

Health and Safety Policy

Leeds, Fort Nelson, Tower of London

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Health, Safety and Environmental Policy Statement

It is the policy of the Royal Armouries to assign importance to the safety of its employees and others, considering this as a management responsibility.

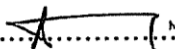
The Royal Armouries recognises that commitment to health, safety and environmental issues is a fundamental part of our corporate business strategy and is committed to continually improving our practices in light of advances in technology, legislation, industry standards and customer requirements.

The essential element of our commitment is to:

- Provide all employees with the information, instruction, training, resources and supervision they require to work, with due regard for; the welfare of themselves, fellow employees and the environment.
- Encourage full and effective employee consultation whilst promoting individual employee responsibility and accountability for health, safety and environmental issues.
- Promote standards of health, safety and environmental management that, as a minimum, ensure compliance with all relevant statutory provisions and approved codes of practice.
- Improve continual processes, practices and products, to minimise the local and global environmental impact of organisation operations.
- Implement audit and assessment processes with regard to safety, health and environmental issues to ensure continuous improvement.
- Assist the Royal Armouries to achieve a positive health and safety culture throughout all areas and activities.

Signed by
Dr Edward Impey

Director General & Master of the Armouries

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Date 5.2.15

Health and Safety

1. Introduction

The Health and Safety at Work Act, section 2 (3) states that:

It shall be the duty of every employer to prepare and as often as may be appropriate, revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.

Health and safety legislation specifies requirements for the development, implementation and maintenance of an organisation's Health and Safety policy. This should set out how we will meet our legal requirements and how; so far as is reasonably practicable, the health, safety and welfare of all employees will be secured. This Health and Safety policy document has been developed for the Royal Armouries to ensure the implementation and maintenance of fundamental health and safety management principles. This will ensure the following:

- That the commitment of the Royal Armouries to health and safety is effectively communicated to all staff and results in the effective design and operation of a documented Health and Safety Management System.
- The development of a detailed policy document that will outline the fundamental aspects for the effective control of all health, safety and welfare issues and ensure compliance with all current legislation and preparation for future developments.
- The documentation of the health and safety management structure of the Royal Armouries and the integration of health, safety and environmental issues into the normal daily functions of all employees.
- The training and awareness of all employees to ensure that they become fully aware of their group and individual responsibilities for the health and safety of themselves, fellow employees, visitors, contractors and the public at large.
- The documentation of fundamental health and safety requirements that promote the development of detailed documented operational procedures to control all the Royal Armouries health and safety responsibilities.
- The development of relevant records and registers as required under legislation to enable the Royal Armouries to demonstrate a high degree of compliance with all relevant legislation.
- The implementation of audit and review procedures that will enable each item of the Health and Safety Management System to be analysed and improvements and modifications to the policy and procedures to be introduced where necessary.

2. Implementation of Policy

Implementation and awareness of the Royal Armouries Health and Safety policy; shall be the responsibility of all managers. Effective implementation shall ensure that the policy guidelines are communicated to all employees so that they may carry out their duties in conjunction with the Health and Safety procedural requirements. All new employees shall be made aware of the policy requirements within the first week of commencing work.

A copy of this document and the policy statement shall be clearly displayed in the staffroom of all three sites, at *all* times.

3. Maintenance of Policy

Changes to the current policy may occur due to:

- The introduction of a new Health and Safety Legislation.
- Alterations in building structure.
- The introduction of new equipment.
- The introduction of new activities or procedures of operation.
- Changes in management, organisation or function.

Proposed changes to the policy will be discussed and agreed with the Health and Safety Committee before implementation.

