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. The Board of Trustees and the Museum Director 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 of the Museum to:
   - Provide healthy and safe working conditions, carry out risk assessments and comply with relevant statutory provision;
   - conduct activities to minimise risk to all affected by Museum business;
   - provide appropriate information, supervision, training and personal protection, so far as is reasonably practicable in each case;
   - monitor, inspect and audit health and safety to ensure effective management and continual improvement throughout the Museum.

3. The Museum Director is responsible for the implementation of the Health and Safety Policy.

4. All Executive Directors, Heads of Department, managers and supervisors are responsible to the Museum Director for health and safety within their areas through the management line.

5. The Board of Trustees and the Museum 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.

6. 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.

7. Executive 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.

8. 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.

9. 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. Departmental health and safety committees also meet to carry out the same function for the department.

10. The Museum will consult with recognised trade union representatives and employees through the Museum Health and Safety Committee.

11. The Museum encourages staff to make suggestions for the improvement of health and safety through the management line or trade union representatives.

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.

Sir Michael Dixon, Museum Director

September 2019
Part two: Organisation

Museum Director

13. The Museum Director has the overall responsibility to ensure that the Health and Safety Policy is effectively applied.

14. So far as is reasonably practicable, the Museum Director will ensure that all workers fulfil their obligations in the implementation of the Health and Safety Policy.

15. The Museum Director will be assisted, advised and, where appropriate, represented by the Health and Safety Manager.

16. The Museum Director requires that all workers comply with Health and Safety policy and procedures at all times.

Executive Director of Finance and Corporate Services

17. The Director of Finance and Corporate Services will act for the Museum Director on all matters concerning health, safety and welfare including.

18. 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.

The Executive Board

19. Each member of the Executive Board is responsible to the Museum Director for implementing the Health and Safety Policy within their areas of responsibility.

20. They will ensure that effective local policies and procedures are in place, are monitored and are reviewed.

21. 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.

22. The Executive Board will ensure that proper financial management systems exist to ensure adequate provision is made for identified health and safety resources.
Heads of Department

23. Each Head of Department is responsible to their Executive Director for the implementation of the local policies within their Group / Department.

24. They will:
   - Identify Line Managers responsible for maintaining a Health and Safety Manager’s Control Process.
   - Plan and set up a health and safety programme within the Department to include risk assessments, routine inspections, control of contractors, first aid arrangements and health and safety training.
   - 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.
   - Monitor accident and incident reports relating to their areas of responsibility and take prompt and appropriate action thereon.
   - Ensure corrective actions arising from high impact incidents, near misses, recorded hazards, audits and assessments are monitored and completed in a timely manner.
   - Monitor the programme by measuring implementation of the local health and safety policy, reviewing procedures annually and revising as necessary.
   - Report to the appropriate Executive Director annually on the progress of the health and safety programme within the Department
   - Ensure that the requirements of relevant legislation, health and safety guidance and procedures are observed.
   - Ensure that all employees with supervisory responsibilities for staff know and understand their responsibilities under the health and safety policy.
   - Make such arrangements as are appropriate to assist trade union health and safety representatives to carry out their duties.

Heads of section, supervisors and line managers

25. Heads of section, supervisors and line managers are responsible for assisting their Head of Department/Unit in achieving the objectives of the health and safety policy.

26. To achieve this heads of section, supervisors and line managers will:
   - Monitor health and safety at the workplace through routine inspection and regular monitoring.
   - Ensure all activities are risk assessed and recorded.
   - Investigate and report accidents and incidents in accordance with accident/incident reporting procedure.
   - Take appropriate action to stop any unsafe or unhealthy practices or procedures within their delegated responsibility.
   - Work within all statutory regulations and codes of practice applicable to the work activities and places of work under their control.
   - Ensure equipment is safe to use and that there is a safe means of access to, and egress from, the place of work.
   - Ensure safe working procedures and instructions are applied.
   - Ensure employees are competent to carry out their roles safely.
   - Ensure contractors complete a suitable health and safety induction.
   - Ensure visitors, including scientific associates, are appropriately supervised and complete a suitable health and safety induction.
   - Ensure personal protective equipment is used for those activities and tasks as identified by risk assessment.
All Employees.

27. All employees are required to understand and comply with the Museum health and safety management Policy and the relevant local health and safety policies and procedures.

28. Employees are responsible for:
- Co-operating with Museum management to ensure compliance with all Museum health and safety arrangements.
- Ensuring full use is made of safety devices and protective equipment.
- 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.
- 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.
- Ensuring that they, and persons under their supervision, use safe working practices.
- Not intentionally or recklessly interfering with, or misusing, anything provided in the interests of safety, health or welfare by the Museum.
- At all times setting a good example for visitors to follow.

Contractors and Visitors (excluding members of the public)

29. All contractors and visitors are required to co-operate with the Museum's health and safety arrangements and take responsibility for health and safety.

30. All contractors and visitors are required to comply with the relevant Museum health and safety procedures, legislation and codes of practice.

31. 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.

32. 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.

The Health and Safety Unit

33. The Museum Health and Safety Unit will:
- Formulate and provide a health and safety management policy, codes of practice and guidance documents relating to matters of health, safety and welfare.
- Advise on, and ensure the Museum has, adequate systems in place to ensure health, safety and welfare at work.
- Advise on all aspects of health and safety and fire precautions, in the design and use of buildings, plant and equipment.
- Carry out reviews to monitor health and safety management and arrangements within individual departments and services, and report to the Director for Finance and Corporate Services and the Museum Health and Safety Committee.
• Maintain accident and incident records, carry out investigations of serious accidents and dangerous occurrences.
• Facilitate inspections to identify any unsafe or unhealthy practices, equipment or premises.
• Maintain contact with enforcing agencies and professional bodies.
• Advise on, and provide health and safety and fire training.

34. 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.

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

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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 2019, Next Revision Date: September 2020