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**London Museum of Water and Steam**

**Health and Safety Policy**

‘First, get a clear notion of what you desire to accomplish, and then in all probability you will succeed in doing it’

Henry Maudslay

**Governing body:**

London Museum of Water and Steam Trust

**Date on which this policy was approved by governing body:**

21 October, 2021

**Policy review procedure:**

The health and safety policy will be published and reviewed annually

**Date at which this policy is due for review:**October 2022

**GENERAL POLICY**

1. The London Museum of Water and Steam – hereafter known as ‘the museum’ - is committed to providing a safe workplace for its employees, contractors, volunteers and visitors as per the Health and Safety at Work etc Act, 1974, and the Management of Health and Safety at Work Regulations 1999.
2. Staff, volunteers, contractors and community partners must recognise that they each have responsibility for achieving healthy and safe working conditions for themselves, their fellow staff, contractors, volunteers, community partners and museum visitors.
3. Health and safety must be embedded in day-to-day working practice and culture in the museum.
4. Strategic planning for the museum, in laying out the work the museum expects to do in the medium to long term, will lay out the broad implications of such long term planning for Health and Safety.
5. The museum’s yearly working cycle must identify Health and Safety issues to consider at the level of individual projects carried out.
6. All tasks carried out by staff, volunteers, contractors and community partners will be laid out in an appropriate Method Statement, accompanied by a Risk Assessment.
7. All Health and Safety documentation will be safely kept at a central place in the museum, whether digitally or physically, and made easily accessible to all staff and volunteers.
	1. The locations are as follows:
		1. In the museum office
		2. On the shared hard drive
8. Operation of the museum’s Health & Safety system will be monitored by the Compliance Committee to ensure that the processes put in place are effective.
9. Health and Safety must be borne in mind by staff, volunteers, contractors and community partners as they go about their work. They must all be conscious of the health and safety implications of their actions and/omissions, and take reasonable care for the health and safety of themselves and others.
10. Staff, volunteers, contractors and community partners must co-operate with the museum to enable a duty or requirement imposed under health and safety legislation to be affirmed or complied with. Employees and volunteers should report in writing any actual or potential breaches of health and safety policy or legislation to the Director at the earliest opportunity.
11. Staff, volunteers, contractors and community partners must use all equipment in accordance with their training and operating instructions, and must inform their line manager/museum liaison, if they become aware of any danger or shortcoming in protection arrangements for health and safety. Staff, volunteers, contractors and community partners must ensure that health and safety equipment is not interfered with and that any damage is immediately reported.
12. The museum has nominated a Board member with overall responsibility for monitoring the health and safety policy. The Director is the Museum’s principal health and safety officer with day-to-day responsibility for fulfilling and monitoring this policy.

**ACCIDENTS AND FIRST AID**

1. Accidents and cases of work-related ill health are prevented by managing the health and safety risks in the workplace. Relevant risk assessments are completed and actions arising out of those assessments implemented (see below).
2. Any accident involving personal injury should be reported to the Director or Person in Charge on the day so that details can be recorded in the accident book and any necessary notifications made.
3. First aid kits are available in reception (volunteer room), museum office, mess room, workshop, and other nominated places.
4. Any Near Miss incident, where there was potential for personal injury or property damage which was avoided, must also be recorded in the accident book, and suitable amendments made to any relevant Risk Assessments.
5. First aid kits are available in reception (volunteer room), museum office, mess room, workshop, and other nominated places.