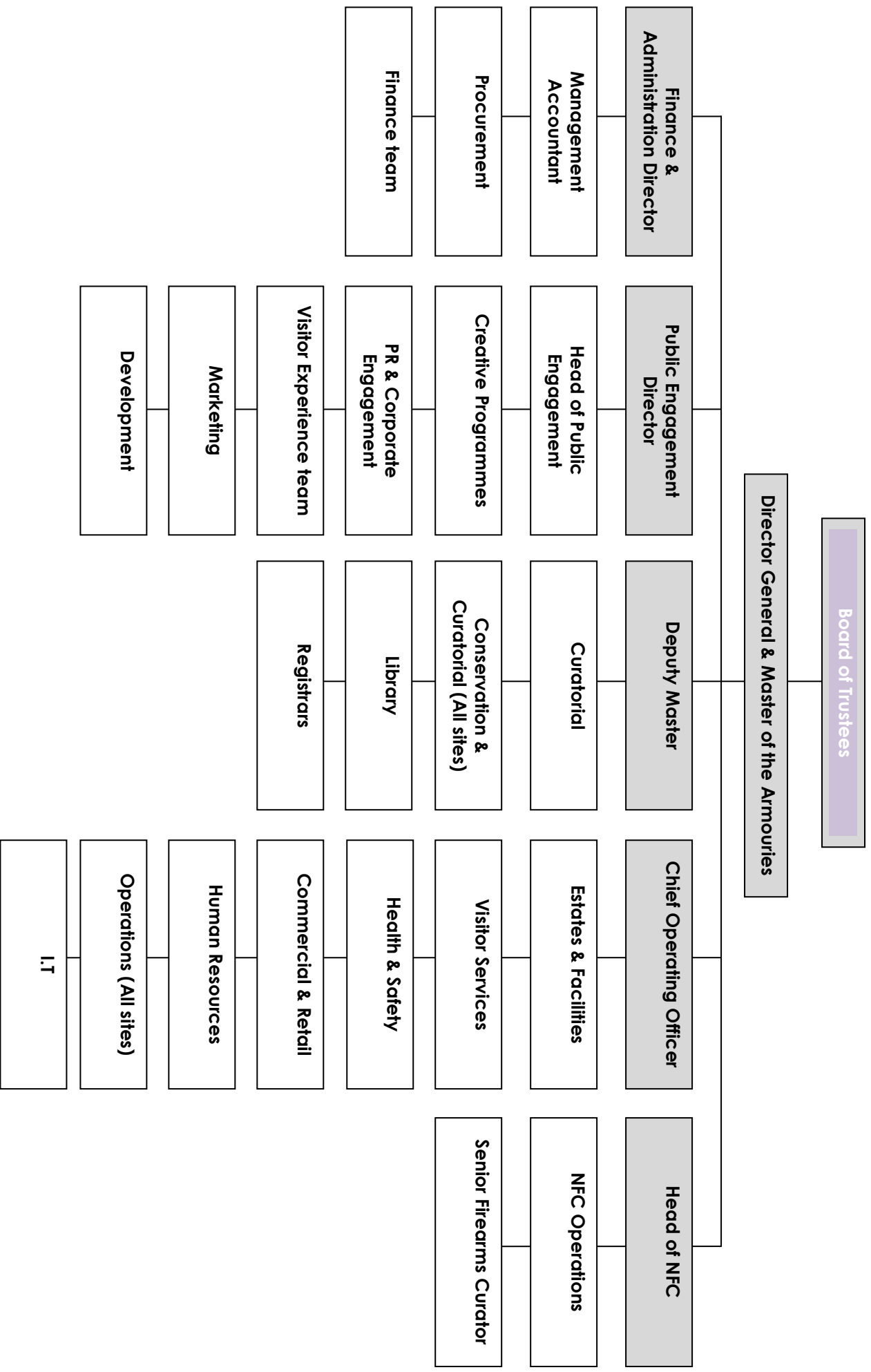
Agreed changes to the policy shall be effectively communicated to all employees and should be accompanied by a date of release.

Where employees are not satisfied with the contents of the policy documentation due to changes in circumstances, the relevant manager shall be notified and changes considered.

The policy will be reviewed annually from date of release regardless of changes.

4. Organisation

4.1 Royal Armouries Structure



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4.2 Board of Trustees

The Prime Minister appoints a Board of Trustees to be the governing body of the Royal Armouries. For health and safety purposes, the Board of Trustees is the duty holder known as the Employer. The 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 in an exemplary fashion.

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.

4.3 Director General and Master of the Armouries

In accepting these responsibilities, the Director General and Master, has the right to delegate the mutual responsibilities to appropriate members of the senior management.

