

# Dorset County Museum

## Health & Safety Policy

### *General Statement of Intent*

The Society believes that excellence in the Management of Health and Safety is an essential element within its overall business plan – a good Health and Safety record goes hand in hand with high productivity and quality standards.

People are the most important asset to this Society, and therefore we are totally committed to ensuring their Health, Safety and Welfare at all times.

From an economic point of view, the Society believes that prevention is not only better, but cheaper than cure. There is no necessary conflict between humanitarian and commercial consideration. Profits and safety are not in competition. On the contrary, safety is good business.

From a legal perspective, the Society is committed to ensuring that it complies with all relevant Health and Safety legislation. Where it is reasonably practicable to do so, the Society will strive to go beyond the requirements of legislation.

The Society is committed to ongoing monitoring and review processes, so that continual improvement in the management of Health and Safety can be achieved.

Our general intentions are:-

- To provide adequate control of the H&S risks arising from our work activities;
- To consult with our employees on matters affecting their Health & Safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy at regular intervals.

**Signed**.....

**Position** .....

**Date:** .....

**Review Date:** .....

# ***Organisation and Responsibilities for ensuring Health and Safety at Work***

Overall and final responsibility for Health & Safety is that of Jon Murden

Day-to-day responsibility for ensuring policy is put into practice is delegated to Jon Murden

## **Employees' Duties**

All employees are required to:

- Co-operate with supervisors and managers on Health and Safety matters;
- Not interfere with anything provided to safeguard their Health and Safety;
- Take reasonable care of the Health and Safety of themselves and others; and
- Report all Health & Safety concerns to a responsible person (as detailed in this policy).

Non-compliance with Health and Safety rules and procedures can result in disciplinary action, which may include immediate dismissal if appropriate.

## **Volunteers' Duties**

While volunteers may not be covered directly by Health and Safety legislation, it is the intention of Dorset County Museum to avoid discrimination between employees and volunteers, especially when they are undertaking identical tasks

Consequently, all volunteers are required to:

- Co-operate with supervisors and managers on Health and Safety matters;
- Not interfere with anything provided to safeguard their Health and Safety;
- Take reasonable care of the Health and Safety of themselves and others; and
- Report all H&S concerns to a responsible person (as detailed in this policy statement).

Failure to follow H&S rules and procedures may result in a volunteer being asked to leave and no longer being made welcome at the museum

# ***Arrangements for Ensuring Health and Safety at Work***

## **Risk Assessment**

In accordance with the Management of Health & Safety at Work Regulations 1999, the society will carry out assessments of all activities that present a risk to employees or others. The assessments will be carried out in line with HSE guidance, and the procedure for doing so is as follows:

1. Identify the significant hazards involved in our activity.
2. Decide who might be harmed and how.
3. Evaluate the level of risk & decide if existing precautions are sufficient, or if more needs doing.
4. Record the significant findings of the assessment.
5. Review the assessment when things change, or there is reason to believe it is no longer valid.

Risk assessments will be undertaken by Jon Murden / Kath Fox / Pippa Brindley

Approval for the required action to remove or control risks will be given by Jon Murden

## **Health & Safety Management System / Manual**

The Society operates a documented H&S Management system provided by our H&S consultants, MHI support ltd. The system consists of prioritised actions for the Society to complete and implement. The system also contains a H&S reference manual, which contains advice on all key aspects of H&S law, and can be viewed on request. The H&S management system is the responsibility of Jon Murden

## **Consultation with Employees & Volunteers**

The Society will consult with its employees and volunteers in accordance with the Health and Safety (Consultation with Employees) Regulations 1996. Consultation will be provided by means of memos, notices, e-mails and direct verbal communications

## **Safe Equipment**

The Society will ensure that all equipment is suitable and without risks to Health and Safety, in accordance with legislation such as the Provision and Use of Work Equipment Regulations 1998, the Lifting Operations and Lifting Equipment Regulations 1998.

Responsibility for identifying equipment needing maintenance, for creating effective maintenance procedures, for ensuring that all identified maintenance is implemented and for checking that new equipment meets health and safety standards before it is purchased is that of Jon Murden

Any problems with plant or equipment should be reported to either Jon Murden or Kath Fox

## **Personal Protective Equipment (PPE)**

The Society will provide Personal Protective Equipment when the risk presented by a work activity cannot be adequately controlled by other means. It is our policy to ensure, through the proper use of PPE that the hazards are reduced to the lowest level practicable

It is the responsibility of Jon Murden to ensure that:

- Any PPE supplied provides the maximum protection for the particular hazard.
- Employees are given such information and instruction as is necessary to enable them to understand the importance of wearing PPE where required.
- Training is given to employees to enable them to wear and maintain items of PPE correctly.

Society policy determines that where its employees are provided with PPE to protect their Health and Safety they must use it at all times

## **Manual Handling**

Statistics show that poor manual handling is one of 'the most common causes of injury at the workplace, these injuries often have long-term effects. Society policy is to reduce the risk of manual handling injuries as far as is reasonably practicable and to provide guidance to employees on the measures that should be taken to ensure safe lifting and carrying

It is the responsibility of Jon Murden to ensure that:

- A Risk Assessment of manual handling and lifting tasks is carried out.
- Operations which involve manual handling are eliminated, so far as is reasonably practicable, and where not reasonably practicable, that appropriate lifting aids are provided.
- The design and layout of the workplace is considered and changes are made where practicable

## **Information, Instruction and Supervision**

The Health and Safety Law poster is displayed at the Admin Office

The Society employs MHL Support Ltd to act as our competent advisors on H&S issues. They can be contacted at any time for advice, but in the first instance please contact Jon Murden or Kath Fox who are authorised to contact MHL Support if necessary

