

1. HEALTH AND SAFETY POLICY

Policy Statement – for approval

It is the Policy of the Horniman Museum and Gardens that its operations are conducted in such a way as to ensure, so far as it is reasonably practicable, the health, safety and welfare of its workforce, visitors, contractors and others who may be affected by the Horniman's activities (affected group).

The Board of Trustees of the Horniman Museum and Gardens accept the prime responsibility for the health, safety and welfare of the affected group.

The Trustees have a direct concern for the health, safety and welfare of their employees and give health and safety matters the same priority as all other functions at the Horniman.

It is a requirement of the Board of Trustees that the Senior Management Team, Heads of Section and Managers give a similar priority to health and safety matters and that all Horniman workforce, visitors and contractors ensure that the intent of this policy is observed.

Trustees delegate the duties for Health and Safety to the Chief Executive Officer. In addition the Horniman contracts a Competent Source of Health and Safety Advice to act as the competent person under the management of Health and Safety at Work Regulations 1999.

The Horniman undertakes to comply with the requirements of the Health and Safety at Work etc. Act 1974, the Regulatory Reform (Fire Safety) Order 2005 and any associated regulations and standards, statutory provisions, codes of practice and guidance to meet these obligations.

The principles of this policy apply to all Horniman activities in the UK and abroad.

Purpose

This policy aims to ensure, so far as it is reasonably practicable, that the affected group do not suffer accident, injury or ill-health and that their wellbeing is supported whilst on the Horniman Museum and Gardens sites and anywhere that Horniman staff are located for work purposes.

Practice

This means that:

- no activity is so important or urgent that it will be carried out other than with full regard to all issues of health and safety
- the Horniman regards meeting UK Health and Safety legislation as a minimum standard and is committed to improving health and safety standards
- the necessary resources must be made available to meet the requirements of this policy
- all the staff and volunteers at the Horniman and contractors appointed by the Horniman are required to pay maximum attention to the health and safety aspects of their work and exercise all care so as to eliminate or suitably control hazards to themselves and others
- the Horniman will adopt a planned approach to managing health and safety, including 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

- Specific arrangements and roles and responsibilities for health and safety within the Horniman are set out in the Health and Safety Protocols and Procedures documents.

Review

This policy document will be reviewed when required as the result of significant change or on an annual basis.

Michael Salter-Church Chair of the Board of Trustees