

# Health and Safety Policy

Leeds, Fort Nelson, Tower of London

Revision	Rev. Date	Originator	Reference	Comment
00	01/02/11	H White	HS RA-POL-000	Revised from 05/03/10
01	22/02/12	H White	HS RA-POL-001	Revised from 01/02/11
02	09/01/14	J Freel	HS RA-POL-001	Revised from 22/02/12
03	01/04/14	J Freel	HS RA-POL-001	Revised Document
04	04/09/14	C Shaw	HS RA-POL-001	Revised from 01/04/14
05	20/10/14	R Taylor	HS RA-POL-001	Revised from 04/09/14
06	29/04/20	C Shaw	HS RA-POL-001	Revised & New format
07	30/09/20	C Shaw	HS-RA-POL-001	New procedures to complete new policy format
08	28/04/21	C Shaw	HS-RA-POL-001	Inclusion of review timescales for this policy & Fire Risk Assessments
09	25/06/21	C Shaw	HS-RA-POL-001	Further amendments to include additional role HOBS, VSM, OP's Manager, Keeper of TOL, FN / TOL H & S cttee mtgs, change from reference of G drive to SharePoint.
10	23/09/22	C Shaw	HS-RA-POL-001	Amendments include – Addition of H & S Consultant, Liaison with Hampshire Fire Service included in the Fort Ops Manager role, Reference to TOL H & S Policy in Keepers role, Fire Officer role now moved to Head of Estates role from Head of Visitor Services, inclusion to show Head of Estates supports Fort / TOL on estate and works matters.
11	12/12/22	C Shaw	HS-RA-POL-001	New Director General signature.

This document is in three parts.

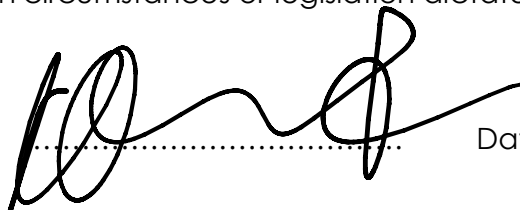
**Part one** is a summary statement of intent, which outlines the Museum's commitment to provide a successful health and safety management system.

**Part two** designates the organisation required to implement the policy.

**Part three** includes the detailed arrangements made by the Museum to manage health and safety.

1. The Board of Trustees and the Senior Management of the Museum recognise that legal requirements for health and safety set only a minimum standard. We are committed to achieving best practice in health and safety wherever possible.
2. It is the policy, therefore, of the Museum to: -
  - 2.1 Provide healthy and safe working conditions for all employees, to carry out risk assessments and comply with relevant statutory requirements.
  - 2.2 Conduct its activities to minimise risks to the public.
  - 2.3 Provide appropriate information, supervision, training, and personal protection, so far as is reasonably practicable in each case.
  - 2.4 Monitor inspect and audit health and safety to ensure its effective management and continual improvement throughout the Museum.
3.
  - 3.1 The Director General and Master is responsible for the implementation of the Health and Safety Policy.
  - 3.2 All Directors, Heads of Department, Managers and Supervisors are responsible to the Director General and Master for health and safety within their areas through the management line.
  - 3.3 The Board of Trustees and the Director General and Master will ensure that, within the resources of the Museum, appropriate provision is made to enable the Museum to fulfil its health and safety obligations.
4.
  - 4.1 The Museum Health and Safety Policy is supplemented by Local Policies and Procedures within Departments, which are regarded as extensions of the Health and Safety Policy.
  - 4.2 Heads of Depts. are responsible, within their areas through the management line, for ensuring that health and safety policies and information are circulated to all employees, contractors, and other visitors, as appropriate.
5. All employees, contractors and other visitors are required to co-operate and comply with the Health and Safety Policy in addition to discharging their own individual responsibilities for health and safety.
6. Each site of the Royal Armouries Health and Safety Committee meets regularly to consider all aspects of health and safety and to recommend changes in procedures and update policies as appropriate.
7. The Royal Armouries will consult with recognised trade union representatives and employees through the Museum Health and Safety Committees.
8. The Royal Armouries encourages staff to make suggestions for the improvement of health and safety, through the management line or trade union representatives.
9. The Health and Safety Policy and associated procedures will be reviewed, and if necessary revised, regularly and when changes in circumstances or legislation dictate.

