

**1.0 POLICY STATEMENT**

**1.1 Statement of Corporate Commitment**

It is the policy of the National Maritime Museum to assign great importance to the safety of its employees and others, considering this as a management responsibility equal to that of any other management function.

In the design, construction, operation and maintenance of all plant, equipment and facilities, management will do everything that is reasonably practicable to prevent personal injuries and ill health to its employees, customers, visitors, contractors and members of the public. To this end the Board of Trustees and Executive Board of Directors will provide, so far as is reasonably practical, such training and equipment as is necessary to enable employees to work safely.

All employees are required to co-operate fully in implementing this policy to comply in all respects with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and the accompanying arrangements contained within the Health and Safety manual.

Everyone throughout the organisation is expected to exercise all reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.

The overall responsibility for the health, safety and welfare of the organisation and its employees is vested in the Board of Trustees and Executive Board of Directors of the National Maritime Museum.

A list of persons responsible for assisting the Board of Trustees and Executive Board of Directors in complying with Health and Safety requirements is available in the Health and Safety Manual and within Operations and Facilities Management. Please ring extensions 6723 and 6708 for help and advice.

Signed: .....

Mr Roy Clare, Director

Date: .....

## 2.0 HEALTH & SAFETY MANAGEMENT

### 2.1 Introduction

The Board of Trustees (hereinafter referred to as “The Employer”) and Executive Board of Directors of the National Maritime Museum have a statutory obligation for the Health and Safety of its employees, temporary workers and other third parties with respect to actions by both the Employer and its employees. To ensure that this responsibility is fulfilled as effectively as possible, the Employer has established the H&S management structure detailed in this document. This responsibility is devolved through the Trustees to the board of Directors. The Director with operational responsibility for Health and Safety is Mr J Hook, Director of Operations and Facility Management (O&FM).

It must be emphasised that Health and Safety is an everyday part of the general management task and all Department Heads **MUST** accord no less importance to health and safety than to their other management responsibilities.

At the core of the Employer’s health and safety management structure is the Health and Safety Management Committee. This Committee reports and is accountable to the Employer.

### 2.2 HEALTH & SAFETY MANAGEMENT COMMITTEE

The Committee comprises:

- a. Director with responsibility for Health & Safety
- b. Committee Chairman
- c. Health & Safety Manager
- d. Head of Estate Management
- e. Health & Safety Co-ordinator
- f. Employee representative
- g. Head of Visitor Services
- h. Senior Conservator (for COSHH & Emergency Planning)

The Health and Safety Committee will meet four times per year to monitor the effectiveness of the Policy, review the preventative and protective measures, continuously assess and improve the policy, recommend the implementation of improvements to site health and safety and update the policy to accord with these changes.

The purpose of the Committee is strategic in intent and deed and must remain impartial and objective to provide a forum between Employer and Employee. The Committee Chairman is to report to the Executive Board after each quarterly meeting and on any other occasion deemed appropriate from time to time.

# NATIONAL MARITIME MUSEUM - HEALTH AND SAFETY MANUAL

## NATIONAL MARITIME MUSEUM – HEALTH AND SAFETY MANUAL

### 2.3 HEALTH & SAFETY MANAGEMENT STRUCTURE

BOARD OF TRUSTEES (the Employer)

AUDIT COMMITTEE

**THE BOARD OF TRUSTEES OF THE NATIONAL MARITIME MUSEUM**  
Sir David Hardy - Chairman

**THE AUDIT COMMITTEE**  
Victor Benjamin - Chairman

DIRECTORS

R.CLARE (DIRECTOR)	N.REED (FINANCE & POLICY)	J.HOOK (O&FM)	C.WALTON (BUSINESS DEVELOPMENT)
A.BODLE (HUMAN RESOURCES)	S.RILEY (MARITIME HERITAGE)	D.SPENCE (EXHIBITIONS & DISPLAYS)	
M.LINCOLN (RESEARCH & COLLECTIONS)	K.LIPPINCOTT (DEVS)	C.WHITE (TRAFALGAR 200)	

