

The Science Museum Group Health & Safety Policy

The SMG Health & Safety Policy is structured for the common good of the SMG organisation, which strives for excellence and ongoing improvement in Health & Safety Management. For the avoidance of doubt this policy applies to the SMG family of Museums, i.e. The Science Museum, National Railway Museum (NRM), Museum of Science & Industry Manchester (MSI) and National Media Museum (NMeM) and SCMG Enterprises Ltd, plus the support sites of Wroughton and Blythe House. This Policy also applies to SMG colleagues and Volunteers working at Shildon, it does not apply to DCC colleagues.

In this document Colleague refers to all SMG employees, volunteers, freelancers and interns.

The Museum's Health & Safety Policy is structured in two sections

Section 1: General Health & Safety Policy Statement

Consists of the Museum's general health and safety policy statement and outlines the organisation's aims and objectives for health and safety.

Section 2: Health & Safety Organisation

Consists of information about how the Museum is organised in order to implement the health & safety policy and provides details on specific and general roles and responsibilities.

The Museum's health & safety policy is subject to a process of continuous review in order to respond to changes in organisational arrangements, state of knowledge in relation to workplace hazards and changing requirements of health & safety laws.

All current policy information is available through the SMG Intranet.

Section 1: GENERAL HEALTH & SAFETY POLICY STATEMENT

1.1 A great museum is, by definition, a safe museum. Therefore SMG is fully committed to minimising risks to people and our assets; which is inseparable from all other SMG objectives.

The SMG Board of Trustees and SMG Director recognise their legal and social responsibility to provide a healthy and safe workplace, and to protect the health safety and welfare of its colleagues, volunteers and visitors.

The SMG Executive will approve Health & Safety Objectives, and all line managers will be responsible for ensuring these are completed in their department. Completion will be reviewed at the Health & Safety committees. H&S objectives will be reviewed annually.

SMG will comply with the requirements of health & safety legislation, and, through striving for excellence; it is committed to progressive integration of health & safety into all its operations, from concept to completion.

Health & safety contributes to the success of the organisation and is equal in importance to time, cost and quality. Continual improvements in health & safety performance will be enhanced through consultation with colleagues and other parties.

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.

Colleagues at every level will have at their disposal adequate resources, appropriate training to ensure competence, and access to specialist health & safety advice to enable them to meet their responsibilities.

Senior management will ensure adequate financial and physical resources are available to ensure compliance with current UK and European legislative requirements and other requirements, such as OHSAS 18001(2007).

Line managers will assess risk and implement safe systems of work, and supervisors will ensure that safe systems are explained to the workforce and are implemented.

All colleagues will demonstrate SMG's commitment to health & safety through their behaviour. Colleagues and other workers will cooperate with supervisors and managers, take care of their own health & safety and that of others, report any health & safety concerns, and not interfere with health & safety provisions.

1.2 This policy is to be implemented throughout all SMG activities. All colleagues are to comply with the requirements relevant to their position as well as the requirements of any SMG health & safety policies or procedures relevant to their positions.

SMG will:

- Undertake risk assessments for all workplaces and tasks;
- Identify organisational changes and ensure risk assessments 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 internal safety audits in addition to managers inspecting and checking their areas.

Section 2:

HEALTH & SAFETY ORGANISATION

The following information sets out specific responsibilities for all colleagues in order to achieve satisfactory and day to day management of health & safety.

2.1 Board of Trustees

The Prime Minister appoints a Board of Trustees to be the governing body of the Science Museum Group. For health & safety purposes, the Board of Trustees is the duty holder known as the Employer. The overall responsibility for the health, safety and welfare of the organisation and its colleagues is vested in the Board of Trustees.

As the Employer, the Board of Trustees:

- Conforms to best standards of corporate governance and risk management;
- Ensures it complies with all relevant legislation; and
- Employs suitably qualified colleagues who should discharge their duties in an exemplary fashion;

To ensure these requirements are fulfilled, the Board of Trustees provides the SMG Director with all 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.

