



MUSEUM HEALTH AND SAFETY MANAGEMENT POLICY

This document is in three parts.

Part one is a summary **statement of intent**, which outlines the Museum's commitment to provide a successful health and safety management system.

Part two designates the **organisation** required to implement the policy.

Part three includes the detailed **arrangements** made by the Museum to manage health and safety.

PART ONE MUSEUM HEALTH AND SAFETY MANAGEMENT POLICY STATEMENT

1. The Board of Trustees and the Director of the Museum recognise that legal requirements for health and safety set only a minimum standard. We are committed to achieving best practice in health and safety wherever possible.
2. It is the policy, therefore, of the Museum to: -
 - 2.1 provide healthy and safe working conditions for all employees, to carry out risk assessments and comply with relevant statutory requirements;
 - 2.2 conduct its activities to minimise risks to the general public;
 - 2.3 provide appropriate information, supervision, training and personal protection, so far as is reasonably practicable in each case;
 - 2.4 monitor, inspect and audit health and safety to ensure its effective management and continual improvement throughout the Museum.
3.
 - 3.1 The Director is responsible for the implementation of the Health and Safety Policy.
 - 3.2 All Group Directors, Heads of Department, managers and supervisors are responsible to the Director for health and safety within their areas through the management line.
 - 3.3 The Board of Trustees and the Director will ensure that, within the resources of the Museum, appropriate provision is made to enable the Museum to fulfil its health and safety obligations.
4.
 - 4.1 The Museum Health and Safety Policy is supplemented by Local Policies within Groups and Departments, which are regarded as extensions of the Health and Safety Policy.
 - 4.2 Group Directors are responsible, within their areas through the management line, for ensuring that health and safety policies and information are circulated to all employees, contractors and other visitors, as appropriate.
5. All employees, contractors and other visitors are required to co-operate and comply with the Health and Safety Policy in addition to discharging their own individual responsibilities for health and safety.
6. The Museum Health and Safety Committee meets regularly to consider all aspects of health and safety and to recommend changes in procedures and update policies as appropriate.
7. The Museum will consult with recognised trade union representatives and employees through the Museum Health and Safety Committee
8. The Museum encourages staff to make suggestions for the improvement of health and safety, through the management line or trade union representatives.
9. The Health and Safety Policy and associated procedures will be reviewed, and if necessary revised, regularly and when changes in circumstances or legislation dictate.

SIGNED BY DIRECTOR

15th January 2007

PART TWO

ORGANISATION

2. Management

2.1 The Director

- 2.1.1 The Director has the overall responsibility to ensure that the Health and Safety Policy is effectively applied.
- 2.1.2 He will receive annual, formal, written reports from the Group Directors indicating the effectiveness of the Policy. The Director will then report to the Trustees annually on overall effectiveness of the Policy.
- 2.1.3 So far as is reasonably practicable, the Director will ensure that all employees, contractors and other visitors, fulfil their obligations in the implementation of the Health and Safety Policy.
- 2.1.4 The Director will be assisted, advised and, where appropriate, represented by the Head of Health and Safety.
- 2.1.5 The Director requires that every member of staff will, at all times, comply with Health and Safety policy and procedures.

2.2 Director of Human Resources

The Director of Human Resources will act for the Director on all matters concerning health, safety and welfare including OHSAS 18001. The Director of Human Resources will also ensure Health and Safety performance reports are taken to the Directors Group.

2.3 Directors Group

- 2.3.1 Each member of the Directors Group is responsible to the Director for implementing the aims of the Health and Safety Policy within their areas of responsibility. They will ensure that effective Local Policies and procedures are in place, are monitored and are reviewed.
- 2.3.2 The Directors Group will receive reports and recommendations from the Health and Safety Committee on matters concerning health and safety policies and procedures, which will be approved subject to consultation.
- 2.3.3 The Directors Group will ensure that proper financial management systems exist to ensure adequate provision is made for identified health and safety resources.

2.4 Reports to Directors Group

Each Head of Department is responsible to their Group Director for the implementation of the Local Policy within their Group / Department.

In particular, they will:

2.4.1 Plan and set up a health and safety programme within the Department.

The programme should include such arrangements as: risk assessments, routine inspections, control of contractors, first aid arrangements, and health and safety training (induction, general and specialist).

2.4.2 Establish a suitable organisation to put the programme into effect. Those employees who are to monitor the programme on behalf of the Head of Department (Departmental Health and Safety Coordinators) should be identified and a reporting system established.

2.4.3 Monitor accident and incident reports relating to their areas of responsibility and take prompt and appropriate action thereon.

2.4.4 Monitor the programme by measuring implementation of the local health and safety policy, reviewing procedures annually and revising as necessary.

2.4.5 Report to the appropriate Group Director annually on the progress of the Health and Safety Programme within the Department

2.4.6 Ensure that the requirements of appropriate legislation, health and safety guidance and relevant procedures are observed.

2.4.7 Ensure that all employees with supervisory responsibilities for staff know and understand their responsibilities under the Health and Safety Policy.

2.4.8 Make such arrangements as are appropriate to assist trade union health and safety representatives to carry out their duties.

