

# HEALTH AND SAFETY POLICY



**This is the Health and Safety Policy Statement of  
Chiltern Open Air Museum Ltd.**

**Our statement of general policy is:**

- to provide adequate control of the health and safety risks arising out of our work activities and interpretation activities.
- to consult with our employees (volunteers, contractors and paid members of Museum staff) on matters affecting their health and safety
- to provide and maintain a safe site and safe equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees (volunteers, contractors and paid members of Museum staff) and visitors
- to ensure all employees (volunteers, contractors and paid members of Museum staff) are competent to do their tasks, and to give them adequate training
- to reduce the risk of accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals.

Signed:

(on behalf of Chiltern Open Air Museum Ltd.)

Date: 16 April 2007

Review date: 15 April 2010

## **Responsibilities**

1. Overall and final responsibility for health and safety rests with the Board of Trustees.
2. Day-to-day responsibility for ensuring the policy is put into practice is delegated to the Museum Director.
3. To ensure health and safety standards are maintained/improved, the following people have responsibilities in the following areas:

<b>NAME</b>	<b>RESPONSIBILITY</b>
<b>Board of Trustees</b>	Overall responsibility of health and safety
<b>Museum Director</b>	Co-ordination of health and safety and training of staff and volunteers
<b>Visitor Services Officer / Duty Manager</b>	Volunteers and Visitors and consultation with volunteers
<b>Education Officer</b>	Interpretation activities and equipment, school and group visits, Interpreters and First Aid
<b>Farm and Site Manager</b>	Farm and Site maintenance and work, site volunteers and farm animals. Farm vehicles; Farm and Site tools and equipment
<b>Buildings Manager</b>	Building maintenance and work, building volunteers, fire procedures and extinguishers, alarms, museum vehicles, tools and equipment
<b>Events Officer / Duty Staff</b>	Special events, re-enactment groups, exhibitors and other activities related to special events.
<b>Catering Manager</b>	Activities relating to Chiltern Open Air Museum (Enterprises) Ltd. undertaken on the Museum site.

4. All employees / volunteers have to:

- Co-operate with managers and co-ordinators on health and safety matters.
- Not interfere with anything provided to safeguard their own health and safety.
- Take reasonable care of their own and others' health and safety.
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

### **Health and Safety risks arising from work activities**

- Risk assessments will be undertaken by the relevant manager / officer.
- The findings of the risk assessment will be reported to the Museum Director.
- Action required to remove / control risks will be approved by the Museum Director.
- The relevant manager / officer will be responsible for ensuring the action required is implemented.
- The relevant manager / officer will check that the implemented actions have removed / reduced the risks.
- Assessments will be reviewed annually or when the work activity changes, whichever is the soonest.

### **Consultation with employees**

- Employee Representatives are the volunteer co-ordinator and the Visitor Services Officer / Duty Manager.
- Consultation with employees is provided by:

The pre-season and end of season meetings, Training sessions, access to the Comments Book and the Operations Committee meetings every fortnight.

### **Safe site, buildings and equipment**

- The Farm and Site Manager and the Buildings Manager will be responsible for identifying all equipment, buildings and site areas needing maintenance.
- The Farm and Site Manager and the Buildings Manager will be responsible for ensuring that effective maintenance procedures are drawn up.
- The Farm and Site Manager and the Buildings Manager will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with equipment/buildings or site should be reported to the Farm and Site Manager and/or the Buildings Manager.

- The relevant manager / officer will check that new equipment / site area / building meets health and safety standards before it is purchased or used.

### **Working at Heights**

- Risk assessments have been written to cover the use of each individual piece of equipment used in working at heights to comply with recent changes in the law on working at heights. The relevant Manager is responsible for making volunteers aware of these risk assessments and the correct and safe use of these pieces of equipment.
- In addition to the equipment risk assessment, relevant staff are required to produce method statements for large projects which involve working at heights and/or the use of several pieces of equipment.
- All equipment for working at height is checked annually by the Buildings Manager, and records kept.
- Maintenance records are kept for all museum vehicles.

### **Safe handling and use of substances**

- The relevant manager / officer will be responsible for identifying all substances which need COSHH assessment.
- The relevant manager / officer will be responsible for undertaking COSHH assessments.
- The relevant manager / officer will be responsible for ensuring that all actions identified in the assessments are implemented.
- The relevant manager / officer will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- The relevant manager / officer will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed annually or when the work activity/substance changes, whichever is soonest.
- A separate Policy for dealing with Asbestos has been written by the Buildings Manager.
- Regular inspection and testing of all lifting equipment is carried out by Vulcan Inspection Services, arranged through the Museums Insurance Policy

### **Hazardous Waste**

- The Museum is responsible for the disposal of waste classed as hazardous according to the European Waste Catalogue through the use of licensed contractors approved by the Environment Agency.
- The Museum is registered with the Environment Agency as a producer of hazardous waste.
- Hazardous waste is disposed of using containers supplied by a licensed contractor.
- Contractors providing services to the Museum are responsible for disposal of hazardous waste produced by them in the course of their work.
- The relevant manager / officer is responsible for ensuring that all relevant employees are informed of what constitutes hazardous waste and of the specific procedures for disposing of that hazardous waste.

