

# THE NATIONAL GALLERY

## HEALTH & SAFETY RISK MANAGEMENT STATEMENT

## HEALTH AND SAFETY April 2006

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.

### Introduction

It is essential to ensure that matters relating to occupational hygiene, environmental health and personal safety for visitors, staff and contractors, receive at all times due priority.

The risks of failing to comply with policies and procedures include: injury to visitors, staff and contractors, poor publicity, financial loss, inadequate records/negligence invalidating insurance policy.

### Summary of Policies/Procedures

1. The Gallery has appointed a Safety Adviser, on a consultancy basis, who is in the Gallery one day each week.
2. 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.
3. The Gallery has a Health and Safety Committee on which the Unions and Departmental Safety Representatives are represented.
4. 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.
5. Following the risk assessment, there are regular Departmental inspections. The frequency varies between three months and six months.
6. 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.
7. 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.
8. The First-Aider must complete an Accident Report Form and send it to the Chief Warders office within 24 hours. In all cases where a casualty is sent to hospital, the HSE must be notified.
9. 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 or Head of Security 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.