



HS 01 Health and Safety Policy

Version	Revision Date	Amendments
-	-	Original document incorporating amendments to Nov 2016.
1.00	November 2016	Policy revised to incorporate changes and reflect current position, including a flow chart to show functions and responsibilities for management of health and safety.

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A. Health and Safety Policy Statement

The Black Country Living Museum Trust ("the Museum") recognises that effective health and safety management is a key element of any successful organisation and is committed to achieving recognised standards of performance in its operations.

The Museum is committed to operating and maintaining its activities in a way that ensures the protection of staff, volunteers, contractors, visitors and others that may be affected by its operations, from foreseeable hazards and exposure to unnecessary risk. To this end the Museum will:

- Comply with the legislative requirements and wherever possible, best practice.
- Consult with staff and encourage their participation in achieving and maintaining agreed standards of health and safety performance.
- Provide information and effective instruction to staff and others as necessary, to ensure the health and safety of those persons.
- Provide training and supervision for staff to ensure they are competent in their roles and can carry out their duties in a safe and healthy manner.
- Provide adequate control of the health and safety risks arising from our work activities and maintain safe and healthy working conditions to prevent accidents and cases of work related ill health.
- Aim for continual progressive improvement of health and safety performance through attention to working conditions, operating procedures and equipment selection.
- Prepare a plan and provide sufficient resources in order to comply with this policy and ensure that every member of staff knows the plan.

The active and constructive co-operation of all members of staff, contractors, volunteers and others is essential to achieve the desired standards of health and safety performance and every member of staff, contractor and volunteer is required to conform to the Museum's Health and Safety Policy and associated procedures.

A handwritten signature in black ink that reads "Andrew Lovett".

Andrew Lovett

Director and Chief Executive

November 2016 (Review date: November 2019)

B. Organisation and Responsibilities

1.0 ORGANISATION FOR HEALTH AND SAFETY

Board of Trustees

**Director and
Chief Executive**

**Health and
Safety
Consultants and
Specialist
Advisers**

Leadership Team (Deputy Chief Executives)
including:
Deputy Chief Executive, Visitor Engagement and Operations
Deputy Chief Executive, Collections, Learning and Research

Senior Management Team (Heads of Department)
including:
Operations Manager
Head of Collections
Head of Historic Buildings and Site Conservation
Head of Visitor Engagement
Head of Human Resources Development

Other staff with staff management responsibilities
including:
Maintenance Foreman (Visitor Operations)
Team Manager (Industry and Transport)
General Manager (Food and Drink)

All Employees, Volunteers and Contractors
including:
Health and Safety Co-ordinator

Positions in **bold type** have specific executive health and safety duties and authority for Health and Safety as listed in this policy.

2.0 RESPONSIBILITIES FOR HEALTH AND SAFETY

2.1 The Board of Trustees

As the employer, the Board of Trustees accepts ultimate responsibility for health and safety and is committed to ensuring that these responsibilities are fully discharged throughout the Museum. The Board acknowledges that the primary responsibility for implementing the policy lies with the Director and Chief Executive and the Leadership Team but that all staff have an important contribution to make.

2.2 Director and Chief Executive

The Director and Chief Executive has overall responsibility to the Board for the promotion, administration and implementation of the Museum's health and safety policy and is assisted by the Leadership Team.

The Director and Chief Executive has specific responsibility for:

- Ensuring provision of adequate resources, both financial and physical to ensure the health, safety and wellbeing of staff, visitors, volunteers and contractors whilst on the Museum site;
- Ensuring that the health and safety policy is reviewed in line with current legislation and best practice and when there are significant alterations to operations or organisational structure;
- Ensuring that the health and safety policy informs and is considered as part of strategic and operational planning and implementation;
- Ensuring the development and review of the Museum's Business Continuity Recovery Plan;
- Ensuring the development and review of the Museum's Risk Management procedures;
- Ensuring that health and safety performance is monitored and reviewed and where improvements are required, responsibility is assigned;
- Providing an Executive Summary to the Leadership Team, Staff Consultative Forum and Board on health and safety activities;
- Ensuring health and safety responsibilities and requirements are included in all concession and tenants licenses and these licenses are adhered to at all times;
- Ensuring that staff and other stakeholders are consulted in a timely and meaningful way on health and safety matters;
- Ensuring there is appropriate insurance cover in place for all activities undertaken by the Museum;
- Ensuring that where appropriate all incidents and operational practices are reported to and investigated by the relevant enforcing authorities;
- Cooperating with the enforcing authorities in the performance of their duties.

In order to fulfil these responsibilities, the Director and Chief Executive has devolved certain executive duties and authority to certain posts in the organisation, as set out below in the remaining part of section 2.

2.3 Deputy Chief Executive, Visitor Engagement and Operations

The Deputy Chief Executive, Visitor Engagement and Operations has operational responsibility for health and safety including specific responsibility for:

- Ensuring the Museum has suitably qualified personnel in place to implement the Museum's health and safety policy, including the appointment of Museum staff, external consultants and advisors, delegating responsibilities and monitoring performance;
- Ensuring the Museum produces adequate policies, procedures and associated documentation for staff, volunteers and contractors to comply with our health and safety policy;
- Ensuring the Museum provides adequate induction and training for staff, volunteers and contractors to comply with our health and safety policy;
- Ensuring internal compliance with health and safety actions required as a result of the Museum health and safety policy, current legislation or specific stakeholder or funder requirements;
- Assuming overall responsibility for the preparation and adherence to risk assessments for the operations of the Museum and our concessions and tenants;
- Assuming overall responsibility for the health and safety management of visitor operations at the Museum, including the management of issues in relation to visitor access to the site, retail and admissions, food and drink, events, horse operations, demonstrations (including chain-making, nail-making and brass foundry) and the activities of our concessions including the fairground;
- Ensuring that there are risk assessments and fire risk assessments in relation to all buildings. Locations and activities and the responsibility for complement, monitoring and review has been appropriately delegated:
- Leading on the development and implementation of the Museum's Business Continuity Recovery Plan and Disaster Planning;
- Leading on the review and updating of the Health and Safety Policy as a minimum every three years;
- Cooperating with the enforcing authorities in the performance of their duties.