Responsibilities:

- Understanding the main requirements of the Health and Safety at Work Act 1974.
- Assuming responsibility for operational monitoring and management
- Ensuring that the organisational structure is appropriate to manage health and safety
- Ensuring that competent persons are employed to assist the employer in carrying out his statutory responsibilities
- Setting Royal Armouries policy and direction, and recommending policy and direction to the Board of Trustees
- Ensuring the development of health and safety strategies and organisation objectives
- Reviewing the performance of The Chief Operating Officer, Deputy Master and Directors.
- Allocating the necessary resources for health and safety
- Ensuring that health and safety is integrated into the management structure and processes
- Ensuring that appropriate importance is applied to health and safety above other business functions
- Reviewing organisation H&S performance
- Ensuring that responsibilities are correctly assigned within the organisation
- Ensuring the effective implementation and reviewing the effectiveness of the organisation's Health and Safety policy
- Ensuring that regular health and safety audits are properly carried out
- Attending the Health and Safety Committee meetings when invited by the Health and Safety Manager

To assist in these responsibilities the Royal Armouries has employed a Health and Safety Manager.

4.4 Deputy Master/Chief Operating Officer/Directors

Responsibilities:

- Ensuring that senior managers are properly trained and instructed as to their duties and responsibilities, and to review their performance accordingly
- Making recommendations for improving performance by setting personal objectives and targets
- Allocating the necessary resources within their control to ensure adequate safety

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- Ensuring all risk assessments are conducted in accordance with section 5.6 of this policy and the Risk Assessment procedure
- Ensuring all accidents, near misses and potential concerns, are recorded and investigated
- Drawing up annual action plans for health and safety
- Ensuring that the organisation policies and procedures are distributed and to monitor the implementation
- Attending Health and Safety Committee meetings when invited by the Safety and Resilience Manager
- Chief Operating Officer wherever practicable, to chair health and safety meetings

4.5 Safety and Resilience Manager

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, Deputy Master 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 safe systems of work
- Reviewing and revising the Royal Armouries Health and Safety policy
- Reviewing new legislation and guidance, advising senior management on their impact
- Assisting in the auditing process carried out by external companies
- Assisting Health and Safety Representatives in the conducting of health and safety inspections where required
- Act as Fire Officer (see section 4.7)

4.6 Senior Management

Responsibilities:

- Assist the Director General, Chief Operating Officer, Deputy Master and Directors in maintaining an effective policy for health and safety at work, within their designated areas
- Ensure that supervisors and team leaders are properly 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 5.6 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.
- Monitoring of contractors and ensuring all health and safety documentation is received as per the Royal Armouries contractors conditions
- Keep relevant documentation, such as, risk assessments
- Carry out regular audits of areas of responsibilities, by undertaking workplace inspections and ensuring organisation policy and procedures are being adhered to
- Attend or ensure departmental attendance at Health and Safety Committee meetings

4.7 Fire Officer

Responsibilities:

- The Safety and Resilience Manager will act as the Fire Officer for all three sites
- Ensuring building fire precautions (as per BS 5588, Regulatory Reform Order and Building Regulations), 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

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- Complete Personal Evacuation Emergency Plans where required
- Ensure working with others, 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
- Complete a minimum of 2 fire drills per year, per site.
- Complete fire risk assessments and ensure control measures are in place to minimise risks
- Upkeep of the Fire Evacuation procedure, the Fire Emergency Plan and response in the event of a fire
- Liaising with West Yorkshire Fire & Rescue Service

4.8 Training Officer

Responsibilities:

- Identify individual training and learning needs from personal development plans
- Design and deliver an induction programme
- Introduce and maintain individual training records
- Source appropriate and cost effective external training providers if no in house resources exist

4.9 Duty Manager

Responsibilities:

- To conduct a daily walk round to ensure the site is fit and safe for public access
- Ensure the health and safety of all visitors whilst attending the Royal Armouries
- 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, such as, fire or bomb threat
- Ensure that all customer focussed staff are suitably trained, competent and equipped for the task in hand

4.10 Estate / Facilities Manager

Responsibilities:

- Prioritise maintenance jobs in order to provide a safe and statutorily compliant environment for staff, contractors and members of the public
- Ensure monitoring of health and safety in every building service activity
- Control all contractors where applicable by the Permit to Work Systems when working on site
- Monitor and maintain fire protection equipment (extinguishers, hose reels, alarms, sprinklers, emergency lighting, signs) as required by legislation
- Ensure all portable electric appliance and local exhaust ventilation tests are carried out at no less than the statutory intervals and that all appropriate records are maintained
- Ensure waste materials are stored safely and removed at suitable intervals that prevent build up and storage problems
- Ensure all Building Services staff are suitably trained, competent and equipped for the task in hand

4.11 Team Leader/Supervisor

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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
- Setting a good personal example

4.12 All Employees

Responsibilities:

- Work in accordance with Royal Armouries 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
- Ensure good housekeeping at all times

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

4.13 Health and Safety Committee

The Health and Safety Committee meets on a regular scheduled basis. It is normally chaired by the Chief Operating Officer or his appointed delegate and comprises of both elected employee Health and Safety Representatives and managers from all of the departments within the Royal Armouries.

