable attendance. We also focussed on **Family Learning Weekend** for the second time. These themed initiatives are worth pursuing, but needs further planning. A drawing session tutored by Yvette Barrett, with support from Julia, was added to the museum events programme as part of the Big Draw nationwide arts event. "Nature Morte" (Still Life) was a tutored small group drawing session for adults. Provided with foam board drawing boards, paper and pencils, those who booked places were encouraged to draw inspiration from the atmospheric surroundings and objects in the museum collection. Tutoring included general advice on composition and observation and the use of line and shade as well as one to one personal encouragement and advice. Although small-scale, the session was successful, which raises our confidence for future participation.

New **contacts** were made with education personnel locally: Barbara Ockenden from HMS Belfast, Zoe Gilbert from the Florence Nightingale Museum, and Isobel Durrant (a teacher at Guy's Evelina Hospital School). A successful **Outreach** session was delivered to a dysphasic group in Barnet and Hugh Jenkins gave lectures on the Museums to societies including one to the Enfield Conservative Party! Chris Sams has been updating the Contacts database with details of groups visiting the

Museum.

**The Apothecary Pack:** This is a new resource Pack for the museum containing Resource cards covering 20 themes. It also suggests classroom activities linked to several KS2 curricula. The grant award was from Phase 2 of the DfES Museums and Galleries Education Programme via Resource and the London Museums Agency. This money funded: staff time outside the museum for research, development and production of the Pack; printing costs; and preliminary marketing. The project was begun and completed in 2003, and grant monies have been awarded in full.

This Pack is already being sold on a small scale. Visiting primary schools are taking an interest and some are purchasing copies. It extends interpretation of the museum, and the content may be adaptable for a variety of users and curricula in due course. The grant project arranged periodic meetings between participants (22 museums and galleries in all, from the London region). These meetings were useful for networking and sharing of experiences, approaches, and problems. Although we were the only medical museum, the wide range of projects provides ideas for possible future use. It has had several benefits for Julia Grollman in terms of personal development: experience in running a grant project; working with freelancers and printers; working in partnership with a school; networking opportunities with other project participants; and increased job satisfaction. The grant also introduced the Museum to the practice of partnership working, with a primary class.

**Future education marketing:** In view of the fact that our busiest months (March and November) are close to saturation and dominated by school groups, any marketing to increase group visits should concentrate on the quieter months (especially May and August) and the non-education sector. Some targets could be: overseas tour groups, community groups, adult special needs, summer schools, summer play-schemes, seniors, and medical professionals. At present the education service is marketed to the public by word of mouth, and benefits from the profile of the Museum but there has been little time or resources for a more pro-active approach. There is perhaps scope for more work with on **joint ventures**. The whole Bankside/Pool of London area is developing rapidly and perhaps we should open our focus further to the local community and to tourism.

## **2. Museum Development Project & Lord Brock Memorial Trust**

### **2.1. Development Project**

We have spent much of the year involved with the Development project. We have set up a working party which meets regularly to discuss the project consisting of: David Firmin, Stella Mason, Kevin Flude, Stewart Caine and Karen Howell. We have been working on setting up policies and documents to prepare ourselves for a possible bid for the Church. The work, partly funded by the Pool of London and the Charitable Foundation of Guys and St Thomas, has so far produced the excellent 'Conservation Plan' by John Rhodes and the next major component the 'Needs Assessment & Audience Development' document is being produced by Evelyn Carpenter a specialist consultant.

Stewart Caine has put together a good briefing report on the Development project and we have folders and leaflets about the project. Kevin Flude has produced a draft Fund-raising strategy

document and has set up the mailing list ready for the launch of the fund-raising campaign. Stewart Caine also been working on advocacy and on a Heritage Lottery grant application. Stewart has born the brunt of the work load of the project and has done very good work keeping the project going in difficult circumstances.

- 2.2. Letter from the Chapter Group:** we have received a letter from Mr Pennington Legh of the Chapter group inviting an offer for the Church. This means we are now in a position to launch the development plan. We intend to do this in May of this year.
- 2.3. Lease with the Chapter Group:** Discussion over the lease have been in abeyance as we have been pursuing the option to purchase.
- 2.4. the Post Office Building:** The old Post Office Building is about to be rented to, we think, the British Transport Police – we have contacted the landlords and asked them to let us have a contact name as soon as possible so that we can ensure fire escape remains usable. The fire escape is essential for the continued existence of the Museum and also has been used to provide disabled access.
- 2.5. Fire Escape and new Entrance Development:** Discussion over the lease have been in abeyance as we have been pursuing the option to purchase.
- 2.6. Listing:** The listing project has been in abeyance while the Conservation Plan has been in production.