2.2 Director

The Director:

- Has overall responsibility for ensuring the General Health & Safety Policy is implemented effectively and that suitable arrangements exist for communication, discussion and consultation on health & safety matters at all levels;
- Has final authority on all health and safety matters;

- Is responsible for the maintenance of the management structure and systems required to achieve excellence in standards of health, safety and welfare;
- Ensures that adequate and competent colleagues are available to satisfy health and safety requirements;
- Provides the resources to ensure that all colleagues receive adequate training;
- Periodically reviews and appraises the effectiveness of the Policy and ensures that any changes necessitated by legislative requirements, or state of knowledge are made;
- Ensures the health & safety performance of business units and teams is taken into account in the performance appraisals of individual managers and colleagues;
- Positively promotes and develops a strong health & safety culture; and
- Reports to the Board of Trustees on safety management issues.

2.3 Executive

The SMG Executive, chaired by the SMG Director, provides executive leadership for the Museum.

As part of the Executive's role is strategic planning required to meet the Museum's Vision, it also manages performance and provides resources to meet the Director's expectations, including excellence in health & safety.

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

Each member of the Executive demonstrates commitment to excellence in health & safety through responsible decision making which places health & safety at the heart of all strategic and key planning processes.

Executive Members:

- Carry out the strategic planning needed to ensure the effective implementation of SMG health & safety policies and procedures within their operational areas;
- Where appropriate shall ensure that, at least yearly, audits of the Health & Safety Management System are completed to ensure compliance with all Legislative requirements including OHSAS 18001(2007)
- Understand the application of the "*Health & Safety at Work etc. Act 1974*" and other legislation relevant to their operational areas;

- Foster positive attitudes towards health & safety through leadership and personal example;
- Ensure their subordinate managers know and fulfil their individual responsibilities regarding health & safety and receive relevant information and training so they can be competent to carry out the health & safety tasks integral to their area of operations;
- Ensure the health & safety responsibilities of all colleagues under their control are incorporated into their job descriptions;
- Ensure their colleagues are given advice, information and support to ensure the requirements of all relevant health & safety legislation, codes of practice and other relevant standards are met;
- Ensure adequate consultation with appropriate specialist support services and employee representatives prior to the introduction of any changes which may affect employee's health & safety;
- Ensure that all relevant health & safety advice provided by the SMG Health & Safety Advisory team is acted upon;
- Initiate disciplinary actions against any colleague who fails to comply with the requirement of the SMG health & safety policies;
- Contact the Health & Safety Advisory team for guidance in relation to controlling risks.

2.4 NRM, MSI, NMeM Directors and Science Museum Deputy Director

The Directors of the National Railway Museum, the Museum of Science and Industry, National Media Museum, and Deputy Director of the Science Museum have all the responsibilities assigned to the Executive plus additional responsibilities for their respective sites:

- Ensuring risk control measures are designed and implemented to take into account the hazards to be found in the collections for their respective sites and to ensure the display of exhibits does not compromise the health & safety of colleagues and visitors
- Ensure all Managers address the risks arising from 'brand activities' in all risk assessments and risk control plans
- As members of the executive to represent SMG when required with the enforcing authorities visiting their respective sites.
- Establishing and maintaining plans to facilitate rapid response to unforeseen emergencies or incidents;
- Providing adequate numbers of first aid trained colleagues to respond to visitor injuries or ill-health;

- Investigating all high consequence incidents and near misses with a view to prevent future reoccurrences of similar incidents;
- Analysing visitor incidents to identify current or emerging trends to ensure appropriate risk control measures are implemented.
- Ensuring all Visitor Experience line managers address the risks arising from visitor interaction in all risk assessments and risk control plans;
- Recruiting competent colleagues who are sensitive to the specific risks which arise from visitor interactions and maintaining colleagues competence;
- NRM and MSI DIRECTOR ONLY; to provide all 'rail safety training', as appropriate, for the NRM, Locomotion and MSI sites.

2.5 Colleagues

Health & safety is the responsibility of all SMG colleagues. The attainment of excellence in health & safety is dependant on the support and involvement of all colleagues.