DIRECTOR WITH RESPONSIBILITY FOR HEALTH AND SAFETY

**J.HOOK**  
O&FM

HEALTH AND SAFETY COMMITTEE

S. ROOTS (HEAD OF VISITOR SERVICES)	J.HOOK (DIRECTOR WITH RESPONSIBILITY FOR HEALTH & SAFETY)	P.McCABE (HEALTH & SAFETY MANAGER)	A.BODLE(CHAIRMAN)
P.PAIN (HEAD OF ESTATES)	P.FINCH (HEALTH & SAFETY CO-ORDINATOR)	EMPLOYEES REP (B WHITE)	E HAMILTON-EDDY (SENIOR CONSERVATOR)

HEADS OF DEPARTMENT

<b>J.COSTANTINI</b> <b>/J.BARBER</b> HEAD OF COLLECTION SERVICES	<b>S.ROOTS</b> HEAD OF VISITOR SERVICES	<b>H.BEIOLEY</b> HEAD OF COPORATE DEVELOPM ENT	<b>L.SMITH</b> HEAD OF EDUCATION & INTERPRETATI ON	<b>K.HALL</b> HEAD OF INFORMATION TECHNOLOGY	<b>A.DOANE</b> HEAD OF COLLECTI ONS GROUP	<b>J.OWEN</b> HEAD OF CURATORIAL GROUP	<b>M.BARRETT</b> HEAD OF CORPORATE COMMUNICAT IONS	<b>R.SNEDDON</b> TECHNICAL OPERATIONS MANAGER	<b>J.OLIVER</b> HEAD OF TRADING	<b>P PAIN</b> HEAD OF ESTATES
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SITE SAFETY OFFICERS

<b>J.PRESTON</b> EAST WING	<b>J.McMORROW</b> FEATHERS PLACE BRASS FOUNDRY LTE KIDBROOKE	<b>E.HAMILTON-EDDY</b> SOUTH BUILDING	<b>M.GROVER</b> R.O.G	<b>J.MALONE</b> RESTAURANT QUEENS HOUSE WEST WING WEST CENTRAL WING SOUTH WEST WING	<b>P.GREEN</b> PLANT
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**2.4 MANAGEMENT RESPONSIBILITIES**

The following sets out the specific management responsibilities for each nominated member of staff and all employees in order to achieve the satisfactory operation and day-to-day management of health and safety.

**The Board of Trustees**, as Employer, should ensure that it complies with all relevant legislation and that it employs suitably qualified staff who discharge their responsibilities in accordance with the high standards expected of staff employed by the Board. The Board should also ensure that its staff, and the Board's own members, have appropriate access to expert advice and training opportunities in order to enable them to exercise their responsibilities effectively.

The Board of Trustees is also required to conform to best standards of corporate governance and risk management and maintains an **Audit Committee** as a committee of the Board in accordance with *Government Accounting* and the Cabinet Office's *Guidance on Model Codes of Practice for Board Members of Public Bodies*. In order to review the adequacy and effectiveness of the Museum's mechanisms for the assessment and management of risk, including Health and Safety, the Audit Committee receives an annual audit report on systems in place and provides, through the Head of Internal Audit, an annual Statement of Assurance to the Board of Trustees and Accounting Officer.

**2.4.1 Directors**

Roy Clare	(Directorate)
Kristen Lippincott	(Display, Education & Visitor Services)
Jeff Hook	(Operations & Facilities Management)
Andy Bodle	(Human Resources)
Chris Walton	(Business Development)
Stephen Riley	(Maritime Heritage)
Norman Reed	(Finance & Policy)
Margarette Lincoln	(Research & Collections)
David Spence	(Exhibitions & Display)
Colin White	(Trafalgar 200)
Liaise with	- The Audit Committee and the Health and Safety Committee
Report to	- Board of Trustees
Responsibilities	-

- a) Providing collective leadership for health and safety;
- b) Providing individual leadership for health and safety within their respective departments;
- c) Ensuring that all Executive Board decisions reflect the Board of Trustees health and safety intentions, as articulated in the health and safety policy statement;
- d) Ensuring that they engage the active participation of all staff in improving health and safety;

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- e) Ensuring that the Executive Board is kept informed of, and alert to, relevant health and safety management issues;
- f) Ensuring that adequate resources are available to implement the health and safety policy;
- g) Regularly monitoring the effectiveness of the health and safety policy;
- h) Reviewing the policy annually;
- i) Incorporating health and safety within the Annual Report;