### **3. MUSEUM STAFF, MANAGEMENT, POLICY, AND DEVELOPMENT**

#### **3.1. Staffing and Museum Opening**

The Museum has been staffed 7 days a week throughout the period, including Bank Holidays, and has not lost any days due to staff absence or other unexpected occurrence. Short closures were forced by problem with the stairs on Open House weekend, and following the theft. Closure was just a matter of hours. Staffing:

Iris Boening left the Museum in 2003 and has been replaced by Kirsty Chilton who was a volunteer at the Museum.

Kirsty Chilton education, administration, marketing  
Yvette Barrett, Assistant Curator, display, education and building  
Stewart Caine Development Officer (Lord Brock, accounts, development and marketing)  
Kirsty Chilton education, administration, marketing  
Julia Grollman Education Officer

Karen Howell Curator, senior member of staff (Collection, Display, Shop and Building)

Kevin Flude has averaged 16.5 hours a week working for the Museum in 2003(15h 2002,14h 2001,14 h 2000, 14 h 1999, 18h 1998). All members of staff take responsibility as Duty Officer and help with the curatorial, administrative, educational, shop and front of house aspects of the Museum. Hugh Jenkins and Julie Carter helped out and undertook the Public Health guided walks and outreach meetings to schools and societies on a freelance basis.

### **3.2. Volunteers**

The Museum continues to rely on the help of Volunteers. Chris Sams and Valentina Lari have been the main stay of last year. Mrs D Howell and Barbara Booker are our volunteer 'herb women' who continue to make the Herb Garret so attractive. Connie Flude and on one occasion, Hetty Flude have helped at the Museum. Julia Grollman administered our work experience placement in July for one week – a year 10 school student – with full support from other staff.

### **3.3. Training, CPD & Advocacy**

Museum staff continued to attend various museum and local groups to represent the Museum. Stewart Caine (and to a lesser extent Kevin Flude and Karen Howell) have been meeting people with a view to helping our development plans. We continue to attend the London Museums of Health and Medicine group (LMHM) and urge them to joint marketing initiatives. The staff all continued training and Continuous Professional development – these are listed at the end of the report.

### **3.4. Accounts**

Stewart Caine has delivered the two years accounts that are outstanding to our Accountants. We then hope to review the accountancy situation and begin a regular and routine quarterly reporting routine.

### **3.5. Office Equipment**

We purchased a new computer for the Museum, but have suffered intermittent breakdowns in email communications and the network. We purchased a new photocopier and entered into a maintenance contract with a different organisation and have thereby save a substantial amount of money.

### **3.6. Health and safety, museum procedures and policies**

Yvette Barrett has been to a series of training session in Health and Safety, Fire Wardenship etc. and is applying this knowledge to the Museum. The major problem remains the cramped working conditions, which we try to alleviate by small improvements around the office area.

## **4. CURATION, DISPLAYS & RESEARCH**

### **4.1. Research**

The Pharmacopoeia of St Thomas's Hospital 1772 has been translated from Latin for use in museum displays. Much of the herbal information in the Garret had been of Guy's Hospital only. This very frail book now in The London Metropolitan Archive, was translated from the microfiche copy, by KH with the generous help of Peter Homan of The Royal Pharmaceutical Society. Herb labels have been adjusted to incorporate parts of the Latin Pharmacopoeia of St Thomas' Hospital 1772. The fully translated transcript and copy of the original will be placed into display in book form in 2004.

#### **4.2. Displays**

We have updated and replaced all the Surgery exhibition boards in the Ante-Chamber. All displays are now available in book form to read in the museum while sitting down or to purchase and read at home. Several have been uploaded onto the web site.

