

## Science Museum Group Health & Safety Policy

As a museum group, welcoming visitors across our sites, SMG strives for excellence and continuous improvement in Health & Safety management both for all colleagues and visitors. This Health & Safety policy and any accompanying procedures outline key requirements and responsibilities to enable the organisation to achieve this.

This Policy applies to all colleagues (including employees, casual workers, and volunteers) and contractors included but not limited to the following sites and explains our responsibilities and the structures in place to ensure this happens:

- Science Museum (SCM), London
- National Railway Museum (NRM), York
- Science & Industry Museum (SIM), Manchester
- National Science & Media Museum (NSMM), Bradford
- Science and Innovation Park (S+IP), Wroughton
- Blythe House (BH), London
- Locomotion, Shildon

This Policy also applies where colleagues may be working at sites managed by other organisations. Any variations and local arrangements with the host organisation should be documented in a procedure.

The SMG's Health & Safety Policy is subject to a process of continuous review, to respond to any organisational changes, state of knowledge in relation to workplace hazards and any changes in Health & Safety regulations.

We all have a responsibility for ensuring our own and others' safety, both in terms of workplace responsibilities as well as ensuring safety of our visitors. More information on responsibilities is set out in sections 7 and 8.

The people listed under contents below also have specific additional responsibilities which are detailed later in this policy.

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Each site has a standalone or joint local Safety & Wellbeing Committee which feeds into an SMG wide Safety & Wellbeing Committee. The purpose and function of these committees is explained in section 9.

### Section1: Health & Safety Policy Statement

SMG is fully committed to a positive health and safety culture, maintaining a safe and healthy environment and minimising risks to people and our assets. The SMG Board of Trustees and SMG Director recognise their legal and social responsibility to provide a safe environment, and to protect the health, safety, and welfare of its colleagues and the public. As a museum group with public buildings, SMG has a duty of care both towards its visitors, including guests at events, and as a workplace to ensure the safety of its colleagues and contractors.

The SMG Executive will approve Health & Safety KPI's through the Group Safety & Wellbeing Committee, and all line managers will be responsible for ensuring these are completed in their department. Completion will be reviewed at the Safety & Wellbeing committee.

SMG will comply with the requirements of Health & Safety legislation, and Health & Safety will be a key part of all operations. Health & Safety contributes to the success of the organisation and is in equal importance to time, cost, and quality.

SMG aims to continually improve its Health & Safety Compliance. Consultation with colleagues and other parties will be completed to support continuous improvement.

Prime responsibility for accident and ill-health prevention rests with management. All levels of management will demonstrate active and visible support, strong leadership in decision making, and commitment to providing a safe and healthy environment for all colleagues and visitors.

SMG Executive will ensure adequate resources and appropriate training are available to colleagues to ensure compliance with current UK legislative requirements and best practice guidance available.

All colleagues will demonstrate SMG's commitment to Health & Safety through their behaviour. Colleagues will cooperate with supervisors and managers and take care of their own Health & Safety and that of others.

SMG will:

- Ensure appropriate management of Health & Safety for all workplaces and tasks.
- Identify where organisational changes may have a H&S impact and ensure any procedures and associated documents are reviewed to take account of these changes.
- Eliminate or reduce risks arising from our undertakings.
- Ensure all equipment and substances procured for use are suitable and safety risk assessed prior to purchase.
- Maintain emergency evacuation systems on all sites.
- Communicate and cooperate with colleagues and interested stakeholders; and
- Undertake regular safety audits in addition to colleagues inspecting and checking their areas.

## **Section 2: Health & Safety Organisation**

### **1 - Board of Trustees**

For Health & Safety purposes, the Board of Trustees is the duty holder known as the Employer. They are overall responsible for the Health, Safety and Wellbeing of the organisation and its colleagues.

As the employer, the Board of Trustees:

- Conform to best practice for risk management.
- Comply with all relevant legislation.
- Employ suitably qualified colleagues.

