



## Natural History 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.

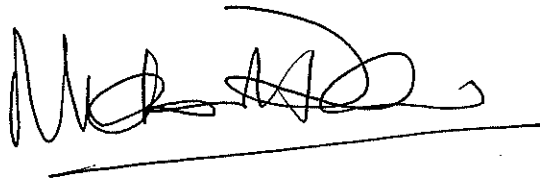
**Part three** includes the detailed **arrangements** made by the Museum to manage health and safety.

**Part One                      Museum health and safety management policy statement**

- 1.01 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.
- 1.02 It is the policy, therefore, of the Museum to: -
  - 1.02.1 provide healthy and safe working conditions for all workers, to carry out risk assessments and comply with relevant statutory requirements;
  - 1.02.2 conduct its activities to minimise risks to the general public;
  - 1.02.3 provide appropriate information, supervision, training and personal protection, so far as is reasonably practicable in each case;
  - 1.02.4 monitor, inspect and audit health and safety to ensure its effective management and continual improvement throughout the Museum.
- 1.03 The Director is responsible for the implementation of the Health and Safety Policy.
- 1.04 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.
- 1.05 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.
- 1.06 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.
- 1.07 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.
- 1.08 All workers (including employees, volunteers, scientific associates, departmental visitors, and contractors) 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.
- 1.09 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.
- 1.10 The Museum will consult with recognised trade union representatives and employees through the Museum Health and Safety Committee
- 1.11 The Museum encourages staff to make suggestions for the improvement of health and safety, through the management line or trade union representatives.

1.12 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

A handwritten signature in black ink, appearing to read 'M. Dixon', written over a solid horizontal line.

**Sir Michael Dixon**  
Museum Director

Date: February 2018



## 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    So far as is reasonably practicable, the Director will ensure that all workers, fulfil their obligations in the implementation of the Health and Safety Policy.
- 2.1.3    The Director will be assisted, advised and, where appropriate, represented by the Health and Safety Manager.
- 2.1.4    The Director requires that all workers will comply with Health and Safety policy and procedures at all times.

#### 2.2            Director of Finance and Corporate Services

- 2.2.1    The Director of Finance and Corporate Services will act for the Director on all matters concerning health, safety and welfare including OHSAS 18001.
- 2.2.2    The Director of Finance and Corporate Services will also ensure Health and Safety matters are reported to the Executive Board and the Board of Trustees.

#### 2.3            Executive Board

- 2.3.1    Each member of the Executive Board is responsible to the Director for implementing the aims of the Health and Safety Policy within their areas of responsibility.
- 2.3.2    They will ensure that effective Local Policies and procedures are in place, are monitored and are reviewed.
- 2.3.3    The Executive Board 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.
- 2.3.4    The Executive Board will ensure that proper financial management systems exist to ensure adequate provision is made for identified health and safety resources.

#### 2.4            Heads of Departments

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

In particular, they will:

- 2.4.2 Identify Line Managers within their department who must establish and maintain a Health and Safety Managers Control Process to ensure H&S Objectives and Programmes within their areas are adequately documented.
- 2.4.3 Plan and set up a health and safety programme within the Department.
- 2.4.4 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).
- 2.4.5 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 (e.g. Departmental Health and Safety Coordinators, Departmental Management Teams) should be identified and a reporting system established.
- 2.4.6 Monitor accident and incident reports relating to their areas of responsibility and take prompt and appropriate action thereon.
- 2.4.7 Ensure corrective actions arising from high impact incidents, near misses, recorded hazards, audits and assessments<sup>1</sup> are monitored and completed in a timely manner.
- 2.4.8 Monitor the programme by measuring implementation of the local health and safety policy, reviewing procedures annually and revising as necessary.
- 2.4.9 Report to the appropriate Group Director annually on the progress of the Health and Safety Programme within the Department
- 2.4.10 Ensure that the requirements of appropriate legislation, health and safety guidance and relevant procedures are observed.
- 2.4.11 Ensure that all employees with supervisory responsibilities for staff know and understand their responsibilities under the Health and Safety Policy.
- 2.4.12 Make such arrangements as are appropriate to assist trade union health and safety representatives to carry out their duties.

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<sup>1</sup> High impact incidents, near misses and recorded hazards.

**High impact incidents:** an incident that has been recorded on Safeguard that has resulted in a report to the Health and Safety Executive under RIDDOR regulations, or uncontrolled fire.

**High impact near miss:** a near miss which has been recorded on Safeguard that would probably have resulted in a report to the Health and Safety Executive under RIDDOR, or uncontrolled fire but for timing or emergency intervention.

**High impact hazard:** a hazard which has been recorded on Safeguard with the potential to develop into a condition or incident which would result in report to the Health and Safety Executive under RIDDOR, or uncontrolled fire.

Conditions which have resulted in either a major or minor non-conformity during external audit or internal assessment.

## 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 Managers health and safety control process accessed via the Museums health and safety management database (Rivo Safeguard). Also ensuring that all necessary risk assessments are carried out and recorded on the museums electronic health and safety management database

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 all contractors under their control are made fully aware of the Museums Health and Safety and Fire safety standards and requirements.

2.5.10 Ensure that all department visitors, including scientific associates and visiting science staff are made fully aware of the Museum's Health and Safety and Fire Safety requirements and are suitably supervised at all times.

2.5.11 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 Contractors working on Museum premises or on behalf of the Museum elsewhere must submit task and site specific risk assessments and method statements to their Museum contact prior to the commencement of any works.

**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 for Finance and Corporate Services 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
- Diving Contractor
- Diving Officer
- Radiation Protection Supervisor
- Radiation Protection Adviser





Part three

Arrangements

TITLE
<u>Access to premises</u>
<u>Accident reporting</u>
<u>Alterations to premises</u>
<u>Asbestos policy</u>
<u>Asbestos control procedure</u>
<u>Computer workstation assessment</u>
<u>Construction design management – client duties</u>
<u>Control of substances hazardous to health (COSHH)</u>
<u>Diving</u>
<u>Document control procedure</u>
<u>Electrical safety</u>
<u>Emergency procedures handbook</u>
<u>Fieldwork</u>
<u>Fire safety</u>
<u>First aid</u>
<u>Inspection guidelines</u>
<u>Local Induction guidelines</u>
<u>Manual handling procedure</u>
<u>Microscope ergonomics</u>
<u>Record keeping</u>
<u>Risk assessment</u>
<u>Road safety</u>
<u>Smoking policy</u>
<u>Stress at work</u>
<u>Training</u>
<u>Work equipment</u>
<u>Working alone</u>
<u>Working at height</u>

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

Owner: Eleanor Pirie  
 Created: September 2004  
 Last Revision Date: September 2018  
 Next Revision Date: September 2019

