

Health and Safety at Work Act 1974

This is the Health and Safety Policy of:

Company Name: East Surrey Museum
Address: Stafford Road, Caterham CR3 6JG
Main Activities: Museum & Education

Our Health and Safety policy is to:

Prevent, as far as is reasonable practicable, accidents and work related ill-health, by:

- maintaining a **safe and healthy working environment**
- providing **adequate control of health and safety risks** arising from our work activities
- **communicating effectively on health and safety with clients and any sub-contractors**
- providing adequate **information, instruction, training and supervision for staff.**
- ensuring all **employees and volunteers are competent** to do their tasks
- allocating **clear responsibilities for health and safety**
- having clear and **effective health and safety arrangements**
- **consulting with our staff** on matters affecting their health and safety

Prepared by

ESM Estates Manager

Review date for this policy:

Annually

Confirmation that the policy has been reviewed:

Signature and date when reviewed:

Chairman of ESM Management Committee: **Mark Wiles**

Date June 2024

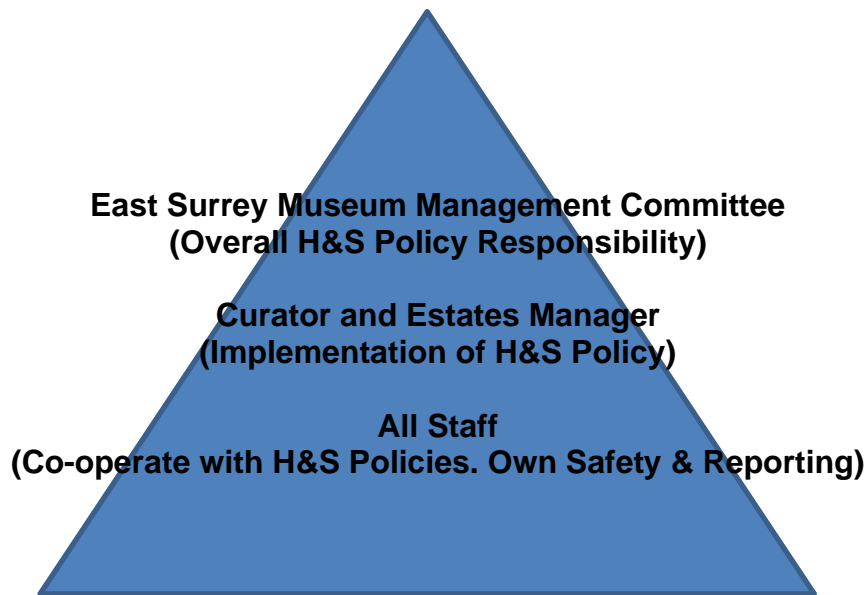
Notes (these are not part of the health and safety policy)

The law says that every business must have a policy for managing health and safety.

If you have five or more employees, you must write your policy down. If you have fewer than five employees you do not have to write anything down, but it is useful to do so.

You must share the policy, and any changes to it, with your staff.

The Health and Safety Hierarchy Tree of Responsibilities:



Health and Safety responsibilities

1. Overall responsibility for health and safety is that of:

East Surrey Museum Management Committee

2. Day-to-day responsibility for ensuring our health and safety policy is *put into practice* is delegated to:

Museum Curator & Estates Manager

3. *All staff* are required to:

- Co-operate with the Museum Curator and Estates Manager on health and safety matters;
- Take reasonable care of their own health and safety;
- Report health and safety concerns to an appropriate person (Museum Curator or Estates Manager)
- Not interfere with anything provided to safeguard their health and safety.

4. Staff should report any health and safety concerns, or make health and safety suggestions, to:

Museum Curator using the Museum Stewards/Volunteers Feedback Book located at the reception desk.

