

# **Horniman Museum and Gardens**

## **Health and Safety Policy Statement**

**1 February 2010**

The Trustees and management of the **Horniman Public Museum and Public Park Trust (the Horniman)** recognise and accept their corporate responsibility under the Health and Safety at Work Act 1974, to provide a safe and healthy environment for staff, visitors, volunteers, contractors and all users who may come onto the premises. This is achieved by the provision and maintenance of safe and healthy working conditions, properly maintained and guarded machinery, the operation, design and maintenance of safe systems of work, together with the provision of information, instruction, training and supervision appropriate to the Horniman's activities.

The Trustees, management and staff will take all reasonably practicable steps within their power to fulfil this responsibility.

The Horniman intends that, for health and safety purposes, the Museum and associated work areas, SCC and the Gardens will operate within the structure and framework laid down by this Health and Safety Policy and associated Procedures. The Horniman will also apply all Health and Safety instructions, Codes of Practice and other advice issued by the Health and Safety Executive (HSE) and other interested parties.

The Horniman will monitor the effectiveness of the implementation of its Health and Safety arrangements and ensure that procedures are in place for escalation and resolution of concerns.

The Horniman's business risk management framework enables health and safety risks to be assessed, managed and reported on. This includes the escalation of risks to a higher level to ensure that such risks are effectively managed and reported on. This includes regular review by the Senior Management team and regular reporting to the Audit Committee and the Board of Trustees to enable them to consider health and safety risks and to be satisfied that appropriate measures are in place for the effective implementation of the Health and Safety policy and management of health and safety risks.

The Horniman is committed to providing staff with the information and training necessary to carry out their duties in a safe and healthy manner. Senior Management Team and Heads of Section are responsible for ensuring employees have 'suitable and sufficient instruction, training and supervision' (Section 2.3 of the Health and Safety at Work Act 1974) to enable them to safely carry out their role.

The Horniman will ensure consultation takes place between the management and staff representatives on health and safety matters and with individual employees before allocating them particular health and safety functions. Formal routes for consultation with employees are the Health and Safety Committee and the Staff Council.

Where appropriate, the Horniman will seek any necessary expert advice to determine the risks to health and safety within the Museum, Study Collections Centre, Gardens and environs. The Horniman will implement precautions required to manage identified risks.

The Horniman calls the attention of all staff within the Museum and Gardens to their duty under Section 7 of the Health and Safety at Work Act 1974 to co-operate with the management in health and safety matters by:

- Carrying out their duties in a safe and healthy manner,
- Following safe working procedures,
- Using adequate equipment kept in good order,
- Reporting all hazards at the earliest opportunity.

All those working at the Horniman are required to sign that they agree to comply with the Horniman's Health and Safety procedures.