Meeting minutes are displayed on health and safety notice boards in the staffroom at all three sites, for all employees to see.

Health and Safety Representative

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

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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 the Health and Safety team
- To have an active part in ensuring the adequate completion of all monthly departmental safety inspections
- To investigate and report to the Health and Safety team, all potential hazards and dangerous occurrences
- To attend the Health and Safety Committee meetings

4.14 Union Health and Safety Representatives

As the Royal Armouries 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 noticeable diseases
- Represent members' concerns to employers
- Receive time off work with pay to attend TUC or union-approved training courses

5. Health and Safety Working Practices

5.1 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

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Health and safety information will also be relayed via:

- Weekly management meetings
- Weekly departmental meetings
- 'Tool Box Talks'
- Intranet

Health and safety meetings will be minuted, 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.

5.2 Training and Supervision

All employees shall complete a Royal Armouries induction programme within the first week of commencing their designated duties. The induction programme will be relevant to the responsibility of the individual employee but all will involve the awareness of the following health and safety information:

- Royal Armouries Health and Safety policy document
- Individual employee's duty to consider health and safety at all times, specific to their role
- The requirements and mechanisms for the reporting of accidents and dangerous occurrences
- All necessary fire evacuation procedures and location of firefighting appliances
- Specific training by appropriate managers, supervisors or team leaders, regarding safe operation of the Royal Armouries plant and equipment, particular to an employee's role within the organisation

All training will be documented and kept within central personnel files.

The Health and Safety team will provide advice on the training required. The Training Officer will resource all relevant training either in house or by external companies and subsequently monitors the effectiveness of it against the Royal Armouries Business Objectives.

*Control Mechanisms:
Royal Armouries Induction Programme Check List
Ongoing Personal Training Checklist
Personnel File*

5.3 Consultation and Communications

Consulting employees and Contractors on health and safety matters is important in creating and maintaining a safe and healthy working environment.

Consultation involves employers not only giving information to employees but also listening to and taking account of what employees say before they make any health and safety decisions.

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All employees and contractors will be consulted in good time on health and safety matters, so their opinions can be taken into account in arriving at changes that affect their workplace.

Consultation will be either through the Safety Committee or on a 'one-to-one' basis with their manager or supervisor, depending on the method most appropriate to the specific circumstances.

All matters effecting communications, including health and safety, will be communicated to all employees on a regular basis by senior management/team leaders.

5.4 Fire Evacuation

A Fire Officer is appointed to oversee the fire precautions of the three sites. The Fire Officer shall ensure the following basic fire precaution principles are maintained:

- The Fire Evacuation procedure which can be found on Royal Armouries Global Drive
- Copies of the Fire Evacuation procedure shall be displayed on the health and safety notice boards
- Staff are trained regarding evacuations on induction and by annual refreshers
- Fire evacuation drill will be practised at intervals not exceeding 6 months
- Fire Wardens are trained to ensure the evacuation of their specific area, and annual refresher training is given
- Fire signs shall be sited to direct all visitors and employees to the nearest exit
- The Assembly Point for all evacuated personnel is behind the Clarence Dock Marketing suite and signed as such

*Control Mechanism:
Training Records
Fire Evacuation Procedures
Fire Warden Procedures*

First Aid

First Aiders shall be nominated as required to provide cover. Their training will be provided by a competent organisation that has shown relevant competency skills, and refresher courses will be undertaken as required. The current list of site First Aiders will be posted on all health and safety notice boards

First Aid facilities shall be maintained throughout each site. It is the responsibility of the Health and Safety team to replenish any deficiency of First Aid stock and maintain a clean and safe First Aid room

Accident Books are held in the First Aid room and shall be completed by the First Aider who attends the incident

Incident Reporting

All accidents, near misses and potential concerns shall be reported via the Incident Reporting procedure and discussed at the next Health and Safety Committee meeting with measures agreed to reduce the possibility of the incident re-occurring.