### **Firearms and Black Powder**

The Museum takes all necessary steps to control the use of firearms in re-enactments or training taking place on site including requiring relevant certification and informing relevant local authorities of their presence on site.

Training on the safe handling, use and certification of firearms has been delivered by qualified Health and Safety representatives to a number of staff and volunteers to increase awareness of the correct handling of these issues. Where possible, only staff and duty managers who have received this training will be present at events where firearms and black powder are used.

No live ammunition is permitted on site.

Vermin control is undertaken using firearms, when the Museum is closed to the public, by individuals with relevant certificates and licences and prior written permission from the Director. This activity only occurs at pre-arranged times and warning notices are placed at the entrance to the Museum when the activity is happening.

### **Health and Safety Advisers**

The Museum has appointed two volunteer Health and Safety Advisers, Richard Payne and Laurie Watson, to provide advice and practical assistance in the delivery of the Museum's responsibilities regarding Health and Safety. These individuals are professional health and safety consultants and have many years of experience as re-enactors. They also hold a number of qualifications and certificates relating to safety issues that arise at the Museum. Their role includes:

- Assisting and advising the Museum and external organisations running events at the Museum on the writing of adequate risk assessments
- Overseeing the implementation of safety measures at Museum events where necessary
- Providing training to staff and volunteers on aspects of health and safety
- Provision of advice on health and safety concerns

### **Information, instruction and supervision**

- The Health and Safety Law poster is displayed at Astleham Manor Cottage, the PortaKabin, and Glory Mill Store.
- Health and Safety advice is available from the Environmental Health Officer, Chiltern District Council. Telephone number: 01494 732061.
- Supervision of young workers/trainees will be arranged/undertaken/monitored by the relevant manager/officer and the Visitor Services Officer.
- Supervision of the “Young Volunteers Club” will be undertaken by the Education Officer and/or a Museum Interpreter.
- The Museum Director is responsible for ensuring that employees working at locations under the control of other employers, are given relevant health and safety information.

### **Competency for tasks and training**

- Induction training will be provided for all volunteers by the Visitor Services Officer and for all employees by the Museum Director
- Job specific training will be provided by the relevant manager / officer
- Specific jobs requiring training are:  
Site and building work, interpretation activities, vehicle use, stewarding buildings and equipment usage
- Training records are kept at Astleham Manor Cottage by the Museum Director
- Training will be identified, arranged and monitored by the relevant manager / officer
- General health and safety training will be delivered to volunteers at the start of each season by the Visitor Services Officer

### **Accidents, First Aid and work- related ill health**

- Health surveillance is required for employees using any identified hazardous substances, working individually and unsupervised

- Health surveillance will be arranged by the relevant manager /officer
- Health surveillance records will be kept by the Museum Director at Astleham Manor Cottages
- The first aid boxes are kept at:

**Blythe Road Pavilion** (*next to the radio behind the counter*) 21-50 people kit for staff, volunteers and visitors.

**Astleham Manor Cottage** (*Volunteers Room*) 21-50 people kit for staff, volunteers and visitors.

**Hawk and Owl Trust Centre** (*classroom*) For use in an emergency ONLY as belongs to the Hawk and Owl Trust.

**Farmyard** (*Borehamwood Cattle Byre*) 11-20 people kit for staff, volunteers and visitors.

**Garston Forge** (*under the main work bench*) One person kit for Blacksmith, staff and volunteers ONLY.

**Wood End Café** (*behind counter*) 21-50 people kit for staff, volunteers and visitors.

**Glory Mill Store** (*in cupboard next to the main work bench*) For staff and volunteer use ONLY.

**Maidenhead Pavilion** (*under counter*) 11-20 people kit for use by the Friends of Chiltern Open Air Museum at Chiltern Open Air Museum and at outside venues.

**Education Stores** Three safety bags are held for activity sessions by the Education Office:

1. Forest School – 11-20 people kit for leaders and children, instant cold packs, a fire extinguisher and a fire blanket.
2. Two general bags – travel kit, instant cold packs and a fire blanket.

- The appointed persons/first aiders are listed in Appendix B

- All accidents and cases of work-related ill health are to be recorded in the accident books
- Staff, Volunteers and contractors: located with the first aid boxes at the Volunteers Room, Farmyard and Glory Mill Store. An additional accident book for education activities is located in the Education Office. These records are kept locked in the Museum Director's office.
- Minor incidents not requiring first aid treatment can be recorded in day note books, which are located with the accident books
- Visitors: with the first aid boxes at the Volunteers Room, Farmyard and Glory Mill Store. An additional accident book for education activities is located in the Education Office
- The Museum Director is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority under RIDDOR 1995

### **Lone Workers**

- Staff and volunteers must ensure that there is at least one other person on site when they are engaged in using potentially dangerous machinery, equipment or chemicals.

### **Monitoring**

- To check our working conditions and ensure our safe working practices are being followed, the Museum Director will carry out inspections of risk assessments, COSHH information and working practices from time to time and relevant managers / officers will report to the Museum Director. The Museum Director will then report to the Board of Trustees
- The Museum Director with the relevant manager / officer is responsible for investigating accidents
- The Museum Director with the relevant manager / officer is responsible for investigating work-related causes of sickness absences
- The Museum Director with the relevant manager / officer is responsible for acting on investigation findings to prevent a recurrence

### **Emergency procedures**

#### **Fire :**

- The Museum Director is responsible for ensuring that the Museum has adequate fire risk assessments, protection and evacuation procedures

- The fire extinguishers are serviced annually in March by Hazlemere Fire Protection Services
- Alarms are tested regularly by Kingfisher Security in accordance with the maintenance procedure in their annual contract and by the Buildings Manager when necessary in the interim period
- Fire evacuation procedures are updated annually and issued to all new staff and volunteers
- Fire evacuation practices are held at least once every year, initiated by the Museum Director or Buildings Manager
- The Museum has comprehensive Fire Risk Assessments for all Museum buildings, vehicles and activities in accordance with the new laws from October 2006, kept in the Museum Director's office
- The Visitor Services Officer is responsible for training volunteers and Duty Managers in the operation of the fire procedures
- Escape routes are checked by the Visitor Services Officer / Duty Staff or Duty Manager every day

#### **Bomb Alerts :**

- Bomb alerts are to be dealt with by following the evacuation procedures as for fire emergencies

#### **Communications :**

- Staff and volunteers are provided with portable radios for emergency communications
- Panic buttons are available for use in the ticket office & shop and café
- Telephones are located in Blythe Road Pavilion, Astleham Manor Cottage, the Substation near the Prefab, Wood End Café and Glory Mill Store, Skippings Classroom, Portakabin

#### **School and Group Visits**

- The Education Officer is responsible for ensuring that all school and group leaders are provided with adequate information for them to produce a risk assessment for their visit
- School and Group visit leaders are responsible for the health and safety and behaviour of their groups during a visit

- It is the responsibility of the Visitor Services Officer / Duty Manager to ensure that a register of any child-orientated groups is taken in an emergency (e.g. fire evacuation)
- The Education Officer is responsible for ensuring that all activity workshops, the holiday club, craft workshops and young volunteer club are risk assessed and that materials and equipment comply with British safety standards for education use
- The Education Officer is responsible for ensuring that all Museum Interpreters and activity helpers are aware of the safety measures in place and that they can report any incidents or need for equipment maintenance or replacement easily in the Interpreters Comments Book in the Volunteers Room
- The Education Officer is the designated person responsible for the training of Museum Interpreters and other employees working with children in Child Protection Issues and the reporting of incidences as laid down in the Child Protection Policy

### **Contractors and outside bodies**

- The Museum Director is responsible for ensuring that all contractors and outside bodies are provided with adequate information for them to produce a risk assessment for their work / event
- The Museum Director is responsible for ensuring that contractors and outside bodies provide copies of insurance, risk assessments and other relevant documentation before work /events take place
- Contractors and outside bodies are responsible for the health and safety and behaviour of their employees and sub-contractors for all work and events
- Contractors and outside bodies are responsible for the health and safety of visitors partaking in their events
- Contractors and outside bodies are responsible for obtaining all relevant insurance, licences, planning permission and other relevant documentation / permission

## **Appendix A:**

In terms of this policy employees include volunteers, contractors and paid members of Museum staff.

Updated 18/04/07

## **Appendix B:**

The appointed persons/first aiders for Chiltern Open Air Museum Ltd. are:

Sue Shave (Museum Director)	4 day First Aid at Work until December 2007.
Conway Rowland (Farm and Site Manager)	1 day First Aid at Work appointed person until November 2008.
John Hyde-Trutch (Buildings Manager)	1 day First Aid at Work appointed person until April 2008.
Melissa Maynard (Education Officer)	4 day First Aid at Work until December 2009. Early Years First Aid until June 2009.

Jenny Simmonds (Visitor Services Officer)	4 day First Aid at Work until April 2009.
Paul Hannon (Events Officer)	4 day First Aid at Work until 2008.
Christopher Maynard (COAM Enterprises Ltd.)	1 day First Aid at Work appointed person until March 2008.
Rhona Taylor (Hawk and Owl Trust)	4 day First Aid at Work until March 2009. Early Years First Aid until June 2009.
Cathy Simpson (Museum Interpreter and Arborfield Adventurers Leader)	Emergency Aid in Schools until February 2009.
Andrew Simpson (Volunteer)	4 day First Aid at Work until November 2007.
Bernie Shafe (Volunteer Duty Manager)	4 day First Aid at Work until March 2010.