**METHOD STATEMENT AND RISK ASSESSMENT**

1. All work in the museum must be the subject of two documents, a Method Statement and a Risk Assessment. Pro Formas are included at Appendices 1 and 2.
2. A Method Statement must outline:
	1. **What** the work is intended to accomplish
	2. **Who** is carrying out the work
	3. **How** the work will be completed
	4. **Where** the work will take place
	5. **When** the work will take place
3. Prior to work beginning, a Method Statement must be approved by the nominated competent person responsible for the work area [See ‘Policy Detail’ below], and filed for future reference.
4. A Method Statement must be accompanied by a Risk Assessment, which will lay out how the job will be carried out safely.
5. The Risk Assessment will be based on the accompanying Method Statement.
6. The Risk Assessment must be approved by the nominated competent person responsible for the work area [See ‘Policy Detail’ below]. It must also be shared with the staff, volunteers, contractors and community partners undertaking the work, and then filed for future reference.
7. Risk Assessments and Method Statements don’t need to be complicated - Common Sense is best. They can be handwritten on pro formas provided by the museum. The most important thing is that everyone is working safely, and that this is recorded for future reference.
8. All Risk Assessments must be reviewed, and any necessary changes to work or training procedures implemented, at least on an annual basis, when work activity changes, or more frequently as required. See appendix 1 for general museum risk assessment.

**CONSULTATION**

1. Changes to this policy and changes to work procedures pursuant to risk assessments or changes in health and safety legislation will be notified to affected staff, volunteers, contractors and community partners directly prior to final implementation and their views sought.
2. Where new projects are undertaken, risk assessments and procedures will be created and remain under review through consultation with relevant parties.

**TRAINING**

1. Staff, volunteers, contractors and community partners will receive clear instructions and information, and adequate training, to ensure they are competent to do their work. If extra training is identified as being needed during the course of risk assessing, then this must be raised with the Director.
2. Staff, volunteers, contractors and community partners will be given necessary health and safety induction and provided with appropriate training (including working at height and electrical safety) and personal protective equipment. Suitable arrangements are in place to cover employees engaged in work remote from the main museum site.

**EMERGENCY PROCEDURES**

1. Staff, volunteers, contractors and community partners are issued with the emergency evacuation procedure. They should familiarise themselves with fire exits and the position of fire extinguishers.
2. Copies of the evacuation procedures are available at the front desk and the mess room.
3. An emergency plan has been compiled for the museum and is reviewed regularly.

**POLICY DETAIL**

The museum is committed to providing a safe workplace for its employees, contractors, volunteers and visitors as per the Health and Safety at Work etc Act, 1974. More detail can be found at <https://www.hse.gov.uk/legislation/hswa.htm>.

In addition, there are other pieces of legislation which govern the museum’s work in particular areas. The remainder of this policy is structured around the museum’s main areas of activity. These areas, and the nominated competent persons responsible for each, are as follows:

|  |  |  |
| --- | --- | --- |
| **Work area** | **Nominated competent person(s)** | **Nominated Committees** |
| 1. Management of steam plant and pressure systems
 | Ian Cotterall and John Vineer | Compliance Committee |
| 1. Control of Asbestos Containing Materials
 | Director & other staff members / Richard Albanase | Collections and Compliance Committee |
| 1. Control of Substances Harmful to Health (COSHH)
 | Director & other staff members / John Vineer / Ian Cotterall / Richard Albanase | Compliance Committee |
| 1. Fire Safety
 | Director & other staff members | Compliance Committee |
| 1. Operation of the public areas of the museum
 | Director & other staff members | Collections and Compliance Committee |
| 1. Activity within the non-public areas of the museum (non-tenanted spaces
 | Director & other staff members | Compliance Committee |
| 1. Activity within the non-public areas of the museum (tenanted spaces)
 | Director & Tenants | Compliance Committee |
| 1. Management of the museum collection, including the buildings and estate
 | Director & other staff members | Collections and Compliance Committees |
| 1. Operation of the museum workshop
 | Director & other staff members / John Vineer (for tenanted & shared use areas) | Compliance Committee |
| 1. Operation of the railway
 | Director & other staff members / Ian Cotterall / John Vineer / Andy Pierre | Compliance Committee |
| 1. Lifting Operations and Lifting Equipment Regulations (LOLER)
 | Director & other staff members | Compliance Committee |
| 1. Electricity at Work Regulations
 | Director & other staff members Noel Simmons | Compliance Committee |
| 1. Working at Height
 | Director & other staff members | Compliance Committee |
| 1. Confined Spaces
 | Ian Cotterall and John Vineer | Compliance Committee |
| 1. Waste Disposal
 | Director & other staff members | Compliance Committee |
| 1. Working with community partners and external contractors
 | Director & other staff members | Compliance Committee |

Each of these areas is the subject of a brief statement below, outlining other relevant legislation which the museum must abide by, with a link to further information (where appropriate), and providing over arching considerations. Individual risk assessments are held in the main museum office and on the shared drive.