Every SMG colleague:

- Works in accordance with the safety information, instruction, training and supervision provided and follows established safe working practices;
- Cooperates with SMG management to enable them to meet their health & safety responsibilities;
- Uses all safety equipment and other safety equipment that may be provided appropriately and effectively;
- Acts responsibly so as not to put themselves or others at risk;
- Avoids improvisation in any form which could create unnecessary risks to health & safety (e.g. climbing on a chair to reach heights);
- Maintains supplied tools and equipment in good condition, reporting any defects to their supervisor;
- Reports hazards or potential hazards to their line manager or supervisor;
- Dresses sensibly and safely for their particular tasks, location and conditions;
- Refrains from bringing any object, tool, substance, or piece of equipment from outside SMG which is potentially hazardous to the health & safety of themselves or others into the workplace without the appropriate authority;
- Attends and participates in training as required;
- Is aware of the emergency evacuation procedures and first aid procedures which apply to their workplace;

- Refrains from interfering with or misusing anything provided in the interests of health & safety; and
- Discloses details of any medical condition, which makes them unfit, or at risk from any particular work activity.

2.6 SMG Health & Safety Committee

The SMG Health & Safety Committee is strategic in intent and meets at least twice a year to monitor the effectiveness of this policy, review prevention and proactive measures, and recommend the implementation of improvements to Health & Safety across SMG.

The Committee Chair reports health & safety matters to the Executive and Board of Trustees following each meeting and on any other occasion deemed appropriate.

Terms of Reference are in place for the Group Health & Safety Committee which outlines attendance requirements.

If Executive Members or Senior Managers appointed to the SMG Health & Safety Committee are unable to attend scheduled meetings, they must ensure a direct report, preferably a senior manager, attends scheduled meetings and acts on their behalf, and are charged with the authority to commit to any actions arising. Failure to do so is a dereliction of duty.

Specific activities of the SMG Health & Safety Committee include:

- Planning and authorising actions to address any issues arising or noted in accident reports, reports of dangerous occurrences, reports from safety advisors or auditors, reports from safety representatives or employee representatives;

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

2.7 Health & Safety Sub - Committees

Health & Safety Sub- committees will meet at least quarterly to ensure the strategic directions of the SMG Health & Safety Committees are implemented, and local issues affecting the health & safety of colleagues, other workers and museum visitors are effectively managed and monitored.

The structure for these sub-committees is as follows:

The Science Museum (ScM), National Railway Museum (NRM), Museum of Science & Industry Manchester (MSI) and the National Media Museum (NMeM), will convene Health & Safety Sub-Committee meetings which will discuss matters pertaining to those respective sites. The respective Director for each site will chair the meetings and will invite representatives from other groups as is necessary to ensure safety responsibilities for the site are addressed

A specialist sub-committee to discuss safety hazards within SMG's collections will also meet twice a year, namely the Collections Hazard Management Group (Collections HMG)

Local Health & Safety Meetings for the Wroughton site will be convened to discuss issues relevant to that particular site. The Chairman of the Wroughton H&S Sub-Committee will report to the Science Museum H&S Committee.

A Local Health & Safety Committee will be held at Locomotion, Shildon which relevant SMG colleagues will be required to attend. The chair of the Locomotion Health & Safety committee will attend the NRM Health & Safety committee.

These committees are comprised of members of the respective SMG groups, senior managers who have the authority to direct resources required to address health & safety risks. The appointed Trade Union Representative or Health & Safety representative will also be invited to attend these meetings.

If Executive Members or Senior Managers appointed to the Sub-Committee are unable to attend scheduled meetings, they must ensure a direct report, attends scheduled meetings and acts on their behalf, and are charged with the authority to commit to any actions arising. Failure to do so is a dereliction of duty.

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

Specific activities of the Health & Safety Sub-Committee include:

- Planning and authorising actions to address any issues arising or noted at the SMG Health & Safety Committee, in accident reports, reports of dangerous occurrences, reports from safety advisors or auditors, reports from safety representatives or employee representatives;

The Health & Safety Sub-Committee meetings should:

Owner: Director of Masterplan and Estates
Created: 2006
Reviewed April 2015

- Follow a fixed agenda;
- Review actions from previous meeting and allocate responsibility for completion of new actions specified;
- Review internal and external audits
- Provide a forum for the consultation with colleague representatives 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.

2.8 Executive responsible for Health & Safety

The Director of Masterplan & Estates is the appointed Executive responsible for Health & Safety at all SMG locations covered by this policy.

