

THE  
NATIONAL  
GALLERY

# Health and Safety Risk Management Statement

## HEALTH AND SAFETY 2011

### Introduction

A detailed Health and Safety policy document is maintained by the Building Department. The policy relates to occupational hygiene, environmental health and personal safety for visitors, staff and contractors. This statement summarises the key policies.

### Risks

The risks of failing to comply with policies and procedures include:

- Injury to visitors, staff and contractors,
- Poor publicity – reputational risk,
- Financial loss (e.g. by inadequate records/negligence invalidating insurance policy).

### Policies and Procedures

- The Gallery has a Safety Adviser, on a consultancy basis, who is in the Gallery one day each week.
- Each department is the subject of a full risk assessment; a task shared by the head of department and the Health and Safety Adviser. Each department has a Departmental Safety Representative.
- The Gallery has a Health and Safety Committee on which the unions and Departmental Safety Representatives are represented.
- Heads of departments are responsible for ensuring that actions to comply with the risk assessment are completed promptly, if they have the resources to do so. If they do not, they must discuss action required with the Head of Building.
- Following the risk assessment, there are regular departmental inspections. The frequency varies between three months and six months.
- General action in the case of an emergency is set out in the full document; specific procedures are set out in the Disaster Control Manual.
- A First-Aider is always on the premises during opening hours. Up to date listings of First Aiders are displayed on Gallery notice boards. All staff encountering an injured person are required to call the nearest First Aider immediately. The First Aider will call for an ambulance if the injury is beyond the scope of normal first aid treatment, or if the person is considered non-mobile.
- The First-Aider must complete an Accident Report Form and send it to the Duty Managers' office within 24 hours. In all cases where a casualty is sent to hospital, the Health and Safety Executive ('HSE') must be notified.
- The Safety Adviser is responsible for monitoring the frequency of all accidents and will advise management of necessary action. He will prepare a full report on all accidents notifiable to HSE.
- Action to be taken on receipt of a threatening phone call, a letter or suspicious parcel is contained within the Policy. Staff are required to call the Control Room, Head of Visitor Services and

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Security or the Senior Security Officer on duty on receipt of a telephoned threat. On finding a suspicious package, staff are required to clear the immediate area and then notify the Control Room.

### **Responsibilities**

The Safety Advisor is responsible for health and safety assessments and accident reporting. The Safety Advisor reports to the Head of Building and Facilities, who is responsible for monitoring operational compliance with this policy.

Department Heads are responsible for ensuring health and safety risk assessments are implemented and issues resolved.

The Director of Operations and Administration is responsible for ensuring this policy effectively mitigates the principal risks and for monitoring the effectiveness of health and safety arrangements.