

HEALTH AND SAFETY POLICY

It is the Museum's policy to ensure, so far as it is reasonably practicable, the health, safety and welfare at work of its entire staff in accordance with the relevant statutory requirements.

Within the general policy stated above it is the Museum's policy in particular:

- to provide and maintain plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;
- to make arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with use, handling, storage and transport of articles and substances;
- to provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of its employees;
- so far as is reasonably practicable as regards any place or work under the Museum's control to maintain it in a condition that is safe and without risk to health and to provide and maintain means of access to and exit from it that are safe and without such risks;
- to provide and maintain a working environment that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work;
- to provide such protective equipment as is necessary to ensure, as far as is reasonably practicable, the health and safety at work of its staff;
- to encourage staff to set a high standard of safety by personal example and to accept a reasonable level of responsibility for the health and safety of themselves and their colleagues;
- to work with its recognised unions to ensure that they are able to input into the management of health & safety in the museum.
- the Health and Safety Group is responsible through its Chairman for ensuring the
 - implementation of the Museum's safety policy and for providing advice on all matters relating to safety in the Museum;
 - to encourage staff to undertake recognised training in First Aid. In addition, regular training and refresher courses in First Aid are arranged and these are open to all members of staff;
 - further to the above, the Museum provides relevant staff training and through regular reviews has an ongoing commitment to identifying and satisfying training needs as and when they arise;
 - to promote a healthy lifestyle with its staff.

Any questions or concerns regarding Health & Safety at Work should be brought to the attention of your line manager. If it is a potential hazard or problem that can be solved immediately then this should be done. If however you have a more general issue you wish to raise then make sure your line manager brings it to the attention of the Health and Safety Policy Group.

Staff are advised to also refer to the Comprehensive Procedures for managing Health & Safety and clarify any issues with their line manager.

Signed: *David Anderson*

Position: *Director General*

Date: *10 November 2018*