In 2003, the museum activated the conservation grant achieved from Resource, for £1,500 for the restoration and casing of a late nineteenth century anatomical teaching figure. The figure, generously donated by Dr Harniman and Dr Lucas, was made by medical model maker Adam Rouilly for the London Teaching Hospitals. The Resource grant paid for the conservation and casing of the object. The museum's conservator, George Monger, reattached the (severed) head of the figure, and generally cleaned and repaired small damages sustained. The grant also paid for a bespoke display case to be constructed to protect and display the figure. The glass case with its own cupboard plinth, was made by Yvette Barrett and Karen Howell, and was designed to provide a new conservation grade collection cupboard for the object collection in the museum.

The cased figure is currently on display, but has not been officially launched, due in March 2004. This new donation enhances museum displays, and makes some advance on planned anatomy exhibit development. The new acquisition will act as a visual aid for life learning, physiognomy and anatomy teaching for all ages. A follow through anatomical puzzle/table is underway for incorporation into user friendly interactive displays.

#### **4.3. Donation of Objects to the Collection**

The museum was fortunate to receive 4 donated objects:

(2003:002) Guy's Hospital Reports, donated by Dr O' Brian, Dept Neurology Guy's Hospital.

(2003:010) An Electrical Therapy Box, donated by Mr Gregorowski.

(2003:016) A Whirling Douche, donated by Mrs G. Framley.

(2003:018) Two Glass Medicine Measuring glasses in case, donated by Mrs A. Rooker.

#### **4.4. Purchases for the Collection**

(2003:021) Book: 'Pharmacopoeia Meadiana'.

A 1757 prescription/ remedy book written by Richard Mead, purchased to commemorate one of London's most famous physicians, Richard Mead joining St Thomas' Hospital in 1703). (Two of Mead's commonly used materials being black cherry and crab's eyes).

(2003:020) Original print portrait of R. Mead incorporating a short biography, purchased to be shown with book.

(2003: 019) Single Glass Eye prosthetic with veins.

Various small apothecary jars and bottles: (2003:001, 011, 012, 022, 029(a, b), 030,

and (2003: 031) Small labeled Bottle for "Bile Beans".

#### **4.5. Loan of Objects**

The museum has been loaned one new object in 2003:

(2003:008) A reproduction of an ancient Roman Trephine and Bow Saw, loaned by Wild Dream Films, (Director Stuart Hall)

#### **4.6. Open Displays/Handling Collection**

(2003:006 a, b, c) Modern Cupping Jars. Three graded cupping jars.

(2003: 009) Mortar and Pestle - Modern Wood.

(2003: 013) Apothecary scales purchased for development of interactive displays. The original apothecary weights will be shown locked down - a full copy set were reproduced by KH for use as part of a hands-on 'interactive' displays in progress.

(2003:026) Book - Gray's Anatomy - Large Modern facsimile book to be shown with new display development around new Anatomical Teaching figure (2001:039).

The Museum donated one of its old, dismantled display cases, to the Carnegie Library and Art Gallery, via Jeffrey Doorn, for the display of their ceramic collection.

#### **4.7. Grant Projects**

'The interactive, multicultural doctor' application to Culture on Line got through the first stage of the process but failed to make the final cut. We hope to revive the project at a later date.

**Anatomical Figure cabinet. (see above)**

**Fun boxes:** The Fun Box project was funded by the London Museum's Agency New Audiences Grant (£2,150) and was set up to provide some portable educational fun for toddlers visiting the Museum with their parents. Much of the work has been carried out by Yvette Barrett. Research was carried out in the museum by questionnaire and by chatting to museum users also by observation of museum use and reaction if supplied with additional simple objects, like pen & paper, pestle & mortars etc. Results (available in full) which also inform the contents, show that a box of simple and relevant objects / toys would enhance the visits of families and small groups with young and mixed aged children to the museum. Contents of the boxes specific to the Old Operating Theatre Museum are being produced by hand e.g. Surgeon's aprons for 5 year olds, modern theatre gowns for dolls, simple puzzle sheets. Technical drawings for construction of the box have been produced. Research into suitable materials for manufacture concluded and materials have been ordered. A prototype is in production. Advice was also sought from a teacher with special responsibility for multicultural teaching.

Kevin Flude was successful in a personal application for an 'Unltd Millennium Award'. Unltd distributes Millennium grant money under its strap line as 'the foundation for Social Entrepreneurs'. The award is to help establish a project called the 'Lost Industries of Southwark'. This is the first phase of a project to mark the many industries that once thrived in Southwark. It is hoped that local museums will participate in the project once it is established.