2.4 Operations Manager

The Operations Manager has specific responsibility for:

- Line management of the Health and Safety Co-ordinator;
- Ensuring the weekly testing of all fire alarms and the twice-yearly testing of fire drill procedures across the Museum estate;
- Ensuring adequate and appropriate first aid provision, including the training of first aid staff, across the Museum estate;
- Ensuring Museum Evacuation plans and fire procedures are in place and shared and understood by all employees, volunteers and contractors
- Cooperating with the enforcing authorities in the performance of their duties.

2.5 Health and Safety Co-ordinator

The Health and Safety Co-ordinator has specific responsibility for:

- Reviewing and updating the Museum's health and safety procedures, ensuring they are fit for purpose;
- Promoting a culture of continuous improvement in health and safety standards across the Museum;
- Ensuring there are risk assessments on all activities and supporting their regular review;
- Supporting the regular review and update of emergency evacuation and fire procedures across site;
- Monitoring current and emerging health, safety and welfare legislation, and work with colleagues to update procedures and operational activity accordingly;
- Supporting managers to implement and /or maintain safe systems of work, providing specialist advice, coaching and practical support;
- Training or procuring specialist training for staff and managers in relevant health and safety including, Health and Safety in the Workplace and Risk Assessments, to build the Museum's Health and Safety capability;
- Investigating, or where appropriate, assisting others to investigate the causes of accidents/ incidents, and take necessary steps to prevent a recurrence and ensure reporting to external agencies is undertaken if required;
- Maintaining accurate and legally compliant incident reporting documentation, across the Museum estate;
- In conjunction with Historic Buildings and Site Conservation Team ensuring we are compliant with all current legislation;
- Advising on Health and Safety implications of new development or activity.
- Taking ownership of Health and Safety inductions for new staff and volunteers;
- Coordinating the role and involvement of Health and Safety Special Advisors and contractors;
- Ensuring fire risk assessments are carried out and are reviewed on at least a biennial basis;
- Completion of a bi-monthly Health and Safety report for the Director and Chief Executive, or as requested;
- Cooperating with and acting as a point of contact for the enforcing authorities in the performance of their duties and any investigations of incidents or operations.

2.6 Maintenance Foreman (Visitor Operations)

The Maintenance Foreman (Visitor Operations) has specific responsibility for:

- Creating, monitoring and review COSHH assessments across the Museum site;
- Cooperating with the enforcing authorities in the performance of their duties.

2.7 Deputy Chief Executive, Collections, Learning and Research

The Deputy Chief Executive, Collections, Learning and Research is the 'Landlord' of the Museum estate and has specific responsibility for:

- Ensuring the Museum's internal Safety Management System for Passenger Vehicle Operations (SMS) is in place, reviewed and implemented, delegating responsibility as appropriate;
- Ensuring compliance with Office of Rail Regulation (ROGS) (Trams);
- Assuming overall responsibility for the health and safety issues of the drift mine and colliery area and boiler, canal boat and dock areas, Newcomen Steam Engine, Anchor Forge, Rolling Mill, all boilers, forges and pressure vessels, gardens and grounds, visitor transport (trams, trolleybuses, buses and cars), learning programmes, Locksmith's House, on site and external collections stores, delegating and assigning responsibilities as appropriate;
- Assuming overall responsibility for ensuring compliance with the Pressure Vessel Regulations in relation to all relevant equipment and operations, delegating assigning responsibilities as appropriate;
- Assuming overall responsibility for ensuring that all steam and internal combustion plant and other machinery is maintained in good serviceable condition and operated safely, delegating assigning responsibilities as appropriate;
- Assuming overall responsibility for ensuring the safe operation of all transport systems in accordance with the set rule books and inspectorates, assigning responsibilities as appropriate;
- Cooperating with the enforcing authorities in the performance of their duties.

2.8 Head of Collections

The Head of Collections has specific responsibility for:

- Ensuring compliance with the responsibilities set out in the SMS including:
 - Arranging the delivery of materials and specimens to storage compounds and stores in a safe manner;
 - Managing staff resources to ensure the safe operation of their area/activities;
 - Delegating authority to carrying out an annual review of health and safety in relation to the Museum's transport systems;
 - Ensuring compliance with ROGS regulations in relation to tram safety delegating and assigning responsibilities as appropriate;
 - Ensuring that all equipment (period and modern) in areas allocated is maintained in good serviceable condition and operated safely, delegating and assigning responsibilities as appropriate;
- Cooperating with the enforcing authorities in the performance of their duties.

2.9 Curator – Industry and Transport

The Curator – Industry and Transport has specific responsibility for:

- Developing, implementing and reviewing the Museum's SMS;

- Ensuring compliance with the responsibilities set out in the SMS including:
 - Carrying out an annual review of health and safety in relation to the Museum's transport systems;
 - Ensuring compliance with ROGS regulations in relation to tram safety;
 - Ensuring that all equipment (period and modern) in the allocated areas is maintained in good serviceable condition and operated safely;
 - Ensuring that the trams and other rolling stock are maintained in a good serviceable condition;
 - Ensuring the internal combustion vehicles in period areas are maintained in good serviceable condition and operated safely;
- Advising on health and safety issues within their area of expertise;
- Having the delegated authority to stop (immediately if required) any actions or activities which he/she reasonably suspects may lead to a serious and/or imminent breach of health and safety, within his area of expertise;
- Cooperating with the enforcing authorities in the performance of their duties.