2.5 Line Managers within Departments/Units

2.5.1 Heads of sections, supervisors/line managers within Departments and Units are responsible for assisting the Head of Department/Unit in achieving the objectives of the Health and Safety Policy.

They will:

2.5.2 Monitor health and safety at the workplace; undertake a rolling programme of inspections of the workplaces under their control, at a frequency defined in the Local Policy, and make a written report to the Head of Department.

2.5.3 Investigate and report accidents and incidents in accordance with Accident/Incident Reporting Procedure.

2.5.4 Take appropriate immediate action to stop any unsafe or unhealthy practices or procedures within their delegated responsibility.

2.5.5 Work within all statutory regulations, and codes of practice applicable to the work activities and places of work under their control.

- 2.5.6 Ensure, so far as is reasonably practicable, that all equipment is safe to use and that there is a safe means of access to, and egress from, the place of work.
- 2.5.7 Ensure that all safe working procedures and instructions applicable to the work activity and place of work are applied at all times.
- 2.5.8 Ensure that all new employees receive appropriate health and safety training (induction, general and specialist) for the safe performance of their duties.
- 2.5.9 Ensure that personal protective equipment is used for those activities and tasks where it is required.

3. All Employees of the Natural History Museum

- 3.1 All employees are required to understand and comply with the Museum Health and Safety Management Policy and the relevant Local Health and Safety Policy. In particular they are responsible for:
 - 3.1.1 Co-operating with Museum management so as to enable its responsibilities under the Health and Safety at Work Act to be carried out.
 - 3.1.2 Ensuring that at all times full use is made of appropriate safety devices and protective equipment.
 - 3.1.3 Reporting to their line manager as a matter of urgency any unsafe or unhealthy systems of work, unsafe or unhealthy working conditions and damage to plant machinery or equipment.
 - 3.1.4 Taking reasonable care for their own health and safety and that of others who may be affected by their acts or omissions whilst at work.
 - 3.1.5 Ensuring that they, and persons under their supervision, use safe working practices.
 - 3.1.6 Not intentionally or recklessly interfering with, or misusing, anything provided in the interests of safety, health or welfare by the Museum.
 - 3.1.7 At all times setting a good example for visitors to follow.

4. Contractors and Visitors (excluding members of the public visiting public areas)

- 4.1 All contractors and visitors are required to co-operate fully in achieving the aims and objectives of the Health and Safety Policy and to comply with their own individual responsibilities for health and safety.
- 4.2 All contractors and visitors are required to comply with the relevant Museum Health and Safety Procedures, legislation and Codes of Practice.
- 4.3 Staff receiving visitors are responsible for ensuring that persons using the facilities of the Museum do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

- 4.4 Staff who arrange for, or permit, the presence of contractors on Museum premises are responsible for ensuring that such contractors are issued with the relevant statements of Procedures and Codes of Practice.

5. Health and Safety Unit

The Museum Health and Safety Unit will:

- 5.1 Formulate and provide a health and safety management policy, codes of practice and guidance documents relating to matters of health, safety and welfare.
- 5.2 Advise on, and ensure the Museum has, adequate systems in place to ensure health, safety and welfare at work.
- 5.3 Advise on all aspects of health and safety and fire precautions, in the design and use of buildings, plant and equipment.
- 5.4 Carry out reviews to monitor the health and safety management and arrangements within individual departments and services, and report to the Director on these.
- 5.5 Carry out investigations of serious accidents and dangerous occurrences, and maintain accident and incident records to monitor trends and statistics.
- 5.6 Facilitate inspections to identify any unsafe or unhealthy practices, equipment or premises.
- 5.7 Maintain contact with enforcing agencies and professional bodies.
- 5.8 Advise on, and provide, health and safety and fire training where necessary.
- 5.9 In exceptional circumstances and in the absence of line management, the Health and Safety Unit staff will take immediate steps to protect persons affected by the Museum's premises or activities from imminent risk of personal injury.

6. Designated Post Holders (responsible for particular areas, activities or staff, under the Museum Health and Safety Management Policy)

Departmental Health and Safety Coordinator
Senior Fire Marshal / Fire Marshal
Biological Safety Officer
Diving Contractor
Diving Officer
Radiation Protection Supervisor
Radiation Protection Adviser

PART THREE
ARRANGEMENTS

PROCEDURE NUMBER	TITLE
HSP 1	Emergency
HSP 2	Fire Safety
HSP 3	Alterations to Premises
HSP 4	First Aid
HSP 5	Accident Reporting
HSP 6	Local Induction guidelines
HSP 7	Risk Assessment
HSP 8	Computer Workstation Assessment
HSP 9	Manual Handling Operations
HSP 10	Radiation Protection
HSP 11	Control of Substances Hazardous to Health (COSHH)
HSP 12	Fieldwork
HSP 13	Diving
HSP 14	Working Alone
HSP 15	Control of Contractors
HSP 16	Interdepartmental Inspections
HSP 17	Access to Premises
HSP 18	Workplace – inc. photocopiers etc.
HSP 19	Electrical safety
HSP 20	Asbestos
HSP 21	Record keeping
HSP 22	Training

The above list is not exhaustive; procedures will be added as required, see procedural documents on the Health and Safety website.

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