The Executive responsible for Health & Safety has all the responsibilities assigned to the Executive plus additional corporate responsibilities for the following;

- Reporting to the Director of SMG and the Board of Trustees on matters concerning the operation and implementation of the safety management system;
- Health & safety policy formulation;
- Outlining safety management provisions;
- Monitor Health & Safety performance and ensure that appropriate audits, inspections and investigations are completed.
- Ensuring senior managers are informed that the responsibility for accidents and dangerous occurrences investigation is theirs and that they must take action to prevent any recurrence;
- Ensuring the Executive is informed that the responsibility to provide adequate training rests with them;
- Ensuring senior managers are informed that the responsibility for the maintenance of management systems and provision of resources to facilitate risk assessment processes, planning and review of safety performance, generation and reporting of key safety performance indicators lies with them.

In addition to the responsibilities above the Director of Masterplan and Estates is also responsible for all actions in 2.4 for Wroughton.

2.9 Head of Estates

The Head of Estates will support the Executive for Health & Safety in the delivery of the corporate responsibilities listed above.

The Head of Estates has all the responsibilities assigned to line managers (and specific responsibilities as per the Asbestos policy and Fire policy) plus additional responsibilities in supporting the Executive responsible for health & safety in particular as follows:

- Ensuring competent and adequate specialist advice in health & safety is available to the entire organisation;
- Facilitating arrangements for the planning and targeting of health & safety performance through the SMG Health & Safety Committee
- Ensuring that the Policy for health, safety and welfare is accessible to all colleagues;
- Encouraging good safe working practices across the organisation through the provision of specialist advice and guidance in health & safety;

2.10 Director of People and Culture

The Director of People and Culture has all the responsibilities assigned to the Executive plus additional corporate responsibilities for the following:

- Developing administrative arrangements for implementation of requirements of the Health & Safety Policy for training in association with safety advisors;
- Keeping records of all generic safety training and specific training as advised by the Director responsible for Health & Safety;
- Ensuring that generic H & S responsibilities are included in job descriptions;
- Ensure that systems are in place for managers to monitor colleagues compliance to relevant Health & Safety Policies and Procedures.
- Implement and maintain disciplinary procedures to be applied in relation to breaches of health & safety policies and procedures.

2.11 Chief Operating Officer

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

- Implementing and maintaining safe systems of operations to protect the health & safety of all visitors to the museum;
- Ensuring risk control measures are designed and implemented to take into account visitor interactions;

- Ensure all Enterprise attractions, such as fairground rides, cinemas, retail and catering outlets are all maintained in such a fashion as to ensure visitor health & safety is preserved.
- Recruiting competent colleagues who are sensitive to the specific risks which arise from visitor interactions and maintaining colleagues competence;

2.12 Line Managers

This title refers to all SMG colleagues that have direct line management responsibility for planning and managing the work of other colleagues.

Line Managers are responsible for the health, safety and welfare of colleagues, other workers and visitors who are affected by the business operations and undertaking under their control. Business operations and undertakings include working areas, the work being done, the equipment, facilities and substances required for the work.

To ensure all managers' responsibilities as indicated in all H&S Policies are completed, and ensure that all requirements of the Health & Safety management system relevant for their department are completed, these include but are not limited to training, risk assessments, contractor management and incident investigation.

All Line Managers:

- Demonstrate their commitment to the management of health & safety within their team by complying with all relevant SMG Health & Safety policies;
- Provide sufficient resources to 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;
- Implement effective health & safety management systems to ensure all risks are adequately controlled, risk control mechanisms react to changing demands and a positive health & safety culture is sustained;
- Use the systems provided to maintain health & safety records, ill health and near misses.
- Assess the effectiveness of the safety management system and use information from the assessment to review and/or revise risk control arrangements.

- Ensure that colleagues attend any Health & Safety training as required by the SMG training plan and within appropriate timescales. Maintain Health & Safety training records for all of their colleagues and
- Instruct colleagues under their control in local emergency evacuation and first aid procedures;
- Inform colleagues under their control that their conduct in relation to health & safety will be assessed as part of their regular performance reviews;
- Initiate disciplinary procedures in relation to breaches of health & safety policies and procedures in accordance with the relevant SMG HR policy;
- Where specialist training is required ensure that this is provided.
- Where advice is required contact the Health & Safety advisory team.

2.13 Supervisors/Front Line Supervisors

This title refers to SMG colleagues who are responsible for the day to day management and supervision of colleagues, but who do not necessarily have authority or responsibility for planning the work of subordinate colleagues.