2.10 Head of Historic Buildings and Site Conservation

The Head of Historic Buildings and Site Conservation has specific responsibility for:

- Ensuring that all Head of Historic Buildings and Site Conservation staff, volunteers and contractors are fully trained and provided with adequate instruction on the safe use of equipment and machinery, commensurate with their work activities;
- Ensuring that all machinery and plant, including hand tools, are maintained in a safe and serviceable condition;
- Ensuring the Electricity at Work Regulations 1989 or any subsequent legislation are adhered to;
- Ensuring equipment under the Lifting Operations and Lifting Equipment Regulations 1989 (LOLER) and Provision and Use of Work Equipment Regulations 1998 (PUWER) are inspected and kept in a good serviceable condition, maintaining appropriate records;
- Ensuring that the Museum is compliant with all current legislation in relation to Asbestos;
- Ensuring that the Museum's modern fleet of vehicles are serviced in line with manufactures' recommendations and meet legal requirements, including the provision of MOT certificates, where required.
- Ensuring compliance with his responsibilities as set out in the SMS including:
 - Ensuring the safety of Museum staff, volunteers and contractors in the Mechanical, Tramway, Engineering and Woodworking Workshops;
 - Ensuring that all internal combustion plant is maintained in good condition and regularly inspected;
 - Ensuring all roads and tramway track are maintained in good serviceable condition;
- Developing, implementing and reviewing Historic Buildings and Site Conservation specific health and safety procedures;
- Cooperating with the enforcing authorities in the performance of their duties.

2.11 Head of Visitor Engagement

The Head of Visitor Engagement has specific responsibility for:

- Ensuring emergency evacuation plans for staffed buildings are widely available and communicated, up-to-date and reviewed on a biennial basis, across the Museum estate;
- Ensuring risk assessments are carried out for all daily activities and public events, delegating and assigning responsibility as appropriate;
- Ensuring the safe operation of all transport systems in accordance with the set rule books and inspectorates;
- Cooperating with the enforcing authorities in the performance of their duties.

2.12 Team Manager (Industry and Transport)

The Team Manager (Industry and Transport) has specific responsibility for:

- Ensuring compliance with their responsibilities as set out in the SMS within the areas of:
 - Tram operations
 - Period and replica car/bus transport operations
 - Accessible vehicle operations 'Doris'
- Managing staff and resources, to ensure the safe operation of their delegated areas which will include, but may not be limited to those listed above, together with:
 - The Boat Dock
 - The Brass Foundry
 - The Chainmaker's Workshop
 - The Nailmakers' Workshop
 - Lench's Oliver Shop
 - Sidebothom's Trap Works
 - Carter's Yard and Stables
 - Rolling Mill

2.13 General Manager (Food and Drink)

The General Manager (Food and Drink) has specific responsibility for:

- Ensuring compliance with the Food Safety (General Food Hygiene) Regulations 1995;
- Ensuring that all food handlers are supervised, instructed and/or trained in food hygiene matters commensurate with their work activities, delegating and assigning responsibilities as appropriate;
- Ensuring that all food handlers are fully trained and provided with adequate instruction on the safe use of equipment and utensils, delegating and assigning responsibilities as appropriate;
- Ensuring compliance with the Regulation (EC) 853/2004 on the hygiene of foodstuffs, in particular prevention of the spread of infection by advising which

illnesses, and the symptoms, staff should report and the timescales for return to work;

- Cooperating with the enforcing authorities in the performance of their duties.

2.14 Head of Human Resource Development

The Head of Human Resource Development has specific responsibility for:

- Retaining all PPE record sheets;
- Ensuring Health and Safety is considered as part of any recruitment process;
- Developing and reviewing staff welfare provisions;
- Developing, implementing and reviewing the Museum's Lone Workers Policy;
- Developing, implementing and reviewing the Museum's Travelling Overseas Policy;
- Developing, implementing and reviewing the Museum's Bullying and Harassment Policy;
- Obtaining advice and guidance from the Foreign and Commonwealth Office in relation to overseas travel;
- Cooperating with the enforcing authorities in the performance of his duties.

2.15 The Museum Health and Safety Consultants and Specialist Advisors

The Museum will, as required, appoint Health and Safety Consultants and Specialist Advisors on a contractual and/or pro bono basis to inform and improve our health and safety policy, procedures and Museum Operations. They will have a named contact at the Museum who they will report to and whom will be responsible for them, the Deputy Chief Executive, Visitor Engagement and Operations, who will be consulted on and agree all appointments. Their responsibilities may include, but will not be limited to:

- Advising the Museum on health and safety and statutory compliance;
- Providing advice on training and carrying it out when requested;
- Assisting in the preparation of risk assessments and other safety documentation as required;
- Advising the Museum on measures to reduce the risk of injury or ill-health of staff or any member of the public as a result of any activity undertaken by the Museum and/or its staff;
- Providing advice on the implementation and communication of safe working systems and procedures;
- Undertaking regular and systematic inspections as instructed by the Museum to ensure that the Museum Health and Safety Policy and relevant statutory requirements are complied with;
- Investigating accidents and other safety related incidents when requested;

In addition to the specific executive health and safety duties and authority set out above, **all** employees and volunteers have health and safety responsibilities as set out below:

2.16 Other Leadership staff and Heads of Departments

Other Leadership and Specialist/Managerial staff have responsibility for:

- Ensuring that adequate levels of information, instruction, training and supervision are provided as is necessary to ensure the health and safety of staff and visitors;
- Assisting and taking responsibility for delegated tasks to ensure the successful implementation of the Health and Safety Policy;
- Ensuring that risk assessments are completed, as necessary, by a competent person to identify the hazards associated with work activities and evaluate the risk associated with these hazards, within their team/function;
- Assisting in the completion of risk assessments and implementation of safe working practices, within their team/function;
- Assisting in the completion of all monitoring, audit and review strategies and implementation of any subsequent actions;
- Ensuring that all hazardous situations or equipment are communicated to their line manager or Staff Representative;
- Undergo such training and instruction as may be necessary to carry out their duties effectively for the Museum;
- Ensuring accidents, incidents and ill health concerns are properly reported and investigated and, where necessary, action is taken to prevent recurrences;
- Ensuring the provision of maintenance of plant and equipment in their working areas, so that they are safe and without risks to health;
- Ensuring safe procedures for the handling, storage and transport of material and substances in their working areas;
- Ensuring safe means of access and egress in all work areas;
- Ensuring their staff are aware of the Health and Safety Policy and their own responsibilities within the Policy and that they act in accordance with those responsibilities;
- Ensuring appropriate Health and Safety training is carried out by their staff;
- Ensuring familiarity with the Museum's incident reporting procedures, including the reporting of incidents under RIDDOR;
- Cooperating with the enforcing authorities in the performance of their duties.

2.17 All other staff with staff management responsibilities

All other staff with staff management responsibilities have responsibility for:

- Assisting and taking responsibility for the delegated tasks for the successful implementation of the Health and Safety Policy;
- Assisting in the completion of risk assessments and implementation of safe operating procedures within their team;

- Assisting in the completion of all monitoring, audit and review strategies and implementation of any subsequent actions;
- Ensuring that Personal Protective Equipment (PPE) is available and worn, where applicable.
- Ensuring that all hazardous situations or equipment are communicated to their line manager as soon as is practically possible;
- Undergo such training and instruction as may be necessary to carry out their duties effectively for the Museum;
- Ensuring that all known accidents, incidents and ill health concerns are reported in accordance with the Museum reporting procedures;
- Providing full cooperation in the investigation of any accidents or ill health concerns;
- Ensuring that their staff are aware of the Health and Safety Policy and their own responsibilities within the Policy and that they act in accordance with those responsibilities;
- Ensuring that the working areas under their supervision are free from hazards and are safe for staff to undertake their duties and do not cause a hazard to visitors;
- Cooperating with the enforcing authorities in the performance of their duties.

2.18 All Employees , Volunteers and Contractors

It is the responsibility of all staff, volunteers and Contractors to ensure they are familiar with and conform to, the Health and Safety Policy.

Further assistance and information on health and safety can be obtained from either your line manager or the Health and Safety Co-ordinator.

All staff, volunteers and contractors shall:

- Cooperate with the Museum and its management to ensure, so far as is reasonably practicable, a safe and healthy working environment is maintained, including those areas of the Museum open to visitors;
- Report, in the first instance, to their line manager any unsafe happening or hazards they observe so as to ensure prompt remedial action can be taken;
- Undergo such training and instruction as may be necessary to carry out their duties effectively and safely for the Museum;
- Report all accidents, incidents or ill health concerns to their line manager. In the case of accidents or incidents, this should be before the end of their working day;
- Provide full cooperation in the investigation of any accidents or ill health concerns;
- Wear appropriate PPE as issued and use any other equipment only for the purposes it was designed or intended and in accordance with the instruction or training received;
- Comply with manufacturing instruction of all equipment and machinery used;

- At all times conduct themselves and perform their duties in a manner which will not endanger the health and safety of either themselves, fellow staff members, visitors or any other people on-site;
- Be aware of the emergency/fire procedure for the area they are working in;
- Be aware of the first aid procedures and provisions for the area they are working in;
- Cooperate with the enforcing authorities in the performance of their duties.

Any member of staff in breach of health and safety rules, policies or procedures may be subject to internal disciplinary action. A serious breach will be regarded as gross misconduct.

3.0 CONSULTATION FOR HEALTH AND SAFETY

- 3.1** The Museum is committed to establishing and maintaining a culture of continuous improvement in health and safety matters. To achieve this we need to ensure regular and open communication and consultation on current and potential health and safety procedures and issues with the full staff and volunteer body.
- 3.2** Consultation on health and safety matters will take place through the Staff Consultative Forum which is held quarterly.
- 3.3** The Constitution and Terms of Reference of the forum outline the full responsibilities and mechanism for serving as an elected Staff Representative.
- 3.4** The elected Staff Representatives have specific responsibility for:
 - Soliciting information and ideas from staff on Museum or function-wide health and safety issues, initiatives or concerns;
 - Actively engaging in consultation on health and safety issues;
 - Providing information to, and soliciting feedback from, staff on health and safety issues and proposed Museum initiatives.
- 3.5** The Incident Management Procedure formalises the reporting of accidents, incidents and near misses to ensure that the Museum is responding to hazards prior to incidents occurring.

C: Arrangements for Implementation of Health and Safety Policy

The arrangements set out below define the minimum requirements expected to be achieved by all operations within the scope of the Museum.

These arrangements are supported by detailed operating procedures where required.

1.0 APPOINTMENT OF STAFF AND VOLUNTEERS

- 1.1 Health and safety will be considered in the preparation and review of job and role profiles, during interview, appointment and induction. This will take into account the protection the Museum must provide to ensure staff and volunteer welfare and the experience and the required competence of successful candidates.