Under provisions laid out in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), specified injuries, diseases and dangerous occurrences shall be reported to the Regional Health and Safety Executive.

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HIV Statement

The Royal Armouries is committed to the principle that confidentiality should be strictly adhered to in relation to anyone with HIV or AIDS, and those potential employees with AIDS will be treated exactly the same way as any other member of staff.

All our First Aiders are to wear gloves at all times when treating a wound or cleaning up bodily fluids. They will not be told whether an individual is HIV positive without the person's permission and will deal with all incidents and accidents in the same professional way.

Control Mechanisms:

Accident Book / RIDDOR Forms

Incident Investigation Report (RA009)

Accident / Investigation Reporting Procedures

First Aid Procedures

5.5 Risk Assessments

Risk assessment is a fundamental process of ensuring health and safety in the work place. The concept of risk assessment is contained in many statutes and guidance material. The Management of Health and Safety at Work Regulations 1999 contained the main legislative requirements for employers and the self-employed to carry out such assessments. Other regulations contain similar provisions to carry out assessments, such as those for exposure to noise, hazardous substances and manual handling.

The responsibility of ensuring risk assessments are conducted lies with senior managers and as such they should familiarise themselves with the Risk Assessment procedure. Assessments must be recorded and kept on file within the department and be available for inspection.

Control Mechanisms:

Risk Assessment Procedures

General Risk Assessment Form RA001

Detailed Risk Assessment Forms RA002, RA007, RA010 to RA010C, RA011 to RA013

5.6 Health Surveillance

General Health Surveillance

During employment analysis of absenteeism, records shall be used to identify possible work related health problems.

Also, employees returning from a period of absence may be invited to a health surveillance discussion.

Stress Management

Managers recognise that stress can be a problem and that stress may lead to reduced effectiveness in employees. Work-related stress can be defined as 'the adverse reaction people have to excessive pressures or other types of demand placed on them'.

The Royal Armouries wishes to promote a culture that will minimise stress levels by:

- Ensuring that jobs are designed to minimise stress factors
- Maintaining optimum workloads

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- Providing a suitable working environment
- Providing and encouraging a positive management culture
- Providing adequate resources to carry out tasks

These factors will always be considered when formulating team structures and job roles and the most appropriate, reasonable solution offered.

In the first instance, employees should discuss any stress related problems they may be having with their line manager. If they are unable to talk to their line manager, then they should contact HR or make contact with the free employee assistance programme provided to all RA employees, details of which are posted to all staff and H&S notice boards.

Pregnancy and Work

Employees must tell either HR or their manager as soon as they can (legally by the 15th week due date) that they are expecting, as the laws which protect you at work only apply once your employer knows you are pregnant.

Once the employer knows, a risk assessment must be carried out by the Health and Safety team to assess any risks the employee and the baby.

For further information on employee rights and benefits, the Health and Safety team has copies of the government's guidance and the Royal Armouries Maternity policy can be obtained through HR.

*Control Mechanism:
Health Surveillance Form (RA008)
Risk Assessment New and Expectant Mother Form 10A Part 1 & 2
Maternity Policy - HR*

5.7 Control of Substances Hazardous to Health

Under provisions of the Control of Substances Hazardous to Health Regulations 2002 (COSHH), the use of all substances on site shall be strictly controlled.

COSHH assessments shall be completed, applying and identifying:

- General principles of prevention, such as, eliminating the need to use hazardous substance, substituting for a less hazardous substance
- How is the substance harmful, how might people be exposed
- Provision of plant controls, such as local exhaust ventilation etc
- Substance storage, handling and waste disposal requirements
- Monitoring programmes to determine employee exposure levels
- Substance controls when in an emergency situation, e.g. spillage
- Health surveillance programmes for relevant employees
- Requirements for personal protective equipment
- Full documentation of the assessment
- Circumstances where assessments shall be repeated

5.8 Display Screen Equipment (DSE)

DSE are devices or equipment that have an alphanumeric or graphic display screen and includes display screens, laptops, touch screens and other similar devices.

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The use of DSE can give rise to fatigue, eye strain, back problems, repetitive strain injury, or other musculoskeletal disorders. These problems can also be experienced from poorly designed workstations or work environments.

An assessment must be carried out under the Health and Safety (Display Screen Equipment) Regulations 1992 by the employee with assistance from the Health and Safety team.

