

Health and Safety Policy Statement

1. In recognition of the responsibilities placed upon employers by the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations (and all other relevant legislation), it is the Cambridge Museum of Technology (henceforth referred to as the 'museum') policy to meet all statutory requirements relating to health and safety and to apply the appropriate standards to ensure the health, safety and welfare of all staff, volunteers, visitors, contractors' staff and members of the public who are, or may be, affected by our activities.
2. The Board of Trustees of the museum bears the legal responsibility for the management of matters of health, safety and welfare associated with the museum and ensures that statutory requirements are met and appropriate standards applied through the Board of Management. The executive authority for the implementation and review of health and safety policy is delegated to a nominated volunteer. It is a core management function and must be integrated into all other management policies and practices, including planning.
3. The museum will monitor health and safety policies and arrangements annually, review them as appropriate, and develop them in consultation with its volunteers and others associated with the running of the museum. This function will be carried out by the Board of Management and Board of Trustees.
4. The management of Health and Safety is an integral part of good management at all levels at the museum. This includes the provision of:
 - a. Safe and healthy working conditions.
 - b. Arrangement for the operation, design and maintenance of safe systems of work.
 - c. Properly maintained and guarded machinery.
 - d. Information, instruction, training, and supervision appropriate to museum activities.
 - e. Arrangements for consultation with volunteers and their representation on the Board of Management and the Board of Trustees dealing with health and safety matters.
5. Every individual involved in work relating to the operation of the museum is responsible for the proper implementation of health and safety policies and procedures in their respective areas and compliance with statutory requirements. Health and safety compliance and performance will be measured regularly by means of an auditing programme, to check that policies and practices are effective in driving progressive improvements in safety management.

**CAMBRIDGE
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OF TECHNOLOGY**
The Old Pumping Station
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6. By assessing capabilities and providing training as appropriate, the museum will ensure that that all volunteers are competent to carry out their work without risk to themselves or others, and that those staff who supervise others are aware of relevant legislation and good practices relating to health and safety.

7. All those undertaking work for and on behalf of the museum have a responsibility to take care of their own health and safety and that of others who may be affected by their acts or omissions. They must comply with statutory obligations, museum policies and rules, and work safely in accordance with any instructions and training received. They must also report hazards, dangerous activities and failures in safety arrangements to those in a supervisory role and/or the Board of Management.

8. Visitors (including contractors) are required to comply with legislation, and with museum policy and rules, and report any problems to those in a supervisory role on site and/or the Board of Management, in particular the nominated volunteer. Any report made by a visitor to a supervisor on site must be reported to the nominated volunteer as soon as possible.

9. This policy statement is available to all volunteers, visitors and other relevant people and will be subject to periodic review in the light of experience and developments in national health and safety legislation.

10. Review Date: May 2012

SIGNATURE

Chairman of the Board of Trustees

Date of Signature

Approved: 28.4.2009

Reviewed: 11.3.2010

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Preserving the Industrial Heritage of Cambridge

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