2.0 SELECTION AND CONTROL OF CONTRACTORS

- 2.1 When a contractor is engaged the ultimate responsibility for work carried out on the Museum premises lies with the Museum regardless of the fact that a contractor is undertaking the task.
- 2.2 All contractors must be competent in the service they are providing and have allocated adequate resources to the particular project. If the contractor cannot prove competence they should not be appointed.
- 2.3 The Museum will ensure, as far as reasonably practicable, that:
- Reasonable checks have been undertaken to assess the contractor's competence prior to engagement;
 - No work will be undertaken by any contractor unless they provide documentary evidence of adequate public liability insurance;
 - So far as is reasonable the Museum shall only use contractors who are members of recognised trade organisations relevant to their work;
 - All information provided by the appointed contractor will be reviewed by the appointing manager and the Health and Safety Co-ordinator prior to commencement of work;
 - During any works undertaken, the Museum shall undertake reasonable checks to ensure that the work is being undertaken safely and to agreed standards;
 - The Museum shall carry out regular, planned review meetings with contractors, where applicable.
- 2.4 The Museum will supply the following prior to commencement of work:
- Any site/work specific rules
 - Relevant information from the building Health and Safety File
 - Information on any risks which may not be foreseeable to a competent contractor
 - Details of any other contractors working at the location
- 2.5 Contractors must provide the following information prior to commencement of work:
- Current Public and Employer's Liability Insurance certificate
 - Method Statement (where appropriate)

- Construction Phase Health and Safety Plan (where required under CDM Regulations)
- Any other health and safety related documentation as required by the Museum.

2.6 All Method Statements will be expected to demonstrate the steps the contractor will take to manage significant risks, including minimising risk to Museum staff and third parties.

3.0 TRAINING

3.1 On engagement with the Museum, staff, volunteers, Trustees and where appropriate contractors, will attend induction training that will include health and safety training. This will include:

- The Museum Health and Safety Policy
- General Health and Safety Awareness
- Fire Safety and Fire Procedures
- Accident and ill-health reporting and First Aid provisions

3.2 Each role will be assessed and a training programme agreed with the Health and Safety Co-ordinator. Training may be delivered by the in-house team, procured to be delivered at the Museum or individuals sent to external courses as appropriate.

3.3 The training programme will be reviewed every three years and as a result of the outcomes of risk assessments and departmental and Museum wide training needs analysis.

3.4 Records of all training will be held by the Human Resources Department.

4.0 RISK MANAGEMENT

4.1 Each building, location, activity, event and role within the Museum will be risk assessed and then reviewed on annual basis. Reviews will be initiated if any aspect of the location or activity changes, if there is an incident or if there is a change to related legislation. The actions and recommendations will inform building maintenance and notes, visitor access and engagement, staff levels and training.

4.2 Staff will receive training in the completion and review of risk assessments and the Health and Safety Co-ordinator will provide practical support and guidance and secure external advice where required.

4.3 Full details and requirements are held within Risk Assessment Procedure and associated documentation.

5.0 POTENTIALLY VULNERABLE PERSONS

5.1 In the event that persons under the age of 18 engaged to carry out work (whether this be through employment, voluntary work, work experience or similar scheme), the line manager shall be responsible for undertaking a specific risk assessment covering their proposed work. The risk assessment shall be discussed with those responsible for supervising work and the Head of Human Resources Development. A copy of the risk assessment shall be sent to the parents/guardians of the young person.

- 5.2 Any employee or volunteer who becomes pregnant is responsible for advising their manager in writing. The manager will then notify the Head of Human Resources Development and arrange for completion of a suitable risk assessment. The Museum shall not be responsible for addressing the safety requirements in respect of pregnant workers until this notification is received.
- 5.3 We will take account of any vulnerability or specific needs of staff, volunteers and customers in designing and implementing our health and safety arrangements and the policies by which we carry them out. Managers may identify a need for additional training or equipment if required by specific work situations.
- 5.4 Staff must notify managers of any change in their personal circumstances which may affect their health, safety and welfare whilst at work. Line managers must ensure their needs are assessed, and ensure appropriate controls are implemented.
- 5.5 Copies of risk assessments relating to specific employees should be kept on the personal file.
- 5.6 Copies of all other risk assessments should be held on local or departmental files.

6.0 INCIDENT MANAGEMENT

- 6.1 All accidents, incidents, medical ill health and near misses that occur at the Museum or as a result of attending or working at the Museum must be reported and appropriately investigated. This ensures that preventative and corrective actions can be implemented and the incident reported to our insurers and or legislative authorities as required.
- 6.2 Full details and requirements are held within the Incident Reporting procedure and associated documentation.

7.0 FIRST AID

- 7.1 Appropriate first aid provision will be available at all times that staff, volunteers, contractors and Museum visitors are on site. The Museum will ensure that we train or hire sufficient First Aiders to allow us to meet our legal requirements in terms of employees.
- 7.2 As recommended by the Health and Safety Executive, although we have no legal requirement to do so, the Museum does take into account visitor numbers when setting first aid provision.
- 7.3 First Aid locations are publicised to all staff and appropriate communication systems are in place to all efficient initiation of procedures should incidents occur.
- 7.4 Full details and requirements are held within the First Aid procedure and associated documentation.

8.0 FIRE SAFETY AND EVACUATION

- 8.1 The Museum will review and maintain a Site Evacuation Procedure, liaising with the Fire Service to ensure its' appropriateness to the Museum, our visitors, and the local area and emergency services.
- 8.2 Each building and location will undergo an external fire risk assessment at a minimum of three yearly intervals with internal review each year. The actions and

recommendations will inform building maintenance and notes, visitor access and engagement, staff training and evacuation procedures.