Signed  
Director General & Master of the Armouries



Date ...12/12/22...

## 2. Management

### 2.1 The Board of Trustees

The Board of Trustees has overall responsibility for the health, safety and welfare of the organisation and its staff is vested in the Board of Trustees.

As the Employer, the Board of Trustees:

- Conforms to best standards of corporate governance and risk management.
- Ensures it complies with all relevant legislation.
- Employs suitably qualified staff who discharge their duties as required.
- To ensure these requirements are fulfilled, the Board of Trustees provides the Director General and Master with all necessary resources and assistance needed to effectively manage all risk arising from Royal Armouries businesses.
- The Board of Trustees will periodically take measures to satisfy that it is carrying out its duties.

### 2.2 Audit Committee

As a sub-committee, the Audit Committee's purpose is to advise on strategic processes for risk control and governance, including health and safety.

### 2.3 The Director General and Master

The Director General and Master has the responsibility of implementing the health and safety policy. This may be done by delegation via the Executive Board and museum's senior managers.

Responsibilities:

- Understand the main requirements of the Health and Safety at Work Act 1974
- Ensure that the organisational structure is appropriate to manage health and safety and that effective measures are in place to monitor and manage a fully compliant and safe working environment
- Ensure that competent persons are employed to assist in carrying out statutory responsibilities
- Set and recommend Royal Armouries policy and direction, to the Board of Trustees
- Ensure the development of health and safety strategies and organisation objectives
- Allocate the necessary resources for health and safety
- Ensure that health and safety is integrated into the management structure and processes
- Ensure that appropriate importance is applied to health and safety above other business functions
- Review organisation H&S performance
- Implement and review the organisation's Health and Safety policy
- Ensure that regular health and safety audits are properly carried out
- Attend the Health and Safety Committee meetings, as necessary.

### 2.4 Chief Operating Officer

Responsibilities:

- Ensure effective reporting to Exec Board on all significant and material H&S matters

- Provide appropriate strategic advice and guidance on policy and management of H&S to the Director General
- Ensure that timely and effective H&S monitoring, review and development activity is programmed to support compliant, safe workplaces
- Ensure that senior managers within the Operations area are trained and instructed as to their duties and responsibilities, and review their performance accordingly
- As senior line manager for the Fire Officer, ensure fire risk assessments are completed at the agreed time and any action plans drawn up are reviewed and actions completed
- Ensure Fire drills and evacuations are carried out in accordance with the Fire Reform Order
- Draw up annual action plans for health and safety and reporting to the Audit Committee any issues arising along with accident statistics
- Ensure that the organisation policies and procedures are distributed and monitor implementation
- Attend Health and Safety Committee meetings as necessary
- Make recommendations for improving performance by setting personal and departmental objectives and targets
- Allocate the necessary resources within their control to ensure adequate safety
- Ensure all risk assessments within Operations functional areas are conducted in accordance with section 3.3 of this policy and the Risk Assessment procedure
- Ensure all accidents, near misses and potential concerns in Operations areas and activities are recorded and investigated

## 2.5 Directors

### Responsibilities:

- Ensure that senior managers within their departments are trained and instructed as to their duties and responsibilities, and to review their performance accordingly
- Make recommendations for improving performance by setting personal and departmental objectives and targets
- Allocate the necessary resources within their control to ensure adequate safety
- Ensure all risk assessments for activities undertaken by their staff and other agents are conducted in accordance with section 3.3 of this policy and the Risk Assessment procedure
- Ensure all accidents, near misses and potential concerns, are recorded and investigated
- Draw up annual departmental action plans for health and safety
- Ensure that the organisation policies and procedures are distributed appropriately within their areas and to support and monitor implementation
- Attend Health and Safety Committee meetings as necessary

## 2.6 Head of Business Support

### In continuation to Senior Managers responsibilities:

- Support and act on behalf of the Chief Operating Officer as appropriate to uphold and develop compliant health and safety management across RA sites and activities
- Prepare health and safety reports for the Executive Board and Trustees as and when required.
- Ensure the museum Health and Safety Coordinator can and does fulfil their responsibilities
- Manage the museum's elected Health and Safety consultant contract
- Attend Health and Safety meetings at Leeds, Fort and Tower of London where able
- Act as key liaison with Prospect (union) and Leadership Group for communicating policy arrangements and any health and safety concerns.