## **5. BUILDING AND PHYSICAL ENVIRONMENT**

### **5.1. Staircase**

We undertook emergency repair of the staircase which felt insecure underfoot. Investigation by Karen Howell showed that a previous wall repair had partly given way, removing support to a section of wood staircase. During the Christmas period, Karen Howell with Stewart Caine installed a metal 'Acro' prop, hired for the purpose, to support the staircase and remove the old cement repair (thought to have been undertaken in 2000). On complete removal the repair was seen to have been inadequate, providing little or no actual support to the under stair lintel. The cavity was filled with cement to construct a replacement brick to support the lintel. The dislocated staircase was then relocated and fixed in place. The prop was later removed, the repair has resolved the movement in the staircase, and as it was proposed to use this system again, should the problem arise, the 'Acro' has been permanently acquired by the museum. The steps of the spiral staircase were properly cleaned and varnished by Yvette Barrett.

### **5.2. Plaster Cracking**

Extending of plaster cracking has been reported this year. A full document of building deterioration was written by KH, and a thorough assessment review of yearly deterioration especially of the roof is now seen as long overdue. A building report was undertaken in December 2003 by Surveyors for the freeholder Southwark Cathedral.

### **5.3. Roof Leaks**

Rain has been dripping into the museum through the church roof where slates are missing or damaged. The worst damage to building structure can be seen under the first window in the southern side of the Herb Garret, behind the upstairs workstation. Here beams are rotted and a fungal growth can be seen. Plastic sheeting and containers are in place. **Four litres of rainwater per day** were collected over the wettest period. Rainwater also continues to drip from a large area of roof space, above and left of the window in the north side of the Herb Garret, next to obstetrics displays. Water was dripping onto public floor space and onto display cases. Herbal displays had to be destroyed because of mould caused by water. Plastic sheeting and containers now control drips. Similar leaks also occurred in the store cupboard, top of stairs at entrance to Garret. Cupboard contents now protected by plastic sheeting and watertight containers. These areas need to be reroofed as a matter of priority.

#### **5.4. Storage**

A shelf was added in large storage cupboard to protect the demonstration box of surgical instruments from water damage, to reduce wear and tear on box and to keep it accessible to staff and securely away from public.

Frequently used hand and electrical tools for maintenance and construction were moved to an easily accessible locked storage chest.

New secure conservation storage will be available May '04 in base plinth of Anatomical Figure case, (see grant projects).

#### **5.5. Theft**

The Museum was a victim of a break in. The loss was limited to about £50 in cash and damage to the doors of the Museum which Karen Howell and Yvette Barrett were able to put correct. Further security measures were put in place. After the museum was broken into in May '03 extensive repairs were made to the jamb of the white door at the base of the spiral stairs and the jamb was strengthened. The broken mortice lock of the white door was replaced and a further mortice lock fitted. Heavy duty bolts and an intruder alarm were fitted to the large front doors. The iron gates in front of the front doors are now closed and padlocked shut as part of procedure on leaving the building. The small side door was strengthened and a further mortice lock fitted. These security measures were recommended by the Metropolitan police and were approved of by Chris Scolah on behalf of the landlord.

#### **5.6. Pest Control**

Yvette Barret has continued her good work monitoring and controlling pests. A full report is attached.

#### **5.7. Disabled Access - Kevin Flude revised the Museum's Access Plan.**

#### **5.8. Outside**

The Chapter Group have fixed the dangerous bollard that had caused some concern. As far as security is concerned we would like to look the gates of the car park at night. This would really help security.

#### **5.9. Other maintenance:**

A permanent electrical extension was created down the spiral stairs to the foyer.

Corroded and unused phone wires were removed and a connection wire between the two computers was neatly installed from shop to Garret.

## **6. Continuing Problems and Threats**

The following problems and deficiencies remain: Jubilee Line restoration project appears to be making no progress; Roof leaks; Lack of disabled access; Lack of office space; Lack of Lease.

# Appendices and Attachments

## 7. Staff Training. And Continuous Professional Development

**Yvette Barrett attended**

**Health and Safety at work:** A two-day IOSH course on working safely held at Barnet College. A certificate in risk assessment was gained and a risk assessment for the Key Stage 2 Herbal talks produced. Emergency procedures updated.