- 8.3 Fire and Safety Marshalls from across the site will be identified and trained to support the implementation of the plan and procedures.
- 8.4 Full details and requirements are held within the Evacuation Plan and Fire Risk Assessments and associated documentation.

9.0 PERSONAL PROTECTIVE EQUIPMENT

- 9.1 Where risk assessment or legislation has identified that PPE is required it must be worn at all times by staff, volunteers and, where appropriate, visitors and contractors. PPE will be provided to staff, volunteers and visitors and must be provided by contractors.
- 9.2 The staff member responsible for the activity, either a line manager or designated person, must ensure that PPE is worn at all times. If anyone refuses to wear PPE or removes it during the activity they must be removed from the location and appropriate action taken dependent on their role within the Museum.
- 9.3 All PPE must be checked for its current and ongoing suitability on a minimum of annual basis by a named staff member. Records of PPE issued to individual staff members is held by the Human Resources department. Records of PPE within a specific location or team is held by the relevant team manager.

10.0 SELECTION AND USE OF WORK EQUIPMENT

- 10.1 Work equipment is anything required by a person to do their work; this can be simple items for manual tasks or more complex machinery.
- 10.2 The hazards of the work equipment that could present significant health or safety risks during use must be considered during selection to minimise the import of risk into the Museum. Reference to standards of manufacture will be considered as part of the above process.
- 10.3 Once selected, an assessment of the use of the equipment must be undertaken as detailed in the operating manual and the outcomes of the assessment implemented.
- 10.4 Inspection and maintenance programmes will be developed and implemented where the degree of risk presented by the work equipment would increase significantly if such programmes were not in place. This includes all work equipment no matter what its power source: electrical, pneumatic, hydraulic, battery, petrol, gas etc. These programmes should be documented for each function.

11.0 DISPLAY SCREEN EQUIPMENT

- 11.1 The Museum will ensure that, so far as is reasonably practicable, staff are not harmed by the use of Display Screen Equipment (DSE) and comply with the relevant associated statutory requirements. The term 'user' (referred to in this document and elsewhere) shall be regarded as a member of staff who is required to regularly operate DSE for at least 25% of their working day.
- 11.2 The Museum will take all reasonable steps to:

- ensure workstations meet minimum requirements;
- analyse workstations and assess or reduce risks;
- plan work so that there are breaks or changes in activity;
- arrange eye tests on request and provide spectacles if special ones are needed;
- provide health and safety training and information to staff.

11.3 In order to meet this obligation the Museum will:

- Identify 'users' at commencement of employment or upon change in role
- Ensure new 'users' undertake an assessment within 6 weeks
- Ensure all 'users' are reassessed at 12 month intervals

12.0 PORTABLE ELECTRICAL EQUIPMENT

12.1 The Museum will take all reasonable steps to ensure portable electrical appliances are inspected and tested to ensure safety and satisfy legal obligations. They apply to:

- All portable electrical equipment provided by The Museum.
- All portable electrical equipment brought onto Museum premises by staff, volunteers, contractors and visitors.

12.2 Equipment will be subject to formal inspection and testing by a competent person on a regular basis. The frequency of testing will be as recommended by competent personnel and HSE guidance. Equipment will be labelled to indicate it has undergone formal testing.

12.3 All electrical equipment must be visually checked before use. Faulty or damaged electrical equipment must be taken out of use immediately. It must be clearly labelled as faulty and must not be used until repaired and satisfactorily tested.

12.4 Only competent, authorised persons may undertake repairs of any kind.

12.5 Contractors and visitors bringing portable appliances onto Museum premises will be required to demonstrate equipment has been tested in accordance with regulatory requirements prior to connecting to the mains electricity supply.

12.6 Staff and volunteers must not bring mains powered portable electrical appliances onto site without prior authorisation from the responsible manager. Any such equipment must be formally tested by a competent person prior to connecting to the mains, and retested at specified intervals thereafter.

13.0 CONSTRUCTION – DESIGN AND MANAGEMENT

13.1 All persons managing or procuring construction work on behalf of The Museum must ensure they are familiar with the duties and responsibilities set out in the CDM regulations. Training will be provided to personnel with responsibility for managing such work.

13.2 The CDM Regulations define a number of distinct dutyholders: Client, Designer and Contractor. Additional dutyholders must be appointed on any project where more than one contractor will be on site – the Principal Designer and Principal Contractor. The Museum may potentially take any of these roles on the nature of the work and provided we can demonstrate competence to fulfil the role.

- 13.3 The Museum will fulfil its obligations and responsibilities on all projects.
- 13.4 Registers of construction work managed by The Museum shall be maintained by designated managers. The register shall identify key project information including details of work location(s), programme, dutyholders, and Museum personnel.
- 13.5 Designated managers shall hold and maintain copies of:
- Registers of construction projects/works
 - Records of competence assessment for appointees
 - Copies of notifications to the enforcing authority (where relevant)
 - Historical record information, surveys, and other pre-construction information relating to each project
 - Design and risk information
 - Construction Phase Health and Safety Plans
 - Health and Safety File information
 - Records of all significant decisions and communications made in relation to safety

14.0 MANUAL HANDLING

- 14.1 The Museum recognises the hazards associated with manual handling activity and the responsibility to reduce risk in line with statutory requirements. Manual handling will be eliminated wherever possible.
- 14.2 Where manual handling cannot be avoided, a risk assessment will be carried out in order to reduce identified risks through a combination of suitable control measures and staff training.