## 2.7 Health and Safety Coordinator

### Responsibilities:

- Understanding the main requirements of the Health and Safety at Work Act 1974 and legislation applicable to Royal Armouries operations

- Communicating all relevant health and safety information to Royal Armouries employees
- Advising the Director General, Chief Operating Officer, and Directors, on the implementation of organisation policies
- Assisting senior management in assessing training needs
- Monitoring accident and near miss trends
- Joint investigation of accidents with line management/employee representatives
- Assisting in the preparation of relevant safety documentation
- Reviewing and revising the Royal Armouries Health and Safety policy every year or sooner if circumstances require it i.e., new roles, legislation change and to review Health and Safety procedures as per the Controlled Documents schedule
- Reviewing new legislation and guidance, advising senior management on their impact
- Assisting in the auditing process carried out by external companies
- Chair the Leeds Health and Safety meetings and sharing the minutes to all staff
- Chair the Fort's Health and Safety meeting
- Assisting Health and Safety Representatives in the conducting of health and safety inspections where required
- Work with external stakeholders in delivering health and safety management
- Attending H & S Committee meetings with Fort Nelson and Tower of London, either in person or via Teams.
- Work with HR Manager and department managers to agree training plans for Health and Safety training.

## 2.8 Health & Safety Consultant

SMSE are an external provider who are contracted to work alongside RA to provide H&S advice, guidance and support including but not limited to;

- H&S management systems and arrangements - to assess and ensure the quality of all documented H&S arrangements and procedures
- Competent person - act as the RA Competent Person representing and advising RA as appropriate
- Emergency and incident response - advice and guidance as is required in any emergency or major incident scenario
- Consultation and communication – ensure RA is kept up to date via regular and appropriate communication on relevant H&S issues and legislation
- Competence and training - review the RA's current H&S training provisions to assess for adequacy and relevance
- Workplace inspections and internal auditing - support RA in a process of regular and systematic workplace inspections
- Site management - provide guidance and advice on traffic management to manage risks associated with vehicle / pedestrian interaction on the RA's estate
- Contractor management - advise on the suitability of management and control systems in place
- Risk assessments and safe systems of work - assess and provide relevant guidance to support RA's development and operation of suitable, sufficient risk assessments and safe systems of work
- Work equipment - advise on procedures and controls for the provision and safe use of work equipment
- Fire Systems - support RA to ensure all requirements of the Responsible Person are being achieved to the required standard and as per current Fire legislation
- Emergency planning - with RA managers, review the emergency and incident management plans, policies and procedures and provide expertise and guidance in supporting their on-going review, development, and safe operation

## 2.9 Senior Management

Responsibilities:

- Assist the Director General, Chief Operating Officer, and Directors in maintaining an effective policy for health and safety at work, within their designated areas
- Ensure that supervisors and team leaders are trained and instructed as to their duties and responsibilities, and to review their performance accordingly
- Ensure all risk assessments are conducted in accordance with section 3 of this policy and the Risk Assessment procedure for all activities, processes, substances, and workplaces within their designated area
- Ensure all accidents, near misses and potential concerns are recorded and investigated.
- Managing contractors and ensuring all health and safety documentation is received in accordance with the Managing Contractors procedure see section 3.

