



HEALTH AND SAFETY POLICY

The West House & Heath Robinson Museum Trust and The William Heath Robinson Trust (the Trusts) consider the Health & Safety of its staff, volunteers, contractors, visitors and any other persons within the premises to be of primary importance.

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees and volunteers on matters affecting their health and 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 and volunteers 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 as necessary at regular intervals.

Responsibilities: Overall and final responsibility for health and safety is that of the trustees of the Trusts.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Management Board.

To ensure health and safety standards are maintained/ improved, the following people have responsibility in the following areas

- The Museum Manager is responsible for ensuring that the daily checking of the site and upkeep of the premises is carried out;
- The Estate Manager is responsible for the Fire Safety and Security of the site;
- The Volunteer Coordinator is responsible for liaising with Volunteers over health and safety issues.

All employees and volunteers must:

- 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 their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Health and safety risks arising from our work activities:

- Risk assessments will be undertaken by the Museum Manager
- The findings of the risk assessments will be reported to the Management Board
- Action required to remove/control risks will be approved by the Chair of the Management Board
- The Museum Manager will be responsible for ensuring the action required is implemented, reporting back to the Management Board on progress
- The Museum Manager will then check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed on a yearly basis or when the work activity changes, whichever is soonest.

Consultation with employees:

- Consultation with employees and volunteers is provided by the Human Resources & Volunteering Manager

Safe plant and equipment:

- The Estate Manager will be responsible for identifying all equipment/plant needing maintenance and will be responsible for ensuring effective maintenance procedures are drawn up.
- The Museum Manager will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant/equipment should be reported to the Estate Manager who will inform the Management Board.
- The Estate Manager will check that new plant and equipment meets health and safety standards before it is purchased.

Safe handling and use of substances:

- The Museum Manager will be responsible for identifying all substances which need a COSHH assessment and will be responsible for undertaking those assessments. The Museum Manager will need to work closely with Daisy's who look after the cleaning of West House for which they purchase and store cleaning materials on site.
- The Museum Manager will be responsible for ensuring that all actions identified in the assessments are implemented.
- The Human Resources and Volunteering Manager will be responsible for ensuring that all relevant employees and volunteers are informed about the COSHH assessments.
- The Museum Manager will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed on a yearly basis or when the work activity changes, whichever is soonest.

Records:

- All employees and volunteers must report all health and safety concerns, accidents, and near misses.
- The Museum Manager is responsible for keeping a record of all health and safety concerns, accidents, and near misses (Accident Log). All reportable incidents will be reported to the Health & Safety Executive by the Museum Manager with the Management Board kept informed.

Emergency procedures – fire and evacuation:

- The Estate Manager is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked by the Museum Manager (or the person designated as the Duty Manager in their absence) every day before the public is admitted
- Fire extinguishers are checked by the Museum Manager (or the person designated as the Duty Manager in their absence) every day before the public is admitted, maintenance of fire fighting equipment will be arranged by the Estate Manager.
- Alarms will be tested weekly by the Museum Manager with the Estate Manager
- Emergency evacuation will be tested monthly by the Museum Manager with the Estate Manager.