

TWAM HEALTH AND SAFETY CORPORATE POLICY STATEMENT

Distribution: To be brought to the attention of all Staff and Volunteers.

INTRODUCTION

This supplementary statement should be read along with Newcastle City Council's new Corporate Policy Statement on Health and Safety at Work, which has been issued in response to new EC based health and safety legislation. The Corporate Policy statement lays down the Council's aims with respect to protecting the health and safety of all users of services, all members of the public exposed to activities, all employees, and all other persons who work on or visit premises. The Corporate statement also lays down health and safety aims and objectives which apply to TWAM, and it specifically sets out the responsibilities of senior officers for furthering the aims and pursuing the objectives.

COMMITMENT OF TYNE & WEAR ARCHIVES & MUSEUMS

This supplementary statement is issued to confirm that Tyne & Wear Archives & Museums is fully committed to supporting the health and safety aims of the City Council, as Lead Authority for TWAM, and to achieving the health and safety objectives set for it.

In particular Tyne & Wear Archives & Museums will endeavour to:-

- a) minimise fire and general safety and health risks in all parts of our museums and other workplaces;
- b) minimise risks of injury to any of our employees;
- c) minimise risks of violent assault to our employees;
- d) minimise risks from the use of display screen equipment;
- e) effectively control the health and safety competence and performance of contractors we engage to carry out work;
- f) effectively restrict or control the movement and activity of visitors within our museums, so that our visitors are not exposed to unreasonable risks to their health or safety;
- g) integrate appropriate health and safety requirements and controls into the planning for, and control of, any events we organise.
- h) ensure that all exhibits and displays are constructed, erected and maintained so as to be free from risks to our visitors and employees.

FURTHER INSTRUCTION AND GUIDANCE ON HEALTH AND SAFETY

In order to ensure that appropriate instructions and guidance effectively reaches all relevant employees, Tyne & Wear Archives & Museums will develop and keep up to date safety and risk assessment manuals, which will be held by all managers and supervisors. The managers and supervisors will then be responsible for ensuring that relevant instructions and guidance from

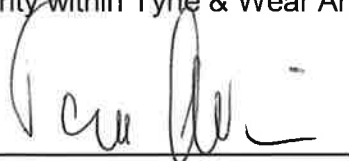
the manual are effectively brought to the attention of their staff. These instructions and guidance will comprise a mixture of corporate health and safety codes of practice and guidance to employees, and museums and archives specific safety codes, instructions and training specifications. They will be appropriate for the health and safety control of our activities and undertakings, based on the findings of structured risk assessments carried out in accordance with the new EC health and safety legislation.

The safety and risk assessment manuals will also contain copies of the relevant risk assessments and clarification of the health and safety responsibilities of holders of managerial, supervisory and specialist posts at various levels within the museums structure. In essence all our managers and supervisors carry health and safety responsibility for those activities and undertakings under their control. The broad health and safety duties and responsibilities on all employees are clearly set out in the Corporate Health and Safety Policy Statement and all staff and volunteers are urged to familiarise themselves with this document.

WORKING TOGETHER

Our collective aim must be to provide a positive health and safety culture throughout Tyne & Wear Archives & Museums, so that there is a continuous, cost effective, improvement to our health and safety performance. We all owe this to our fellow employees and to other persons who may be affected by our activities, and to the cause of minimising financial losses from accidents and incidents of equipment damage. In this endeavour we have appointed Newcastle Personnel (Safety) to provide us with professional safety and occupational hygiene assistance.

We ask you to continue to play your part in keeping health and safety as a top priority within Tyne & Wear Archives & Museums.



(Chair of Strategic Board)

Date 13/5/19



(Director of Tyne & Wear Archives & Museums)

Date 9/5/19