**A. Management of steam plant and pressure systems**

This area of activity is regulated by the Pressure Safety Systems Regulations 2000 (PSSR 2000): <https://www.hse.gov.uk/pubns/books/l122.htm>.

* A Safety Management System is written detailing procedures, testing and training for use of the steam plant and pressure systems.
* The nominated competent person is the User as defined under the regulations.
* A lead engine driver is always on site when the boiler and steam plant are in use.
* Steam plant and pressure systems are inspected annually by an independent auditor, Allianz, as part of the museum’s insurance.

**B. Control of Asbestos Containing Materials**

This area of activity is regulated by the Control of Asbestos Regulations 2012: <https://www.hse.gov.uk/asbestos/regulations.htm>

* The museum assumes that Asbestos Containing Materials (ACMs) are present until a suitable risk assessment and/or investigation has been carried out to rule out the possibility.
* No work must be carried out until this risk assessment or investigation has been completed.
* The risk assessment must refer to the museum’s Asbestos Register, and Asbestos Management Plan in the first instance.
* Waste disposal is detailed below in section N.

**C. Control of Substances Harmful to Health (COSHH)**

This area of activity is regulated by the 2002 Regulations. More information can be found at <https://www.hse.gov.uk/coshh/index.htm> and [The Dangerous Substances and Explosive Atmospheres Regulations 2002 - Fire and explosion (hse.gov.uk)](https://www.hse.gov.uk/fireandexplosion/dsear.htm).

* A COSHH register and data sheets are held in the museum office
* All chemicals should be stored securely and used in conjunction with their instructions.
* Storage areas are clearly designated, labelled with safety warning signs.
* Spills kits are available within the workshop area.
* PPE is provided as required and stated in the relevant data sheets.
* Information relating to the GHS warning symbols and their meanings is displayed within the workshop.
* Waste disposal is detailed below in section N.

**D. Fire Safety**

This area of activity is regulated by the Regulatory Reform (Fire Safety) Order 2005. and the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR). More information can be found at [Fire safety (hse.gov.uk)](https://www.hse.gov.uk/toolbox/fire.htm) and [The Dangerous Substances and Explosive Atmospheres Regulations 2002 - Fire and explosion (hse.gov.uk)](https://www.hse.gov.uk/fireandexplosion/dsear.htm).

* A fire risk assessment and arson risk assessment are carried out annually for each area of the museum, and periodically reviewed within the year.
* A fire log book is maintained in the main museum office which details:
	+ the fire alarm system is inspected by SAFE I.S. every 6 months, with weekly call point testing
	+ fire fighting equipment is serviced annually, with monthly checks.
	+ an fire drill is enacted annually.
* Higher risk areas are identified with additional controls in place.
* A Hot Works Permit system is in place for higher risk activities, for example welding.
* All staff, volunteers, community partners and contractors are provided an induction that includes emergency procedures.

**E. Operation of the public areas of the museum**

The museum has a moral and ethical duty of care for visitors to the museum.

* Interpretative displays, guards and activities are chosen with care, fully risk assessed and regularly maintained.
* A cleaning service is contracted to ensure the cleanliness and hygienic condition of the public areas of the museum.
* All staff, volunteers, community partners and contractors are provided with clear instructions and agreed working protocols and boundaries.
* Maintenance and engineering works will only take place within the public areas of the museum when:
	+ The museum is closed to visitors
	+ If safe to do so and well supervised when the museum is open, at which point all work areas and tools should be secured when not in use.