#### 2.10 Fire Officer

Responsibilities:

- The Head of Estates and Facilities will act as the Fire Officer for all three sites
- Ensure a current Fire Risk Assessment (FRA) is in place for all three sites. Carry out in house reviews of the FRA every year and then a comprehensive review every two years by a professional body, unless circumstances dictate a review is required sooner
- Compile, review and ensure fire action plans are completed as guided by the fire risk assessment recommendations and in conjunction with the COO. Updating the Audit Committee as required
- Ensuring building fire precautions (as per BS 5588, Regulatory Reform Fire Safety Order 2005), are correct and amended as and when required
- Ensure all 'means of escape routes' are accessible and free from obstruction
- Appoint and train Fire Wardens to provide safe evacuation of the premises
- Complete Personal Evacuation Emergency Plans where required
- Ensure working with the Estates & Facilities Manager, to ensure that fire doors are serviced and maintained, and the integrity of the doors are not compromised
- Ensure that there is adequate signage to direct staff and public to 'means of escape routes'
- Ensure working with others, that staff are trained in basic fire awareness
- Ensure a minimum of 2 fire drills per year, per site.
- Complete fire risk assessments and ensure control measures are in place
- Upkeep of the Fire Evacuation procedure, the Fire Emergency Plan and response in the event of a fire

#### 2.11 Visitor Services Manager - Leeds & Fort Nelson

Responsibilities:

- Ensure a daily walk round is carried out confirming the site is fit and safe for public access
- Ensure that all public areas are maintained to the highest health and safety standard
- Ensure any hazards in public areas are reported immediately, made safe, and remedied as soon as possible
- Ensure that all customer focussed staff are trained appropriately to recognise hazards in their workplace and are aware of procedures for dealing with hazards
- Ensure that all customer focussed staff are familiar with, and competent in carrying out the evacuation of the site, in the event of an emergency.
- Ensure that all customer focussed staff are suitably trained, competent and equipped for the task in hand

#### 2.12 Head of Estates and Facilities

Responsibilities:

- Prioritise maintenance jobs to provide a safe and statutorily compliant environment for staff, contractors, and members of the public
- Ensure monitoring of health and safety in every facilities activity
- Control all contractors where applicable by the Permit to Work Systems

- Monitor and maintain fire protection equipment (extinguishers, alarms, emergency lighting, signs) as required by legislation
- Ensure all plant and equipment are tested / inspected in line with manufacturers guidance and HSE legislation at required intervals, and that all appropriate records are maintained
- Ensure the Planned Preventative Maintenance schedule is maintained
- Ensure waste materials are stored safely and removed at suitable intervals that prevent build up and storage problems
- Ensure all facilities staff are suitably trained, competent, and equipped for the task in hand
- Liaising with West Yorkshire Fire & Rescue Service
- Provide support and guidance to TOL and Fort staff for estate matters and works where appropriate.

#### 2.13 Operations Manager - Fort Nelson

In continuation with the Head of Estates & Facilities and Senior Management responsibilities:

- Act as liaison between RA and Hampshire County Council on any matters regarding health and safety and estates compliance
- Act as liaison between Chief Operating Officer and Health and Safety Coordinator in matters of Health and Safety concern
- Act as liaison with Hampshire Fire Service

#### 2.14 Keeper of Tower Armouries

In continuation with Senior Management responsibilities:

- Act as liaison between Royal Armouries (RA) and Historic Royal Palaces (HRP)
- Attend HRP's Health and Safety Meetings
- Report any incidents to HRP and RA carrying out any remedial works as recommended
- Communicate the HRP's Tower H & S Policy to all RA staff

#### 2.15 Department Manager / Team Leader

Responsibilities:

- Ensuring that employees are adequately trained, instructed, and informed
- Providing a suitable level of supervision
- Understanding the Royal Armouries policy and procedures
- Allocating work in accordance with the employees' level of training
- Reporting defective equipment and ensuring it is taken out of use
- Informing employees of their responsibilities
- Encouraging employees to report defects and suggest improvements
- Ensuring that correct work procedures are adhered to
- Carrying out regular inspections of the workplace
- Reporting accidents, near misses and potential concern
- Assisting in the investigation of accidents
- Providing induction training

#### 2.16 All Employees

Responsibilities:

- Work in accordance with Royal Armouries policies and procedures.
- Ensure the reporting of:
  - Defective equipment
  - Dangerous situations
  - Accidents



- Near misses
  - Potential concerns
- Use safety equipment provided
  - Avoid inappropriate conduct which may result in injury
  - Comply with management requests and instructions
  - Not using defective equipment
  - Not misusing equipment.
  - Not damaging equipment
  - Exercise reasonable care towards themselves and others
  - Ensure they are trained for tasks they are asked to do
  - Always ensure good housekeeping

Any breach of Health and Safety rules may lead to disciplinary action.