Eyesight tests for employees using Visual Display Screen Equipment

The Royal Armouries will reimburse any monies paid subject to the submission of signed documentation from the Optometrist and the relevant receipts:

- The cost of an eyesight test - to determine whether or not employees require spectacles when using Display Screen Equipment as part of their normal duties.
- If you have been identified as a user by the Health and Safety team, the cost of any spectacles prescribed to correct vision defects, specifically associated for the display screen work concerned. This reimbursement will be at the cost of an NHS pair of spectacles. Should the employee wish to purchase a pair of spectacles at a higher specification the employee may pay the additional cost.

Control Mechanism:
 COSHH Assessment Sheet (RA002)
 Material Safety Data Sheet Spreadsheet
 Display Screen Assessment Sheet (RA007)
 RA letter to Optometrist

5.9 Work Equipment

Under the Provision of Use of Work Equipment Regulations 1992, all work equipment to be used on site shall be strictly controlled.

Work equipment tools include:

- Tool-box tools (hammers, handsaws etc)
- Single machines (drilling machines, circular saws, photocopiers etc)
- Lifting equipment (hoists, forklift trucks, elevating work platforms, lifting slings etc)
- Ladders, pressure water cleaners etc

The following are not classified as work equipment under the Regulations:

- Livestock
- Substances (acids, alkalis etc...)
- Private cars

Risk to health and safety should be assessed and recorded on a risk assessment form. All equipment must be used in accordance with individual procedures, risk assessments and all relevant regulations specific to the equipment.

It is a disciplinary offence to use or attempt to use any equipment that you are not trained to use or have not been authorised to use.

Maintenance

All maintenance activities shall be documented and recorded by the relevant personnel. Maintenance records shall be used to determine the frequency of future preventative maintenance programmes.

Control Mechanisms:
 Risk Assessments (RA001)

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Safe Systems of Work
 Ladder Register
 Portable Appliance Testing Sheets
 Pressure Systems Test Certificates
 Electrical Fixed Wiring Test Certificates
 Various procedures – see global H & S Procedures

5.10 Electricity and Electrical Equipment

Electricity at Work

The prime objective of electrical safety is to protect employees from death or injury due to electric shock, as well as, fire and burns arising from contact with electricity.

There are two basic preventative measures against electric shock:

- Protection against direct contact – insulation.
- Protection against indirect contact – effective earthing and reduced voltage systems.

Portable Appliance Testing

All portable and fixed plant, tools and equipment are regularly maintained and inspected. Tests are conducted on a rolling basis, records maintained, and each item noted with a test label. Portable appliances are tested on an annual basis by an external contractor. All portable electrical appliances purchased by the Royal Armouries are tested prior to use and then added to the Royal Armouries appliance list.

Electrical Installation

The fixed electrical installations are examined and tested every year over a rolling period of 5 years, 20% being checked each year.

Electrical Equipment

Equipment being used must be suitable for both the task and the environment in which it is being used.

Personal Equipment

No privately owned electrically operated equipment is to be used within the Royal Armouries.

*Control Mechanisms:
 Risk Assessments (RA001)
 Safe Systems of Work
 Permit to Work System
 Electrical Portable Appliance Procedures
 Isolation Procedures*

5.11 Manual Handling

Manual handling is described in the Manual Handling Operations Regulations 1992, as:

Any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force, including supporting a load in a static posture and using other parts of the body such as the shoulder.

All manual handling activities must be recorded and assessed accordingly, as required under the Manual Handling Regulations. Assessments will identify all necessary controls, activity modifications and training that are required and ensure that the principles are implemented as outlined in the Manual Handling procedures.

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Lifting Vehicles

The operation of Royal Armouries lifting vehicles shall be strictly controlled in accordance with the Safe System of Work guidelines.

All operators and persons with any responsibility with regards to the storage, use and maintenance of a lifting vehicle will follow the relevant procedures.

Failure to do so may result in disciplinary action, up to and including dismissal.

Deliveries - Leeds

Specific procedures have been developed for use in receiving vehicular deliveries at the Leeds museum, to ensure safety in the square and other publically acceptable areas. Any persons involved in receiving deliveries should ensure that they are fully trained in and familiar with these procedures.

