Museum of Richmond

Health and Safety Policy

1. The Museum of Richmond is committed to ensuring the health and safety of all who visit or work at the Museum. This includes:

* Visitors
* Guests at private events
* Volunteers
* Employees
* Contractors and persons on business

1. Health and safety is managed by the trustees as an integral part of all the Museum's operations. It is our policy to ensure that recognised standards are adhered to and that all legal obligations are met. The Museum has compiled and maintains a risk assessment for the Museum as a whole and in addition carries out risk assessments for specific activities as necessary. These are not always recorded in writing. Any health and safety incident or ‘near miss’ is recorded and action taken to minimise the risk of recurrence. New volunteers and members of staff are given suitable induction training in health and safety.
2. The Museum publishes a risk assessment for visiting groups of children and young people on its website as a tool for use by teachers and others in charge of youth groups planning to visit the Museum (Appendix). This assessment will alert them to the part that teachers and youth group leaders must play and enables them to plan a safe visit.
3. The Museum selects contractors with the necessary expertise carefully either directly or through professional intermediaries. In so doing the Museum ensures that such firms are competent to manage whatever work they are engaged to do in a safe fashion.
4. The Museum maintains the premises in a safe condition for all users and attends promptly to any repairs which have safety implications. The premises are inspected regularly by the London Borough of Richmond upon Thames as a normal part of the management of the Old Town Hall and are included in the Borough’s fire assessment and fire action and emergency plan for the Old Town Hall. The Museum is equipped with and maintains a comprehensive fire detection and alarm system . The Museum staff are aware of their responsibilities in case of fire or other emergencies.
5. The Museum keeps health and safety under review and re-assesses risks when circumstances change. A member of the Museum’s staff carries out an annual audit of health and safety in the Museum, assisted by a member of the board of trustees. The board reviews the museum’s health and safety policy in the light of this audit and other relevant information, as well as any follow up action taken as a result of the audit. The curator of the Museum is the designated health and safety officer.

Appendix: risk assessment for visits by schools and groups of young people.

10 August 2016