The Board of Trustees provide the SMG Director with the necessary resources and assistance needed to effectively manage all risks arising from SMG businesses.

The Board of Trustees will periodically take measures to satisfy itself that it is carrying out its duties.

## **2 - SMG Director**

The SMG Director

- Has overall responsibility for ensuring the Health & Safety Policy is implemented effectively and suitable arrangements are in place for communication, discussion, and consultation at all levels.
- Has final authority on all Health & Safety matters.
- Must ensure there is a suitable management structure and systems in place to manage Health & Safety, including reviewing the effectiveness of the Health & Safety Policy.
- Ensure that competent colleagues are available to satisfy Health & Safety requirements, and that colleagues receive adequate training.
- Positively promotes and develops a strong Health & Safety culture.
- Reports to the Board of Trustees on Health & Safety management issues.

## **3 - Executive**

The SMG Executive is responsible to the SMG Director for compliance with the SMG Health & Safety Policy.

All members of the Executive demonstrate commitment to excellence in Health & Safety through responsible decision making which considers health & safety during all strategic and key planning processes.

Executive members shall ensure:

- The effective implementation of SMG Health & Safety Policies and procedures in their operational areas.
- That audits and safety checks are completed in their department in line with SMG audit & Inspection procedures.
- Their teams consider the safety of visitors in all relevant activities to ensure visitors have a safe visit.

- They understand the application of the “Health & Safety at Work etc. Act 1974” and any other legislation relevant to their operational areas.
- They positively promote a strong Health & Safety culture through leadership and personal example.
- Their managers understand their Health & Safety responsibilities and receive relevant information and training.
- They support the completion of all relevant Health & Safety training across their departments.
- They recruit competent colleagues who understand risk arising from visitor interactions, and the Health & Safety responsibilities of all colleagues under their control are incorporated in their job descriptions.
- They complete appropriate consultation with the Health & Safety team, or any other specialist support services and employee representatives prior to the introduction of any changes which may affect employee’s health & safety.
- They initiate disciplinary actions against any colleague who fails to comply with the requirement of the SMG Health & Safety Management system.
- They contact the Health & Safety team for guidance in relation to controlling risks.
- Health & Safety documentation is implemented for all relevant activities under their control.
- That their respective departments comply with SMG Health & Safety objectives.
- Ensure an adequate emergency preparedness plan is in place.
- Ensure business continuity plans are in place for their area of responsibility.
- In addition to this the Director of Estate must ensure that all premises related compliance is completed, and appropriate records are maintained.

**4 – SIM, NRM, Locomotion and NSMM Directors, SMG Deputy Director, Programme Director – One Collection (Blythe House) and Associate Director S+IP.**

The above colleagues have the following responsibilities for their respective sites:

- Ensure departments consider hazards in the collection when planning exhibits and obtain advice as required.
- Represent SMG when required with the enforcing authorities visiting their respective sites.
- Ensure emergency preparedness plans are in place for their site.
- Ensure there are sufficient first aid trained colleagues on site to respond to injuries or ill-health.
- Analyse incidents to identify any trends and ensure appropriate risk control measures are implemented.

- Ensure any risks arising from visitor interaction are appropriately managed, supporting visitors have a safe and enjoyable visit.

## Rail Operations

The Head of Locomotion is responsible for:

- Ensuring adequate and competent resources are available to manage rail operations at NRM and Locomotion.
- Ensure suitable rail safety training is delivered to colleagues at NRM and Locomotion.
- Ensure NRM and Locomotion have a suitable rail operations safety management system.

## **5 – Director People & Culture**

The Director People & Culture is the appointed Executive responsible for Health & Safety.