Control Mechanisms:

Manual Handling Procedures

Manual Handling Assessment Sheet (RA013)

Risk Assessments (RA001)

Museum Square risk assessment

Mobile Elevating Working Platform Procedure

Lifting equipment test certificates

Personnel training records

5.12 Working at Heights

Falls from height are the single biggest cause of workplace deaths and one of the main causes of major injury. Most accidents involving falls could have been prevented if the right equipment had been provided and properly used.

When carrying out any working at heights operations, a risk assessment must be completed and where there are significant risks, the assessment must be recorded showing the controls in place and a permit to work completed.

As an employee you have a duty to take reasonable care for the health and safety for yourself and of others who may be affected by your acts or omissions at work.

Employees must also:

- Report any safety hazard.
- Use the equipment supplied (including safety devices) properly, following any training and instructions (unless you think that would be unsafe, in which case you should seek further instructions before continuing).

Control Mechanisms:

Working at Height Procedures

Working with Cradles and MEWP's

The ladder safety guide – British Ladder Manufacturers Association

Ladder and Steps Procedures

Permit to Work

5.13 Personal Protective Equipment

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Personal protective equipment (PPE) can be summarily classified as protecting the head, eyes, hearing, lungs, hands, feet or body generally.

The Royal Armouries shall supply PPE to all employees where the need is identified through COSHH, Work Equipment, Manual Handling or general risk assessments.

PPE should always be considered to be the 'last resort' method of protecting the worker against the hazard and not the first.

When PPE is supplied, it must be worn. Failure to adhere to the Royal Armouries mandatory requirements for the use of such equipment shall result in disciplinary procedures.

All PPE shall be appropriate for the risk(s) involved, taking ergonomic factors into consideration and be designed and approved to an approved British/EC Standard.

Suitable storage and maintenance facilities shall be provided where necessary.

All personnel required to use any form of PPE shall undertake suitable training in the operation and maintenance of the equipment and also the practical reasoning for the equipment issue.

5.14 Highly Flammable Substances

All highly flammable substances shall be stored on site in sealed containers in an appropriately designed storage area. This area shall be fitted with flame proof lighting where necessary, be of a construction to contain spills, have adequate ventilation to vent any fumes and be labelled accordingly to detail the nature of the substances within.

Explosive and Radioactive Substances, Sources of Ionising Radiation

For the acquisition, storage and use of any material defined as 'Radioactive Material', a license shall first be obtained from Her Majesty's Inspectorate of Pollution under the Radioactive Substances Act 1993.

For the acquisition, storage and use of any material defined as 'Explosive' under the Control of Explosives Regulations 1991, a license shall first be obtained from the Health and Safety Executive.

All equipment that generates ionising radiation is used only by authorised, trained personnel, within controlled areas of operation after risk assessment all in accordance with the relevant legislation.

Control Mechanism:
Radiation Policies and Procedures
Radiography and x-ray test certificates
Maintenance Program
Risk Assessments (RA001, RA0013 & RA010)
Health Surveillance Form (RA008)

5.15 Young Persons

Young person's either on work experience and those who leave school at 16 and go to into the workplace, are at a higher risk from their inexperience of hazards and associated risks in the workplace, and due to their psychological immaturity.

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In addition, physically, young person's bones are not fully developed until their early twenties, making them vulnerable to injury from lifting etc...

Any young person employed by the Royal Armouries, is owed an extra duty of care and a risk assessment must be carried out before they start work. It must take into account their physical and psychological immaturity, inexperience, and lack of awareness of existing or potential risks.

Additional consideration is also required during health and safety training and or job instruction.

Young workers include groups such as:

- Apprentices
- Trainees
- Work experience persons

Lone Working

Any lone working presents a problem, given that in case of an emergency there is no one on hand to help. Therefore control measures must be put in place to manage the risk.

The Royal Armouries must consider the hazards and the risks of the work involved and the steps needed to be taken to minimise the risk of the hazard causing harm, so far as is reasonably practicable.

Lone Workers are those who work by themselves without close or direct supervision. This may include those who work alone in a specific area or building (e.g. craft court) or may include mobile workers, who work alone but in a number of locations (security, maintenance, cleaners).

It is important that anyone who feels they work in the lone worker area completes a Lone Worker risk assessment form and refers the completed form to either the Manager of the area or the Health and Safety team.

*Control Mechanisms:
Young Person risk assessment RA010C
Lone Working risk assessment RA010B
Lone Working Procedures*

5.16 Safety and Audit Safety Inspections

The Royal Armouries will conduct a variety of health and safety Inspections to ensure the continuance of a safe working environment.