15.0 WORKING AT HEIGHT

- 15.1 The Museum will take all necessary measures to ensure the safety of those who are required to work at height or where there is a risk of injury from falling from any distance.
- 15.2 Activities involving work at height must be identified. If work at height cannot be avoided then a risk assessment must be carried out covering:
- Competency and training
 - Selection and use of work equipment
 - Equipment inspection and maintenance
 - Risks from fragile surfaces
 - Environmental or local conditions
 - Emergency and rescue arrangements
 - Risks from falling objects
- 15.3 Where the risk of falling cannot be eliminated, controls should be introduced to ensure the risk of falling is as low as reasonably practicable. If the risk cannot be

eliminated completely, controls must ensure that the distance or consequences of falling are minimised.

- 15.4 Those carrying out the activity must be trained in the findings of the risk assessment and implementation of controls, including the correct use and maintenance of equipment.
- 15.5 Access equipment must undergo both formal periodic inspection and also be inspected prior to use in accordance with legal requirements and manufacturer's recommendations.

16.0 LIFTING OPERATIONS AND LIFTING EQUIPMENT

- 16.1 All tasks requiring the use of lifting equipment must be identified and suitable equipment selected based on:
 - Location of use
 - the skills of those involved
 - The nature and magnitude of the load
 - The need to move loads once in a lifted position
- 16.2 Competencies necessary to use lifting equipment will be identified and training will be provided to those involved in operating equipment.
- 16.3 Risks from the use of the equipment shall be assessed and a lifting plan developed to cover the lifting operation.
- 16.4 Staff involved in the lifting operation shall be instructed on the content of any lifting plan. Instruction will include the sequence of work, the specific role they fulfil, the necessary control measures, and actions to be taken in case of emergency.
- 16.5 All lifting equipment and accessories shall undergo thorough examination by a competent person at intervals specified in a written examination schedule prepared by a competent person. In the absence of such a schedule:
 - equipment used for lifting people must be inspected at intervals not exceeding 6 months
 - equipment used for lifting goods must be inspected at intervals not exceeding 12 months
 - lifting accessories (e.g. chains, shackles, slings) must be inspected at intervals not exceeding 6 months
- 16.6 Equipment users must inspect equipment prior to use in accordance with manufacturer's instructions and the training they have received.
- 16.7 Equipment which fails inspection or thorough examination shall be immediately removed from use. Defective parts should be destroyed or safely disposed of.
- 16.8 Lifting equipment records and logbooks must be maintained for future inspection.

17.0 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

- 17.1 These arrangements apply to all areas of activity where potentially hazardous substances are used, handled, stored or transported. This includes any material, mixture or compound used at work or arising from work activity.

- 17.2 The Museum will:
- Identify all potentially harmful substances used as part of our activities, or present on our premises
 - Assess the risks to health of staff and others
 - Eliminate risk if possible by removal or use of alternative, safer products
- 17.3 If risk cannot be eliminated completely, further assessment will be carried out to determine what precautions are needed to prevent or control exposure to the hazardous substances or processes.
- 17.4 Systems will also be implemented to:
- Ensure appropriate control measures are used and maintained
 - Monitor exposure to hazardous substances (including health surveillance where appropriate)
 - Ensure staff are properly informed, trained and supervised.

18.0 ASBESTOS MANAGEMENT

- 18.1 Asbestos awareness training will be provided to staff and volunteers where it has been identified by line managers that it relates to an individual's role. Only those who have received specific training in work with asbestos containing materials and can demonstrate competence will be permitted to do so.
- 18.2 The Museum will establish and maintain an Asbestos Register – a record of the location, condition and risk presented by known or presumed asbestos containing materials (ACMs).
- 18.3 The Museum will develop, update and implement an Asbestos Management Plan which includes:
- Details of persons responsible for managing asbestos
 - The Asbestos Register
 - Plans for remediation work on asbestos materials
 - A schedule for monitoring the materials' condition
 - Communication plan, covering arrangements for placing warning signage also warning staff, volunteers, contractors and anyone else liable to work on or disturb them.
- 18.4 All work on or which may disturb ACMs will be managed in accordance with current legal standards, best working practices and specific procedures covering construction activity.

19.0 CONTROL OF WATER BORNE DISEASES

- 19.1 Legionella bacteria are common in natural water sources such as rivers, lakes and reservoirs, but usually in low numbers. Since Legionella bacteria are widespread in the environment, they may also contaminate and grow in purpose-built water systems such as hot and cold water systems.

- 19.2 Leptospirosis is a bacterial infection which can get into the body through cuts and scratched and through the lining of the mouth, throat and eyes after contact with infected rat urine or contaminated water, such as sewers, ditches, ponds and canals.
- 19.3 As an employer and owner of premises the Museum is responsible for the management of risks associated with Legionella and Leptospirosis.
- 19.4 The Museum will:
- identify and assess sources of risk
 - prepare a scheme (or course of action) for preventing or controlling the risk
 - implement and manage the scheme by appointing persons to be managerially responsible, referred to as the 'responsible person'
 - keep records and check that what has been done is effective
- 19.5 Records of risk assessment, testing and treatment will be maintained by the responsible person.

20.0 HANDLING OF ANIMALS

- 20.1 To reduce the risk of injury to staff and visitors when handling livestock on site, and to ensure the welfare of Museum animals, the Museum will ensure it has:
- assessed risks;
 - provided proper facilities and equipment which are kept in good working order;
 - provided PPE, where necessary;
 - assessed and provided adequate control measures and ensured they are used and maintained;
 - provided information, instruction and training to staff.

