



The Deaf Museum & Archive  
2nd Floor, Empire Court  
30-40 Museum Street  
Warrington  
WA1 1HU

## *Health & Safety Policy Preamble: Setting the Scene*

The Deaf Museum and Archive is managed by the British Deaf History Society which maintains an office within the museum.

The part comprising of the Deaf Museum is located on one half of the second floor of Empire Court, 30-40 Museum Street, Warrington, WA1 1HU. In this part, there are display cabinets and wall-mounted displays, plus the kitchen which is situated within the Research Library area. Two desks with computers and a printer belonging to the BDHS are situated in a corner of the Deaf Museum and used by BDHS staff & volunteers. Toilet facilities are maintained by the building's Landlord and are located on the landing outside the offices' entrance door, as is the lift shaft. The kitchen is shared with the adjoining IBSL office.

The Archive part of the museum is located on the topmost floor consisting of a windowless attic (the Attic Depository, shared with IBSL) and reached by a flight of stairs requiring care in both ascent and descent. The sides of the Attic Depository have steel beams supporting the slanted roof requiring care in preventing head injuries.

The Deaf Museum & Archive does not have any paid employees and is run by a core volunteer base (the Curatorial Team, led by a Curator). Occasional volunteers come to the Museum from time to time to do extra work associated with either the Museum or the parent company, the BDHS, which is run by Trustees, who are also Trustees of the Deaf Museum. From time to time, the Trustees make use of the Training/Meeting Room for their scheduled meetings or training events. All volunteers including Trustees are covered by the BDHS's Employee and Public Liability insurance policy.

Volunteers of the Deaf Museum/BDHS from time to time attend external events such as conferences, exhibitions and/or workshops from which materials may be transported from within the building/Attic Depository and these volunteers are subject to a duty of care imposed by both this policy and the venue's own H&S policy.

The Museum and BDHS Office is normally open one day a week on Tuesdays from 8 am to 3 pm and on other days or evenings, including Saturdays, as required and by appointment. Cleaning of the Museum, Kitchen is done as required. Once a month, the whole floor including the IBSL part is done by the Museum volunteers.

# Health and safety policy

This is the statement of general policy and arrangements for:		<b>British Deaf History Society (incorporating the Deaf Museum &amp; Archive)</b>
<b>Peter Jackson - Chief Executive &amp; Curator</b>		<b>has overall and final responsibility for health and safety</b>
<b>Maureen Jackson - Assistant Curator</b>		<b>has day-to-day responsibility for ensuring this policy is put into practice</b>
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Peter Jackson - Curator	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)
Provide clear instructions and information, and adequate training, to ensure employees (volunteers) are competent to do their work	Peter Jackson - Curator	Staff (volunteers) and subcontractors given necessary health and safety induction and provided with appropriate training in all areas and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees/volunteers engaged in work off-site, including exhibitions.
Engage and consult with employees on day-to-day health and safety conditions	Peter Jackson - Curator All Staff/Volunteers	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
Implement emergency procedures – evacuation in case of fire or other significant incident. See: <a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities">https://www.gov.uk/workplace-fire-safety-your-responsibilities</a>	Peter Jackson - Curator	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Maureen Jackson - Assistant Curator	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.

Signed: * (Employer)		Date:	
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You should review your policy if you think it might no longer be valid, eg if circumstances change. If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Reception
First-aid box is located:	Kitchen
Accident book is located:	In adjoining IBSL Office

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

# Risk assessment

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (<http://www.hse.gov.uk/risk/casestudies>).

Company name: **British Deaf History Society (incorporating the Deaf Museum)**

Date of risk assessment: **01 May 2017**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff/volunteers and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff to keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.	Good housekeeping in kitchen area to be maintained, eg on spills.	All staff and volunteers	From now on/ ongoing	01/05/ 2017
Display fixtures	These may come loose and fall on staff/volunteers and /or visitors	Displays should be securely affixed at all times	Maintain observation of fixtures & fittings to ensure they are fixed.	All staff and volunteers	From now on/ ongoing	01/05/ 2017
Boxes & materials delivered	Staff/volunteers and visitors may be injured if they trip over boxes or other objects received by the Museum	Put all new acquisitions in a safe place either within the museum or in Attic Depository as soon as received	Securing all new acquisitions is good housekeeping	All staff and volunteers	From now on/ ongoing	01/05/ 2017
Attic Depository	Staff & volunteers working upstairs to be careful in moving up/down the stairs and around the Attic.	Care to be taken when carrying objects and things up and down the stairs; watch heads on the beams; no visitors are allowed upstairs without guides	Ensure that all volunteers and staff are aware of headroom limitations in parts of Attic; ensure that ladder is used when taking down or putting things on high shelves	All staff and volunteers	From now on/ ongoing	01/05/ 2017
						*Hint, tab here for new row*

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>