Supervision of young workers/trainees will be arranged/undertaken/monitored by Pippa Brindley

## **Training and Competency**

Induction training for all new employees is the responsibility of Jon Murden

Job specific training will be provided by Kath Fox

Training records are kept by Kath Fox

Training will be identified, arranged and monitored by Kath Fox

## **Accidents, First Aid and Work Related Ill-Health**

First aid boxes are kept at: The Admin Office, The Shop & All Outbuildings

The emergency first aiders are Jon Murden / Pippa Brindley / Kath Fox

All accidents & work related ill-health are recorded in the accident book, kept at Reception

Responsibility for reporting accidents, diseases and dangerous occurrences to the enforcing authority is that of Jon Murden

## **Emergency Procedures – Fire and Evacuation**

Responsibility for ensuring a fire assessment is completed is that of Jon Murden

Escape routes are checked daily

Emergency evacuation will be tested annually

Fire extinguishers are maintained and checked annually

## Control of Asbestos Containing Materials

The Society understands that materials containing asbestos when incorrectly handled can present a risk to the health and safety of employees and others visiting the site.

It is the responsibility of Jon Murden to ensure that:

- A survey is carried out in order to identify asbestos containing or other potentially hazardous materials on site
- Where appropriate, dispose of any such materials in a safe manner using licensed and accredited contractors

Where risk assessment indicates the risk of removal to be greater than the risk of leaving in situ, to keep a register of and to conspicuously mark such materials so as to ensure safe working processes are employed in the case of subsequent damage, maintenance or removal

## Control of Contractors

As site occupiers the Society will plan, co-ordinate, control and monitor the activities of Contract Companies to effectively minimise the risks presented to our employees, other persons on our site and the public. Only approved Contractors will be permitted to carry out work on behalf of the Society. Sanctions will be applied to Contractors as a result of poor health and safety performance

It is the responsibility of Jon Murden to ensure that:

All Contractors comply with Society health and safety rules and are given a site induction.

All Contractors sign in at reception whenever onsite.

All Contractors provide suitable Risk assessments & Method statements before commencing work on site when appropriate

Contractors work activities are suitably monitored to ensure work is carried out safely in accordance with agreed safe systems of work

## Display Screen Equipment

Display screen equipment is used at the Dorset County Museum however, not all employees who use equipment will be classified as a "user" under the Health & Safety (Display Screen Equipment) Regulations and the full extent of the Regulations may not apply in all cases. Where an employee falls into this "User" category a Workstation Assessment Checklist will be completed by Jon Murden who will be responsible for ensuring that any control measures identified by the assessment are implemented as necessary

All users are entitled under the Regulations to an eyesight test, to be carried out by a registered practitioner, at the organisation's expense. Tests should be carried out at regular intervals (as advised by the optician). Where the results of the test shows that corrective appliances are necessary (***specifically for DSE use only***, in order to correct vision defects at the viewing distance of the screen from the user) these will be provided at the organisation's expense, (as required by the Regulations)

## New & Expectant Mothers

The Society has strong obligations towards its staff who become pregnant and on into the period after they have given birth. The Management of Health and Safety at Work Regulations require all organisations to assess workplace risks for all employees. Where women of childbearing age are employed the assessment must also cover risks specific to new and expectant mothers

When a member of staff informs the Society that she is pregnant, it is the responsibility of Jon Murden to ensure that an assessment of the safety implications of that person's work is carried out in full consultation with her, as soon as possible. The results are to be recorded, copied to the individual and filed in the personal file. As the pregnancy progresses, and also at return to work, the assessment should be reviewed with the person

## Temporary and Casual Staff

It is Society policy to protect the Health and Safety of all its employees, including those who work for relatively short periods of time

It is the responsibility of Jon Murden to ensure that:

- Temporary and casual employees are informed of any special skills, qualifications or requirements that are needed to enable them to function safely and without risk to health
- Temporary and casual employees are subject to basic induction training in respect of safe working and site safety

## **Visitors**

The Society acknowledges its responsibility to ensure the health and safety of all persons who come into contact - either directly or indirectly - with its work activities - this includes visitors to Society premises. All visitors are required to agree and comply with Health & Safety instruction given when arriving at reception

It is the responsibility of the duty receptionist to ensure that visitors are informed of any particular hazards, which they might expect to encounter during their time on-site, and to inform them of any precautions that they should take

## **Working Alone**

The Society will assess the hazards and risks associated with lone-workers and take steps to minimise them so far as is reasonable practicable

It is the responsibility of Jon Murden ensure that:

- Equipment used by lone workers is properly maintained.
- Special training is provided for lone workers where required.
- Communication is maintained with any lone worker, which is appropriate to the circumstances.

All Staff are reminded of their responsibility to notify a supervisor or manager if they are or intend to work in a department alone, either during or outside normal working hours

## **Young persons**

Because of their possible lack of awareness, inexperience or immaturity young people under 18 years old are considered to be particularly at risk in matters affecting their Health & Safety at work

Before engaging any young employees the Society will complete a specific risk assessment

Certain work will be prohibited if risk assessment identifies a significant risk which cannot be eliminated. The assessment will also take into account the inexperience and immaturity of the young person and also their possible lack of awareness of existing or potential risks

When assigning work to young persons, Jon Murden will ensure that potential immaturity & lack of experience are taken into account & adequate supervision is provided at all times

## **Workplace Health & Safety Monitoring**

To check working conditions, and ensure our safe working practices are being followed, we will conduct constant visual observations and periodic formal inspections:

Responsibility for investigating accidents & work-related causes of sickness absence and for acting on investigation findings to prevent a recurrence is that of Jon Murden and Kath Fox.