### 2.17 Health and Safety Committees

Health and Safety Committees meet on regular scheduled basis at all three sites and comprise of both elected employee health and safety representatives and delegates from all departments within the Royal Armouries.

#### Leeds

Held bi-monthly and chaired by the Health & Safety Coordinator.

#### Fort Nelson

Held bi-monthly and chaired by the Health & Safety Coordinator.

#### Tower of London

Held quarterly and chaired by the Resident Governor with the Keeper of the Tower Armouries and the Tower Administrator attending as RA representatives.

Minutes are displayed on health and safety notice boards in the staffroom at all three sites for all employees to see and available on the Royal Armouries SharePoint within Managing Estates, H & S, Minutes.

### 2.18 Health and Safety Representatives

Health and Safety Representatives are members of staff that have been nominated from each department.

#### Responsibilities:

- To have a full awareness of the Royal Armouries Health and Safety policy requirements
- To investigate all complaints by employees that they represent and report those issues to management and/or Health and Safety
- To have an active part in ensuring the adequate completion of all monthly departmental safety inspections
- To investigate and report to Health and Safety, all potential hazards and dangerous occurrences
- To attend the Health and Safety Committee meetings

### 2.19 Union Health and Safety Representatives

The museum's recognised Trade Union, Prospect, has the right to appoint a Health and Safety Representative and employers have a duty to consult them about:

- Any matter substantially affecting health and safety
- Health and safety training and information programmes for employees
- Health and safety consequences of new technologies

Union Health and Safety Representative may:

- Inspect the workplace once every three months, usually with the agreement of the employer
- Inspect the workplace when there has been a change in conditions of work
- Investigate the causes of accident, incidents, and notifiable diseases
- Represent members' Health and Safety concerns to employers
- Receive time off work with pay to attend TUC or union-approved Health and Safety training courses

## 2.20 Contractors and Visitors (excluding members of the public visiting public areas)

### Contractors

Procedures are in place for assessing all contractors' health and safety standards. These include the requirement for all contractors to submit copies of their Safety policy, risk assessments and method statements and to have an approved list of contractors.

It is the responsibility of the person bringing in a contractor to ensure our conditions are issued at the time of order/tender request and to ensure the contractor's health and safety documents are on site prior to the work starting.

Pre-work meetings to be held to establish safe working procedures and contractors made aware of hazards and the museums fire evacuation procedure.

### Visitors

All visitors entering the Royal Armouries premises shall first report to Reception where they shall be signed in and be issued with an identification tag. Whilst on site, the ID tag must always be clearly displayed. This must be returned to Reception at the end of the visit.

## 2.21 Health and Safety Executive/Local Authority Environmental Health (as may be relevant by site)

On arrival of an HSE Inspector(s), or a local authority environmental health inspector, each site's representative must be informed immediately.

Leeds – Health and Safety Coordinator or nominated deputy, who will then notify the Chief Operating Officer or nominated deputy

Fort Nelson – Operations Manager or nominated deputy, who will then notify the Chief Operating Officer or nominated deputy

Tower of London – HRP Health and Safety Officer or nominated deputy. Keeper of the Armouries will then inform the Health and Safety Coordinator of any outcome affecting Royal Armouries employees.

It will then be their duty to assist the inspectors with any issue or other safety inspection ensuring all information is then passed along the relevant chain of authority.

## **PART THREE**

## **ARRANGEMENTS**

3

### 3.1 Provision of Information

Health and safety notice boards are provided throughout all three sites, in staff areas, to display all current health and safety information.