Supervisors/Front Line Supervisors:

- Implement SMG health & safety policies and procedures relevant to their work and the work of their subordinates;
- Identify existing and emerging hazards requiring risk control measures;
- Notify their Line Manager when new risk assessments are required, or when risk assessments should be reviewed to take into account changes in the work environment, work procedure or personnel;
- Ensure the workplace is maintained in a clean and tidy fashion and emergency evacuation routes and emergency equipment in areas under their control are unobstructed;
- Encourage colleagues to participate in hazard identification and risk assessment processes;
- Undertake and document investigations into any dangerous incident, near miss or workplace related ill-health; and
- Contact the SMG Health & Safety Advisor for guidance as necessary.

2.14 Security

Security colleagues (provided by a third party contractor) shall be deployed throughout SMG to provide a secure and safe environment where all people can equally work, study and visit without threat or fear, respecting the rights of themselves and others in a Museum where criminal and accidental injury loss and damage to people, property and the national collection is eliminated.

In order 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;
- Ensure emergency routes are kept clear at all times, fire doors are kept closed and sources of heat and possible ignition are not left unattended when colleagues have left the building;
- Are authorised to remove any plant or materials obstructing emergency routes without the need for consultation with any other colleague;
- Report any incident immediately to the respective Security Supervisor who will take appropriate action; and
- Be trained to deal with conflict resolution, at a local level.

2.16 Contractors

Managers throughout SMG engage contractors to carry out a wide range of tasks. The risks arising from those tasks must be managed according to the relevant SMG Policy on Contractor Management and the relevant task specific policies and procedures.

In summary, contractors to SMG must:

- Demonstrate competence in health & safety;
- Follow and ensure their staff follow SMG rules for visitors and contractors;
- Make information available in the form of risk assessments about their work activities and risks that may be present, including method statements and safe systems of work.
- Co-operate with SMG and other supervising or managing employers to control the risks arising from their undertakings.

2.17 SMG Estates Departments

The Local estates department will be responsible for:

- Managing the Asbestos Register for premises.
- The management of Legionella in line with legal requirements.

- Ensuring that checks on the fire detection system and fire extinguishers are carried out at appropriate frequencies.
- Manage PAT and fixed wire testing at each site, ensuring that relevant items are checked at the required frequency.

2.18 SMG Health & Safety Advisory team

The SMG Health and Safety Team:

- Reports to the Head of Estates on matters relating to strategy, development and implementation of health & safety systems within the business;
- Provides advice to the Executive and managers regarding the interpretation and implementation of the Health & Safety Policies, Legislation, Codes of Practice, Guidance Notes and international standards pertaining to health, safety and welfare of persons at work;
- Promotes strategies to foster greater ownership of health & safety responsibilities by all SMG colleagues;
- Keeps the management team informed of updates to and introduction of new legislation, and provides advice on request to facilitate implementation of adequate health & safety risk control systems in-keeping with legislative requirements;
- Provides advice on request to managers regarding training requirements to ensure their colleagues develop and maintain competence;
- Informs management of any reported unsafe systems, behaviours, environment, so they may take appropriate steps to control the risks to their colleagues and others;
- Arranges for specialist health & safety advice as and when appropriate;
- Provides management information services to the SMG Director, the Executive Responsible for Health & Safety and Head of Estates regarding incident reports, and health & safety activity;
- Devises and circulates standard documents and templates for information circulation and reporting.
- Liaises with the Health & Safety Executive, Local Authorities and other enforcement agencies as directed by the executive responsible for Health & Safety;
- Facilitates smooth and efficient running of specialist committees including,
 - SMG Health & Safety Committee
 - Health & Safety Sub-Committees
- Carry out audits/reviews to monitor the health & safety management system throughout SMG and report back to the Director responsible for health & safety.

- Develop and provide appropriate health & safety training. Where specialist training is required assist in finding appropriate external training bodies.

2.19 Specialist Technical Consultants

In order to meet legislative requirements, SMG managers may require the services of external specialist technical consultants.

The SMG Health & Safety Team will provide advice in relation to these services.

Specialist technical consultants are currently engaged by SMG to provide advice in relation to;

- Legionella and water management
- Radiation
- Food Hygiene

2.20 Visitors

SMG will ensure that the rules are drawn to the attention of all visitors. Where necessary the SMG will draw the attention of visitors to these requirements by means of notices, displays and verbal instruction.