Audits are carried out by an external agent at intervals agreed by Senior Management. The overall objective is to determine the true state of safety within the Royal Armouries, and thus minimise the potential for loss to occur. Senior managers will consider the safety audit results and use them to develop safety action plans.

Safety Inspections are routine scheduled inspections of a department and are typically conducted monthly. They shall be co-ordinated by the Health and Safety Representatives in conjunction with the manager of that department.

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The completed inspection report will then be handed to the Line Manager for checking and actioning issues where applicable. This will then be forwarded to the Health and Safety team, who will then communicate to all employees via the Health and Safety Committee meetings any issues for discussion.

Control Mechanisms:
External Audit (currently the British Safety Council)
Safety Inspection Sheet (RA003)
Monthly Departmental Inspections
Monthly Senior Management Walkrounds

Environmental

In line with the government’s directives, the Royal Armouries is committed to continually improve its environmental performance by:

- Conserving energy, water, wood, paper and other resources – particularly those which are scarce or non renewable – while still providing a safe and comfortable working environment.
- Reducing waste through re-use and recycling and by using refurbished and recycled products and materials where such alternatives are available.
- Monitoring discharges and emissions to air, land and water, and assessing what action is necessary to reduce pollution or the risk of pollution.
- Working with contractors to improve environmental performance where this is relevant to the contract and to the achievement of value for money.
- Meeting all relevant current and foreseen statutory regulations and official codes of practice and specifying contractors to the same when working on Royal Armouries premises.
- Developing and maintaining, where significant hazards exist, emergency procedures for effectively dealing with them and limiting the risk to health and the environment.
- Ensuring, where practicable, that buildings occupied by the Royal Armouries, are designed, constructed and operated to improve their environment performance.
- Educating, training and motivating staff and contractors to work in an environmentally responsible manner and to play a full part in developing new ideas and initiatives.
- Communicating openly with staff about environmental policies and best practice (including best available scientific advice) and co-operating with others in the public and private sectors at home and abroad to develop and promote environmentally sound practices.

Disposal of Batteries

All batteries must be passed to the Facilities team who will dispose of them in accordance with legislation.

5.18 Driving

The Royal Armouries recognises its responsibility to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees while at work. This also includes that others are not put at risk by the Royal Armouries work-related driving activities.

The Health and Safety Law does not apply to commuting, unless the employee is travelling from their home to a location that is not their usual place of work.

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The Driving policy explains in detail the employers and employees responsibilities.

Noise

The general intention of the Royal Armouries is to reduce excessive noise levels, as far as is practical and having regard to the environment and technical operations.

- Before any new machinery is purchased, Royal Armouries will obtain from the manufacturer an estimate of machinery emissions for their proposed installation and operating condition. The supplier must be asked for advice on noise control options, and any requirement for personnel ear protection
- Audiometer testing will be given to all employees who, as a result of a noise risk assessment, are shown to be at risk working with excessive noise levels
- Noise surveys will be carried out at suitable intervals, or when major changes have occurred, and a noise reduction programme will be developed from the noise survey

Control Mechanism:
Driving Policy
Risk assessment
Noise Assessments

5.19 General Provisions

Housekeeping

A high level of housekeeping shall be maintained at all times. All employees have responsibility for maintaining high standards of housekeeping.

Smoking

Royal Armouries site is a no smoking site in accordance with the Health Act 2006. The Smokefree Policy for each site covers the legislation and how the Royal Armouries adheres and the designated smoking areas.

Walkways

The sites shall maintain clearly defined, direct and accessible walkways. The floor shall not be slippery, no potholes should exist and all routes shall be free from obstruction.

Personal Hygiene

All employees are expected to maintain a reasonable level of personal hygiene at all times.

Food and Drink

Food and drink can only be consumed within catering outlets, rest rooms or staff offices.

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

Upon the arrival of an HSE Inspector(s), or a local authority environmental health inspector, the site Health and Safety Manager (or nominated deputy) shall be informed immediately, who should also notify the Chief operating officer. It shall then be their duty to assist the inspectors with any issue or other safety inspection.

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5.20 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 be clearly displayed at all times. This must be returned to Reception at the end of the visit.

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.

Control Mechanism:

Visitor / Contractor Signing in Procedure

Conditions for Contractors Procedures

Contractor Procurement Procedure

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