**First Aid at Work:** A 4 day First Aid course covering every aspect of first aid including CPR resuscitation techniques, for use in work environments. First Aid certificate gained. Held at Barnet College.

**Say It Again...Say It Differently** - London Museums Hub, Workshop 1: held at the museum of London. *Language vision and thought: the psychology of reading, communicative frameworks, interaction of words and museum objects in communication.* The speaker was Paulette McManus, B.Ed (hons), ph. D.

A fascinating workshop, covering all there is to know about museum labeling, how museum users take in information. Many examples of what not to do and what does work in the Museum of London. Notes were made throughout the day, to be written up and copied to staff.

**Fire Warden training.** A day course in fire prevention approved by the fire service. The course also included evacuation procedures and use of firefighting equipment.

**Stewart Caine attended** innumerable meetings with various 'stakeholders' in the development project.

**Kirsty Chilton attended:**

**Paper-based collections conservation course**, with the emphasis on disaster management 'Medicine from 1600 – 1900' at Gresham College

**Kevin Flude attended**

**Emergency First Aid** course at Barnet College

Conference at Birmingham University re **Teaching Medical History as part of Medical Degree**

**Bankside Traders Meeting** at County Hall

**London Hub Advisory committee Meetings** as a representative of the London Independent Museums.

**Karen Howell attended:**

**Museums and Heritage show**

**'Only Connect' exhibition** at UCL – by Museum Studies students including ex-volunteer Jo Hall  
**Kew Gardens** to meet Julia Steele – introduced to economic botany collections and storage

**'Labeling the Exhibit'** LMA day at Horniman Museum

**'Medicine from 1600 – 1900'** at Gresham College

*The Old Operating Theatre Museum Annual Report*

**Hip replacement lecture** at Royal College of Physicians

**Julia Grollman attended:**

**Emergency First Aid** course at Barnet College

**'Wonderful Things'** participants meeting at Design Museum

**Museums and Heritage show**

**Horniman Museum** with partner class (from grant project)

**Education launch** of 'Elizabeth' exhibition at National Maritime Museum

**'Only Connect'** exhibition at UCL – by Museum Studies students including ex-volunteer Jo Hall

**Meeting discussing role of Black History Month** at Museum in Docklands

**'Wonderful Things'** project participants' meeting at the Women's Library

**Kew Gardens to meet Julia Steele** – introduced to economic botany collections and storage

**Networking session of VisitLondon** at the Canal Museum

**'Plant names demystified'** course at Geffrye Museum

**'Wonderful Things'** participants meeting at the Crafts Council

## 8. Press Coverage 2003

To be distributed separately.