**F. Activity within the non-public areas of the museum (non-tenanted areas)**

Additional requirements (other than mentioned within sections A to Q) that relate to staff, volunteer and contractor wellbeing include:

* Working safely with display screen equipment (DSE) (e.g. computers) <https://www.hse.gov.uk/msd/dse/>
* DSE and related workstations provided to the staff, volunteers and contractors are maintained in good order.
* A DSE checklist is undertaken by staff, volunteers and contractors every year and/or when a new workstation is used.
* Mental health and wellbeing of staff and volunteers is supported [Healthy workplace, healthy workforce, better business delivery (hse.gov.uk)](https://www.hse.gov.uk/pubns/misc743.pdf)

**G. Activity within the non-public areas of the museum (tenanted areas)**

Activity within the non-public tenanted areas of the museum is subject to the tenancy agreements in place. These agreements outline the Museum’s (Landlord) responsibilities and those of the tenants.

**H. Management of the museum collection, including the buildings and estate**

Management of the collection takes place in accordance with the Accredited Museum Scheme run by Arts Council England. More details are at <https://www.artscouncil.org.uk/supporting-arts-museums-and-libraries/uk-museum-accreditation-scheme> and Control of Substances Hazardous to Health (COSHH).

Regarding care of the museum’s listed estate so that it remains safe, see <https://historicengland.org.uk/advice/hpg/compliantworks/h-s/>.

The working collection is also subject to Provision and Use of Work Equipment Regulations 1998 (PUWER) [Provision and Use of Work Equipment Regulations 1998 (PUWER) - Work equipment and machinery (hse.gov.uk)](https://www.hse.gov.uk/work-equipment-machinery/puwer.htm) and is subject to annual, independent, PUWER inspections by Allianz, as part of the museum’s insurance policy.

Guidance will be sought from curators, conservators, building surveyors or other qualified/accredited individuals as required.

**I. Operation of the museum workshop**

Operation of the workshop happens under the auspices of the 1999 guidelines, found at <https://www.hse.gov.uk/pubns/books/hsg129.htm>, with equipment covered by the Provision and Use of Work Equipment Regulations 1998 (PUWER) [Provision and Use of Work Equipment Regulations 1998 (PUWER) - Work equipment and machinery (hse.gov.uk)](https://www.hse.gov.uk/work-equipment-machinery/puwer.htm).

* The museum workshop is a shared space with a tenant.
* The museum provides work equipment is:
	+ Suitable for the intended use
	+ Safe for use, maintained in a safe condition and inspected.
	+ Only used by those who have received adequate information, instruction and training.
	+ Accompanied by suitable health and safety measures, such as protective devices and controls, e.g. guarding, emergency stop devices, clearly visible markings and warning devices.
* It is the responsibility of all staff, volunteers, contractors and tenant using the workshop to ensure that walkways are kept clear, with tools, equipment and materials stored neatly and cleanly at the end of the working day.
* Access to the workshop should be limited to authorised staff, volunteers, contractors and tenants.

**J. Operation of the railway**

Operation of the railway happens under the auspices of the Office of the Rail Regulator (ORR).

<https://www.orr.gov.uk/about/who-we-work-with/railway-networks/minor-heritage-railways> and the Pressure Safety Systems Regulations 2000 (PSSR 2000) <https://www.hse.gov.uk/pubns/books/l122.htm>.

* A Safety Management System is written detailing procedures, testing and training for use of the steam and diesel locomotives, track maintenance and fuel storage.
* The nominated competent person is the User as defined under the regulations.
* A lead engine driver is always on site when the railway is in use.

**K. Lifting Operations and Lifting Equipment**

# Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) cover the work when lifting or using lifting equipment.

* All equipment used for lifting should be fit for purpose, appropriate for the task, suitably marked and, where required, subject to statutory periodic thorough inspection (undertaken by Allianz as part of the museum’s insurance).
* Lifting equipment subject to LOLER inspections must only be used when within a valid certificate date and by a competent person (who holds, where applicable a valid external training certificate).

**L. Electricity at Work Regulations**

This area of activity is regulated by the Electricity at Work Regulations 1988 [HSE - Electricity](https://www.hse.gov.uk/electricity/)

* Portable electrical equipment (any electrical item with a plug) is
	+ subject to Portable Appliance Testing every 1-3 years, depending on the schedule of testing.
	+ should be visually inspected before each use.
	+ removed from use if broken.
* Fixed wiring is inspected every 5 years through an external, accredited company (currently PTS / Cathedral Building Services).
* Reports are kept within the main museum office.