In addition to the responsibilities assigned to all Executive members, the Director People & Culture has the following responsibilities:

- Chair the Group Safety & Wellbeing Committee and report to the SMG Director and Board of Trustees any significant Health & Safety matters.
- Ensure SMG has a suitable Health & Safety management system, including review of the Health & Safety Policies.
- Monitor Health & Safety performance and ensure that appropriate audits, inspections, and investigations are completed.
- Ensure all managers are aware of their responsibilities towards Health & Safety.
- Ensure competent and adequate specialist advice in Health & Safety is available to the entire organisation.
- Ensure systems are in place to monitor compliance with Health & Safety legislation and local procedures and Health & Safety training.
- Ensure that H&S responsibilities are included in job descriptions.
- Implement and maintain disciplinary procedures to be applied in relation to breaches of Health & Safety Policies and Procedures.

## **6 – Chief Operating Officer**

The Chief Operating Officer has all the responsibilities assigned to the Executive plus additional responsibilities for:

- Ensuring risk control measures are designed and implemented to consider visitor interactions.
- Ensure all Enterprise attractions, such as road train, miniature railway, cinemas, retail, and catering outlets are all maintained in such a fashion as to ensure visitor health & safety is preserved.
- All commercial activity is delivered effectively so that health and safety always maintained.
- Recruiting competent colleagues who are sensitive to the specific risks which arise from visitor interactions and maintaining colleague competence.

## **7 – People Managers**

People managers are responsible for the Health, Safety and Wellbeing of anyone who may be affected by the business operations under their control.

All people managers must:

- Ensure that all requirements of the Health & Safety management system relevant to their department are completed.
- Ensure colleagues under their control are aware of the risks associated with their work and know what is required to ensure their own health & Safety and that of others.
- Ensure visitor safety has been considered in any activity for which they are responsible.
- Use the systems provided to maintain records covering health & safety performance, incidents, and ill health.
- Ensure their department complies with the SMG Health & Safety KPI's and requirements are completed.
- Ensure that colleagues have received all relevant Health & Safety and wellbeing training and maintain accurate training records.
- Instruct colleagues under their control in local emergency evacuation and first aid procedures.
- Initiate disciplinary procedures in relation to breaches of Health & Safety Policies and procedures in accordance with the relevant SMG People Policy.
- Investigate any incidents, undesirable circumstance, or workplace related ill-health.
- Contact the Health & Safety team for advice as required.

## **8 – Colleagues**

All SMG Colleagues must:

- Attend training as required and work in line with all safety information, equipment, procedures, and training provided.

- Consider visitor safety during their activities and ensure the visitor is safe during their visit.
- Cooperate with SMG management to enable them to meet their Health & Safety responsibilities, and not put themselves or others at risk.
- Maintain any supplied tools or equipment in good condition and report any faults.
- Report any H&S incident they are involved in or are a witness/respond to.
- Report hazards or potential hazards to their line manager or supervisor.
- Not bring any object, tool or substance from outside SMG which could be hazardous.
- Make themselves aware of the emergency evacuation procedure and first aid procedures for their site(s).
- Not interfere with or misuse anything provided in the interest of Health & Safety.
- Employees are required to meet occupational health requirements for their role and are expected to disclose relevant health information in line with our occupational health requirements. Colleagues can find out how we manage your personal data in accordance with data protection legislation in our Colleague Privacy notice on the intranet.

## **9 – Safety and Wellbeing Committees**

Terms of reference are in place for all Safety and Wellbeing Committees, these outline responsibilities and attendance requirements. All senior managers must make themselves aware of the terms of reference.

The Group Safety and Wellbeing Committee meets quarterly, and will monitor the effectiveness of this policy, and review health & safety measures and recommend the implementation of improvements to Health & Safety across SMG.

Local Safety and Wellbeing Committees will be held quarterly for each Museum and will include a senior management representative from the site functions as well as group functions. They will ensure local issues are effectively managed and monitored.

SIM, NRM (including Locomotion), NSMM and SCM will hold a Safety and Wellbeing Committee chaired by the Museum Director. S+IP and Blythe House will hold a joint Health, Safety and Wellbeing Committee, chaired by the Associate Director of S+IP.