## 9. Group visits and hire List 2003

Month	Date	Group Name	Organiser	Numbers	Type	Interest
Jan	23rd	Blue Badge Guide	Kate Aande Wiel	x11	private tour	history
Feb	6th	American Women of Berkshire & Surrey	Rosanne Meyer	x15	society's event/visit	general
	11th	Ashted Friendship Centre	Les Brown	x50	society's event/visit	general
March	6th	SSAFA Forces Help	Deborah Toni	x12/15	society's event/visit	general
	13th	CERSA(Customs and Excise Retired staff)	Peter Totterson Smith	x20	society's event/visit	general
	13th	<b>Bridge Ward Club</b>	<b>John Barret</b>	<b>x25</b>	<b>Connoisseurs</b>	<b>general</b>
April	15th	Blue Badge Guide	Val Chris	x15	private tour	history
	15th	Blue Badge Guide	Barry Walsh	x20	private tour	history
	26th	Senior Tour group	Mr Humble	x6	private tour	general
May	6th	Herb Society	Andrew Chevalier	x16	society's event/visit	herbal
	8th	Hanstead History Group	Frances Bennet	x50	society's event/visit	history
June	21st	private group	Hugh Jenkins	x15	private tour	history
July	3rd	EF Tours with guide	Sharon (no surname recorded)	x33	private tour	general
	9th	St Marylebone Society	Mrs Hunt	x15	society's event/visit	general
	9th	private research visit, 5 actors (Burke)	Mr Gatton	x5	private tour	history
	9th	Cochrane Collaboration Group (medical)	impromptu visit, receipt 089	x44	society's event/visit	medical
	17th	<b>Morgan Stanley</b>	<b>Emma Wilson</b>	<b>x18</b>	<b>Connoisseurs</b>	<b>general</b>
	19th	Paul Hawkes private hire	private hire	x12/15	private hire	general
	25th	London International Youth Science Forum	John Needle	x50	society's event/visit	history, medicine
	28th	Reg's Coaches Ltd tour group	Gary Kingsbury	x25	private tour	general
August	21st	Canterbury Association of Women Graduates	Mrs J Bentley	x13	society's event/visit	history, medicine
	26th	Kings Fund, Canadian Drs	Kings Fund	x15	society's event/visit	history, medicine
Sept	13th	Dr Richard Coe, Birthday party	Richard Coe		private hire	general
	16th	Christian Wives Fellowship	Linda Nunn	x20	private tour	general
	16th	<b>Ward of Cordwainers Club</b>	<b>Mrs Houstoun</b>	<b>x21</b>	<b>Connoisseurs</b>	<b>general</b>
	18th	New Cavendish Club	Jean Paul Dauvergne	x15	society's event/visit	history, medicine
	18th	Barnet Dyshasia Support Service	Gillian Dunne	x25	society's event/visit	general
	29th	<b>GKT Surgical Society</b>	<b>Mayoor Agrawal</b>	<b>x30</b>	<b>Connoisseurs</b>	<b>history, medicine</b>
Oct	2nd	Training and Development, Guys - PECAN	Nick Pelas	x17	private tour	general
	5th	City and Village Tours	Selina Perry	x20	private tour	general
	5th	Kompas, Drs visits	Ray Zigic	x11	private tour	
	9th	NADFAS (fine art group)	Mrs Judith Peebles	x9	society's event/visit	general
	14th	Passport to Success Mentoring Group	Southwark Education Business Alliance	x14	society's event/visit	general
	17th	adult general interest tour	Rose Stevens	x 11	private tour	general
	25th	'Ghost Walk' group	Martin Wragg	x 15	private tour	general
Nov	1st	private group	Mr Churter	x10	private tour	general
	2nd	private group	Rose Leigh and Harriet Galgut	x17	private tour	general
	4th	London Arts Discovery	Peta Richardson	x25	society's event/visit	history
	9th	Royal Tours	John Merlee	x9	private tour	general
	11th	Friends of the Globe	Jo Matthews	x58	society's event/visit	history
	28th	US Ministry of Defence	Tim Hawkins	x14	private tour	general
Dec						

## 10. Pest Control

**Woodworm:** On 18/5/03 the yearly, thorough inspection for woodworm throughout the museum showed no sign of woodworm frass or dust, there were no new holes in any furniture, wooden objects or building structure. Objects treated last year showed no sign of re-infestation. The two upholstered chairs in the theatre were re-treated for woodworm as a preventative measure when cleaned, waxed and repaired in May. The surgeon's low chair and the washstand were also treated when cleaned and waxed as were the pedestal table and wheeled table in the theatre. On 1/6/03 all wooden furniture, objects, and building structure were re-checked. There was no sign of fresh woodworm.

**Varied carpet beetle larvae.** (Woolly bears): Inspection showed none present in museum. All natural history objects free of infestation.

**Two spot carpet beetle and Australian Spider beetle:** A marked decrease in these pest species, previously found in the museum, has been recorded in '03. This is presumably because of the previous year's purge of pigeon detritus from the bell tower; (both species are known to reproduce in bird's nests).

**Clothes moths:** A large decrease in the destructive larvae of this pest was recorded due to vigilance and thorough cleaning by some staff members.

**Mice:** Very destructive to botanical and natural history collections, paper and books and all wooden objects. Health risks through urine and faeces. There was a large outbreak of rodents all over London in 2003 due to the hot summer, This followed by heavy rains in September forced rodents up into previously rarely visited areas such as the Herb Garret. An old wooden church offers the perfect habitat for mice and it was a challenging task to eradicate them. Humane traps were set but were unable to effect the numbers of rodents. Environmental Health were consulted and by means of carefully controlled poison and snap traps, numbers were controlled. Thanks to those members of staff who diligently pursued this most distasteful of tasks. There is now a sonic repellent in use to deter future infestation.

**Other pests:** All books, paper objects were checked for any sign of pest, none found. All botanical displays checked for any sign of pest, none found.