**M. Working at Height**

This area of activity is regulated by the Work at Height Regulations 2005 [The law relating to working at height - HSE](https://www.hse.gov.uk/work-at-height/the-law.htm)

* A checklist for inspecting ladders and step ladders is provided for use by staff, volunteers and contractors.
* The use of scaffolding is to be authorised by the Director, and only to be erected, inspected (and dismantled by a trained and competent person.
* Access to the museum roof must be authorised by the Director. Where permission is granted a minimum of two people must be present and an emergency plan put in place, as well as a method statement and risk assessment for the works.

**N. Confined Spaces**

When work is required in confined or hazardous places, the provisions in the Confined Spaces Regulations 1997 will be followed.

* Staff, volunteers and contractors will only be able to enter a confined or hazardous space when they:
	+ Are properly trained to work in such a way.
	+ Have a written system of work, emergency escape and rescue plans in place.
	+ Have express written permission from the Director.
* Certain spaces in the museum are excepted from the above rule and have working rules of their own:
* 90’’ Under croft, accessed by stairs through a doorway which must remain locked at all times when no persons are present. Regular access to this area is necessary for the operation and servicing of the ‘Splash zone’ interactive and the Hindley Waterwheel. Permission to enter the under croft for these reasons is not required. Persons requiring access to the lower level of the under croft (x 2 sub-ground) and the 90’’ engine ‘cockpit’ will require permission from the Director, processes for working in confined spaces as determined by the museums rules will be adhered to.
* The 90’’ engine Condenser Tank Chamber may be accessed without permission by drivers only. Drivers must stay on the floorboards next to the tank and not pass over pipework to reach the other side. (this would constitute works rather than checks). This area may be accessed to check the engine before running only, the driver accessing this space must report to another driver on duty to inform them that they intend to go down into the Condenser Tank Chamber *before* doing so. If no other driver is present then the driver concerned must report to the Museum Duty Manager first. Works in this area will be carried out with the permission of the Director and only once the relevant processes for safe working have been put in place.
1. **Waste Disposal**

Waste can be categorised into a number of different headings and many must be disposed of by licenced waste management systems and with a waste transfer note provided.

Waste transfer notes are recorded in the main museum office.

Waste materials are to be disposed of in the following ways:

* Oil and other waste oil products: to be placed in the marked container located in the museum yard. When required to be removed from site a licensed contractor must be used.
* Chemicals (including fuel): under consultation with the Director who may employ the advice of an outside body. Plans for disposals of such chemicals must be in place before the material is used. A licensed contractor must be used.
* General waste: to be placed in the large bins provided and separated into recyclable and non- recyclable. Where excess waste is produced, additional refuse collections should be arranged.
* Kitchen waste: to be placed in the bins provided, to be emptied daily.
* Garden waste: to be composted or removed from site through a licenced contractor.
* Biological waste: to be enclosed within a provided bio-hazard bag or sanitary product bag and placed in the designated disposal units. These are emptied by a licenced contractor on a regular schedule.
* Asbestos: to be sealed and placed into a sealed drum. To be collected by a licenced contractor.
* Metal and large appliances: to be collected into one place and to be disposed of via a licenced contractor.
* Ash: when cold it should be spread along the track close to the front lawn or taken to the nearest Refuse and Recycling Centre. (please not this can no longer be disposed of within commercial waste collections).
1. **Working with community partners and external contractors**
* All community partners and external contractors should have the relevant insurances and licences required for their work.
* Community partners and external contractors must:
	+ Provide copies of their Risk Assessments and Method Statements (RAMS) and schedule of work.
	+ Undertake an induction on site before work commences.
	+ Abide by the museum’s health and safety requirements as outlined in their written agreement.
* Any community partners or external contractors found to be in contravention of any part of this policy will be asked to stop work immediately and, dependent upon the nature of the transgression, may be asked to leave the site until such time as the issue can be rectified or appropriate measures put in place.