Locomotion will also hold a H&S meeting, chaired by the Head of Locomotion, with management representatives from all departments attending. The Head of Locomotion will represent Locomotion at the NRM Safety and Wellbeing



Committee. Attendees at the NRM Safety and Wellbeing Committee will also be representing their departments from Locomotion (see terms of reference).

If Executive Members or Senior Managers appointed to the SMG Safety and Wellbeing Committee are unable to attend scheduled meetings, they must ensure a direct report, preferably a senior manager, attends on their behalf.

The minutes of these meetings are posted on the SMG Intranet to facilitate local discussion and consultation between SMG colleagues and their line managers.

The Safety and Wellbeing meetings should:

- Review actions from previous meeting and allocate responsibility for completion of new actions specified.
- Review internal and external audits.
- Provide a forum for consultation over the management of health & safety at work.
- Assess Health & Safety performance of their department prior to the meeting and report any concerns/deficiencies.
- Review accident and near miss incidents with a view to prevention of recurrence; and
- Report on proactive activities and other indicators of positive health and safety culture at the site.
- Review compliance against H&S objectives.
- Monitor Wellbeing on site.

## **10 – Security**

To fulfil their objectives, the security contractor will:

- Record any Health & Safety hazards identified on their patrols and report them to the Control room supervisor.
- Always ensure the safety of visitors when on site, reporting any concerns to the Duty manager.
- Ensure emergency routes are always kept clear, fire doors are kept closed and sources of heat and possible ignition are not left unattended.
- Are authorised to initiate the removal of materials obstructing emergency routes.
- Report any incident immediately to the Security supervisor who will take appropriate action.
- Be trained to deal with conflict resolution at local level.

## **11 – Contractor managers**

A Contractor Manager will be appointed for every contract/agreement (including via PO) in which the museum enters. Contractor managers must:

- Manage contractors in accordance with the SMG Contractor Management Procedure.
- They have attended initial and refresher contractor management training as required.
- Assess anticipated Health & Safety risk level of Contractor activity, this includes considering any potential impacts on colleagues and visitors.
- Ensure that all required checks are completed prior to the contractor arriving on site. Ensuring that they can demonstrate their Health & Safety records, competence, and ability to complete any work in a competent and safe manner.
- Ensure that all Contractor information is held on file.
- Appropriately controlling contractors when on site.
- Provide any appropriate training and information to Contractors prior to and when they arrive on site.
- Communicate with other departments to ensure that any work will have a minimal impact on their work.
- Where required ensure that a Permit to Work is completed and adhered to.
- Attend initial and refresher training as required by the Science Museum Group Health & Safety training procedure.

## **12 – Contractors**

Contractors to SMG must:

- Demonstrate competence in Health & Safety
- Follow and ensure their staff follow SMG rules for visitors and contractors.
- Provide risk assessments for their work, including method statements and safe systems of work where applicable. These should include any impacts from the work on SMG colleagues and visitors.
- Provide any other documentation as required in accordance with the SMG Contractor Management Procedure.
- Co-operate with SMG to control the risks arising from their undertakings.

## **13 – SMG Safety and Wellbeing team**

The SMG Health & Safety team will:

- Report to the Director of People & Culture on matters relating to strategy, development, and implementation of health & safety systems.

- Provide advice to departments regarding the interpretation and implementation of the Health & Safety Policies, Legislation and associated approved codes of practice and guidance documents.
- Promote strategies to support greater ownership of Health & Safety responsibilities by all SMG colleagues.
- Provide advice on training requirements and ensure a suitable provision of general Health & Safety courses.
- Inform management of any reported unsafe systems, behaviours or incidents so appropriate action can be taken.
- Arrange for specialist Health & Safety advice as appropriate.
- Produce guidance notes, procedures, and forms for use by departments to support the management system.
- Liaise with HSE, local authorities and other enforcement agencies as required.
- Carry out audits/reviews to monitor the Health & Safety management system throughout SMG and report back to the Director responsible for Health & Safety.