Information will include:

- Minutes of the previous Health and Safety Committee meetings
- Health and Safety report showing accidents, near misses, potential concerns, Royal Armouries regulatory certifications, all of which are relevant to the timescale of the meeting
- A copy of the Health and Safety policy statement
- Responsible persons for the site, such as First Aiders
- Abstracts of any relevant Health and Safety Legislation
- Copies of all current legislation (Acts/Regulations or Approved Codes of Practice/Guidance) are available for all employees upon request
- Health and safety documents are available via the document control database
- Safety signs and statutory notices are maintained at all necessary locations. It is the duty of all employees to carry out their actions with strict accordance to the safety requirements of such information

Health and safety information may also be relayed via:

- Weekly management meetings
- Weekly departmental meetings
- 'Toolbox Talks'
- The Royal Armouries SharePoint Managing Estates and Facilities, H & S folder

Minutes will be taken from the health and safety meetings with attendees noted.

Internal e-mail and memorandums may also be used where appropriate.

It is the responsibility of the Health and Safety representative to ensure the health and safety notice board is regularly checked and kept up to date.

### 3.2 Implementation of in-house policy and procedures

The policy and procedures below are an extension of the Health and Safety Policy, and work to ensure that the Royal Armouries Statement of Intent is met.

It is the responsibility of all employees to follow the relevant safety procedures where they apply to the work being carried out.

If while referring to a procedure you find something is recorded incorrectly then you have a duty to inform the author of that procedure so they may review and amend where required.

Failure to follow these procedures may result in the disciplinary actions being taken.

### 3.3 Policy / Procedures

Title	Location
Accident / Incident Reporting & Investigation	Managing Estates & Facilities H & S Z Procedures Tri site
Asbestos Management in Collections	Governing the Organisation Policies Collections
Communication and Consultation Policy	Governing the Organisation Policies Health and Safety
Compliance Policy	Governing the Organisation Policies Health and Safety

Control of Contractors	Managing Estates & Facilities H & S Z Procedures Tri site
Control of Substances Hazardous to Health (COSHH)	Managing Estates & Facilities H & S Z Procedures Tri site
Dangerous Substances Explosive Atmosphere (DSEAR)	Managing Estates & Facilities H & S Z Procedures Tri site
Display Screen Equipment (DSE)	Managing Estates & Facilities H & S Z Procedures Tri site
Driving for Work	Managing Estates & Facilities H & S Z Procedures Tri site
Electrical Safety – Under review	Managing Estates & Facilities H & S Z Procedures Tri site
Environment	Governing the Organisation Policies Exec
Fire Evacuation	Managing Estates & Facilities H & S Site specific
First Aid, Bio Waste and Defibrillator	Managing Estates & Facilities H & S Z Procedures Tri site
GDPR - Record Keeping	Governing the Organisation Policies Exec
Ladders and Steps	Managing Estates & Facilities H & S Z Procedures Tri site
Lone Working	Managing Estates & Facilities H & S Z Procedures Tri site
Manual Handling Operations	Managing Estates & Facilities H & S Z Procedures Tri site
New and Expectant mothers	Governing the Organisation Policies HR
Noise	Managing Estates & Facilities H & S Z Procedures Tri site
Permit to Work	Managing Estates & Facilities H & S Z Procedures Tri site
Personal Protective Equipment (PPE)	Managing Estates & Facilities H & S Z Procedures Tri site
Radiation Protection	Governing the Organisation Policies Collections
Remote Working	Governing the Organisation One Armouries
Respiratory Protective Equipment (RPE)	Managing Estates & Facilities H & S Z Procedures Tri site
Risk Assessment	Managing Estates & Facilities H & S Z Procedures Tri site
Work Equipment	Managing Estates & Facilities H & S - site specific
Working at Heights	Managing Estates & Facilities H & S Z Procedures Tri site
Shelving and Racking	Managing Estates & Facilities H & S Z Procedures Tri site
Smoking	Governing the Organisation Policies H & S
Training	Managing Resources, Forms, HR Forms Training
Vibration	Managing Estates & Facilities H & S Z Procedures Tri site

The above list is not exhaustive and additional procedures will be added as required.