21.0 STAFF AND VOLUNTEER WELFARE

- 21.1 The Museum will endeavour to ensure that the environment, welfare facilities and other related factors meet required standards. Particular attention will be paid to temperature, ventilation, purity of air and water supply, lighting, storage, sanitary conveniences, noise and overcrowding.
- 21.2 Appropriate facilities for disabled staff will be provided where the need arises.
- 21.3 The Museum will ensure that all facilities are maintained and kept clean.

22.0 WORKPLACE STRESS

- 22.1 The Museum recognises that workplace stress is an occupational health hazard and requires suitable and sufficient risk assessment to identify key workplace stressors and implement actions to manage stressors.
- 22.2 The assessment will be carried out in accordance with the Risk Management procedure.

23.0 HEALTH SURVEILLANCE

- 23.1 The Museum shall make arrangements to systematically monitor employee health where there is a foreseeable risk of this being adversely affected by work activity.
- 23.2 Specific, technical health surveillance shall be applied where a requirement has been identified within the risk assessment or COSHH assessment. The risk assessment must identify control measures to eliminate the risk if practicable or identify control measures to reduce the risk.
- 23.3 If specific health surveillance is required the Museum will seek specialist advice to help in development of appropriate control measures.
- 23.4 All employees shall receive training when the need for health monitoring or surveillance is identified through risk assessments. Training shall include coverage of the symptoms to watch for and the importance of reporting any suspected ill health or conditions.
- 23.5 Records of any health surveillance undertaken must be maintained on the personal file for the individual concerned. Records must be kept for a period of 40 years.

24.0 REMOTE OR LONE WORKING

- 24.1 The Museum continues to be responsible for employees working away from their normal place of work.
- 24.2 Wherever possible remote or lone working will be avoided, but where this is not reasonable to achieve specific assessments or remote and lone working activities will be made and suitable precautionary measures implemented to reduce risk to an acceptable level.
- 24.3 Full details and requirements are held within the Lone Working Policy and associated documentation.

25.0 WORK RELATED ROAD SAFETY

- 25.1 The Museum recognises its duty to manage the risk to staff driving on Museum business and requires all its employees to comply with the requirements of road traffic law.
- 25.2 This includes, but is not limited to, driver restrictions, speed limits, mobile phone use, licence requirements and insurance requirements.
- 25.3 To manage responsibilities, the Museum will, as a minimum:
- Undertake risk assessment(s) and provide guidance on safe driving including rest periods, travel distances and work and driving time
 - Undertake maintenance of Museum vehicles in accordance with manufacturers' recommendations
 - Complete authentication and periodic checks of driving licences
 - Complete insurance and MOT document checks annually on privately owned vehicles used on Museum business.

26.0 TRAVEL (INCLUDING INTERNATIONAL TRAVEL)

- 26.1 Employees who are involved in national or international travel may be exposed to health and safety risks not covered in other parts of this policy. The Museum will obtain, and act on, up-to-date advice from the Foreign and Commonwealth Office (FCO), prior to employees travelling overseas on Museum business.
- 26.2 The Museum will obtain information and advice on required vaccinations from the National Travel Health Network and Centre (NaTHNaC) prior to the staff member travelling overseas. The staff member, once provided with this information, must ensure they obtain the required inoculations in adequate time to be fully vaccinated prior to travel.
- 26.3 The Museum will ensure adequate travel insurance is in place, prior to the staff member travelling overseas on Museum business.

27.0 HEALTH AND SAFETY DISCLOSURES (WHISTLEBLOWING)

- 27.1 The Public Interest Disclosure Act 1998 gives legal protection to staff against being dismissed or victimised by their employer in consequence of publicly disclosing matters of public interest as defined by the Act.
- 27.2 Normally, any concern about a workplace health and safety matter should be raised with the relevant member of staff's immediate line manager. However, the Museum recognises that the seriousness of some health and safety issues, together with the identity of the person the member of staff believes may be involved or acting negligently, may make this difficult or impossible. In these circumstances a member of staff may make a health and safety disclosure directly to the Director and Chief Executive or the Human Resources Manager.

D: Monitoring, Review and Audit

Where health and safety management procedures have been introduced to reduce the degree of risk associated with Museum activities and compliance with legislation, it is necessary to monitor, review and audit evidence that the systems and processes in place are effective and that changes in legislative requirements are being met.

Methods for this are as follows:

1. Health and Safety Reporting

All managers will be required to compile a standard report on health and safety activities/issues for their area on a bi-monthly basis. All reports will be collated by the Director and Chief Executive, who will provide the Management Team, the Staff Consultative Forum and the Board with an Executive Summary that highlights trends, red flag issues and updates on any ongoing Health and Safety projects/initiatives.

2. Health and Safety Audit

An audit of the management of Health and Safety will be completed annually by the Deputy Chief Executive, Visitor Engagement and Operations the Museum's Health and Safety Co-ordinator and where appropriate external consultants to ensure effectiveness and legislative compliance.

3. Annual Health and Safety Review

A plan for the effective implementation and progressive improvement of the Health and Safety Policy will be prepared and reviewed annually by the Director and Chief Executive.

4. Policy Review

This policy will be reviewed by the Director and Chief Executive and the Deputy Chief Executive, Visitor Engagement and Operations in consultation with the Staff Consultative Forum every three years, or sooner where the monitoring and review process demonstrates a need.

E: Source of Reference and Abbreviations

RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
SMS	Safety Management System for Passenger Vehicle operations
ROGS	Railways and other Guided Transport Systems (Safety) Regulations 2006
COSHH	Control of Substances Hazardous to Health
PPE	Personal Protective Equipment

Health and Safety Executive www.hse.gov.uk

UK Government www.gov.uk

Institute of Occupational Safety and Health www.iosh.co.uk

Health and Safety at Work Act 1974 www.healthandsafety.co.uk