SCIENCE MUSEUM GROUP

Science Museum Group Health & Safety Policy

SMG strives for excellence and on-going improvement in Health & Safety management. 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 and contractors at the following sites and explains our responsibilities and the structures in place to ensure this happens:

- Science Museum, London
- National Railway Museum (NRM), York
- Science & Industry Musem (SIM), Manchester
- National Science & Media Museum (NSMM), Bradford
- National Collections Centre (NCC), Wroughton
- Blythe House, London
- Locomotion, Shildon

Colleagues includes all employees and volunteers.

The Museum's Health & Safety Policy is subject to a process of continuous review, in order 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 and there is more information on your responsibilities below in section 8.

All colleagues who manage people or areas which are open to visitors also have additional responsibilities and these are listed in section 7.

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

Contents

1- Board of Trustees....3
2- SMG Director....4
3- Executive....4
4- MSI and NSMM Directors, SMG Deputy Director and COO, Director of Masterplan and Estates (for Wroughton and Blythe), NRM Head of Operations and Locomotion Site Manager....5
5- Director People & Culture....6
6- Chief Operating Officer....6
7- People Managers....7
8- Colleagues....7
9- Health & Safety Committees....8
10- Security....9
11- Contractor managers....9
12- Contractors....10
13- SMG Health & Safety team....10

Each site has a standalone or joint Health and Safety Committee which feed into an SMG wide Health and Safety Committee. The purpose and function of these committees is explained in section 7.

Section1: Health & Safety Policy Statement

SMG is fully committed to minimising risks to people and our assets, and this will be considered as part of all other SMG objectives.

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

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

SMG will comply with the requirements of Heath & 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 health environment for all colleagues and visitors.

Senior management will ensure adequate resources and appropriate training are available to colleagues to ensure compliance with current UK legislative requirements and standards such as ISO 45001.

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:

- 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 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 Welfare 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 will all necessary recourses 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 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 the SMG audit and Local Area Safety Check procedures.
- 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.

- Support the completion of all relevant health and safety training across their departments.
- 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.
- Risk assessments are completed for all activities under their control.
- That their respective departments comply with SMG Health & Safety objectives
- 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 and NSMM Directors, SMG Deputy Director and COO, Estates Director (for NCC and Blythe).

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 the risks arising from visitor interaction is appropriately managed.

Functional responsibility for the delivery of these items at NCC remains with the Head of Site, and relevant Heads of department for Blythe house.

Rail Operations

The NRM Head of Operations is responsible for:

- Ensuring adequate and competent resources are available to manage rail operations at NRM, SIM and Locomotion
- Ensure suitable rail safety training is delivered to colleagues at NRM, SIM and Locomotion
- Ensure NRM, SIM 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 Health & Safety 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 generic 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 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 colleague competence;

7- People Managers

People managers are responsible for the Health, Safety and welfare 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.
- Use the systems provided to maintain records covering health & safety performance, incidents and ill health.
- Ensure their department complies with the SMG Health & Safety objectives and requirements are completed.
- Ensure that colleagues have received all relevant Health & Safety 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 HR 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, procedures and training provided.
- Cooperate with SMG management to enable them to meet their Health & Safety responsibilities, and not put themselves or others at risk.
- Dress sensibly for their task, location and conditions, and use all safety equipment provided.

- Maintain any supplied tools or equipment in good condition and report any faults.
- 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.
- Disclose details of any medical condition, which make them unfit or at risk from any particular work activity.

9- Health & Safety Committees

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

The Group Health & Safety 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.

Health & Safety Committees will be held quarterly for each Museum and will include a senior management representative from all "brand" and national functions. They will ensure local issues are effectively managed and monitored. SIM, NRM (including Locomotion), NSMM and ScM will hold a Health & Safety Committee chaired by the Museum Director. A joint quarterly Health & Safety Committee, chaired by the Director of Masterplan & Estate, is also held covering NCC and Blythe House.

A H&S meeting will be held at Locomotion, this will be chaired by the Head of Locomotion, with management representatives from all departments attending. The Head of Locomotion will represent Locomotion at the NRM H&S Committee. Attendees at the NRM H&S committee will also be representing their departments from Locomotion (see terms of reference).

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 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 Health & Safety Committee meetings should:

- 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 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.

10- Security

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.
- Are authorised to remove any plant or 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 in which the museum enters. Contractor managers must:

- Manage contractors in accordance with the SMG Contractor Management Procedure.
- Assess anticipated Health & Safety risk level of Contractor activity.
- Ensure that all required checks are completed prior to the contractor arriving on site. In particular ensuring that they are able to 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.
- 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 Health & Safety team

The SMG Health & Safety team will:

- Report to the Director 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.