5. Health and Safety Law posters are displayed in:

The Kitchen and Museum Curator's Office

First aid

6. First aid box is kept in:

The Kitchen

7. First aider(s):

Museum Curator, Deputy Curators & Estates Manager

Emergency measures

8. Escape routes, fire exit doors and fire extinguishers:

Museum Stewards will check that fire escape routes are clear, fire exit doors operate and that fire extinguishers are in place, together with all appropriate signage, as part of the opening up procedure. Any defects to be reported to Museum Curator/Estates Manager

9. Smoke alarms:

Smoke alarms will be tested weekly by Estates Manager.

10. Emergency lighting:

Emergency lighting will be tested annually.

11. Emergency evacuation procedures:

All Museum Stewards/Volunteers to confirm in writing annually that they have read and understood the Evacuation procedures

WORKING PRACTICES

12. Risk assessments are undertaken by:

The Museum Curator or Estates Manager

13. Action(s) required to remove or control significant risks is approved by:

Museum Curator and the Management Committee

14. The persons who liaises with clients and sub-contractors on health and safety risks is:

Museum Curator or Estates Manager

15. The person who ensures that risk assessments under the Control of Substances Hazardous to Health Regulations (COSHH) are carried out is:

Museum Curator or Estates Manager

16. The person who ensures that risk assessment for Lone Working are carried out is:

Museum Curator or Estates Manager

17. The person who ensures that risk assessments are under taken for Working at Height:

Museum Curator or Estates Manager

18. The person who ensures that risk assessments are under taken for Manual Handling:

Museum Curator or Estates Manager

19. The person who ensures that risk assessments are reviewed:

Museum Curator or Estates Manager
Risk assessments should be reviewed annually or if the work activity changes

20. The person who checks that action has been taken to remove or reduce risks is:

Museum Curator or Estates Manager

21. The person who ensures that new equipment meets health and safety standards is:

Museum Curator or Estates Manager

22. The person responsible for ensuring that work equipment is properly maintained is:

Museum Curator or Estates Manager

23. The person responsible for compliance with the Electricity at Work Regulations:

**Estates Manager – ECIR Electrical Condition Inspection Report – Completed every 4 years by Qualified Electrical Contractor.
Portable Appliance Testing – Completed every 2 years by a Qualified Electrical Contractor.**

24. The Person Responsible for compliance with the Asbestos at Work Regulations:

**Estates Manager – It will cover both the building and exhibits.
A copy of the asbestos register will be held in the Museum Curators Office**

25. The Person Responsible for Gas Safety Regulations:

**Estates Manager
A copy of the Gas Safe Certificate will be held in the Museum Curators Office**

REPORTING AND INVESTIGATING ANY HEALTH AND SAFETY INCIDENTS

26. All accidents and cases of work-related ill health must be recorded in the Museum 'accident book' (BI 510). The Accident book is located:

Kitchen, by the First Aid box

27. The person responsible for reporting accidents, diseases and dangerous occurrences, under legislation to the enforcing authority is:

The Museum Curator or Estates Manager

MONITORING THE WORKPLACE

28. Arrangements for checking working conditions, and ensure safe working practices:

Estates Manager

29. The person responsible for investigating any accidents or work-related sickness:

Estates Manager – Reporting in writing to the Management Committee

31. The person responsible for acting on the findings of an investigation, to help prevent a reoccurrence:

The Museum Curator or Estates Manager – reporting to the Management Committee

ADVICE, TRAINING, SUPERVISION AND CONSULTATION

32. Consultation with employees on health and safety issues is the responsibility of:

The Estates Manager liaising with the Museum Stewards' Manager and to The Management Committee

33. Health and safety advice for our staff is available from:

The Museum Curator and Estates Manager

34. Supervision of young workers/trainees/researchers will be arranged, undertaken and monitored by:

The Museum Curator and Deputy Curators

35. Safeguarding of Young People

The Museum Curator and Nominated Safeguarding Representative

36. Induction training including health and safety training for all our staff:

The Museum Stewards Manager will ensure all staff have seen, read and they have understood The Museums Health and Safety Policies.

37. Training needs will be identified, and arranged and monitored by:

The Museum Curator and Estates Manager

38. Training records are kept by:

The Museum Stewards Manager