

Cambridge Museum of Technology

The Old Pumping Station, Cheddars Lane, Cambridge, CB5 8LD

Charitable Incorporated Organisation Number 1156685

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 matters of health, safety and welfare associated with the museum and ensures that statutory requirements are met and appropriate standards applied through the Management Committee. They are committed to provide a safe working environment for everyone. Day to day management of Health and Safety is delegated to the Management Committee, who report to the Trustees on a regular basis.
3. The Trustees will monitor health and safety policies and arrangements annually, review them as appropriate, and develop them in consultation with the Management Committee, Staff, Volunteers and others associated with the running of the museum.
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 staff and volunteers, and their representation on the Management Committee and the Board of Trustees dealing with health and safety matters.
5. Every individual, including contractors, 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 are measured regularly by means of an auditing programme, to check that policies and practices are both compliant with the regulations and effective in driving progressive improvements in safety management.
6. By assessing capabilities and providing training as appropriate, the museum will ensure that that all staff and volunteers are competent to carry out their work without

risk to themselves or others, and that those people 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 Management Committee.

8. Visitors (including contractors) are required to comply with legislation, and with museum policy and rules, and report any problems to the Management Committee or a responsible person.

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. Approval

Date of approval: 7th October 2020

11. Review

Review date: October 2022

12. Document History

Approved: 7th October 2020

Reviewed: