



*British Deaf History Society*  
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## **Health and Safety Policy**

### **Purpose**

To outline the British Deaf History Society's (BDHS) policy regarding Health and Safety in the workplace, including the Deaf Museum & Archive.

### **Scope**

This policy applies to all employees and volunteers of the BDHS. Other individuals performing functions in relation to the BDHS, such as agency workers and contractors, are encouraged to use it.

### **Policy Statement**

The BDHS has a strict policy that it will comply with the provisions of the Health and Safety at Work Act 1974 and all associated regulations and codes of practice that are made and may come into force under it from time to time. The BDHS co-operates with the Local Environmental Health Office and takes into account all recommendations that it may make.

The BDHS will comply with what is regarded as best practice in relation to the work it carries out. It is the BDHS policy to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and volunteers, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of others who may be affected by our activities.

### **Responsibilities on matters of health and safety**

Overall and final responsibility for health and safety within the BDHS, including the Deaf Museum & Archive, is that of the Chief Executive, who is also the Curator of the Museum

The day-to-day responsibility and management of the health and safety policy is that of the Assistant Curator.

All employees and volunteers have the responsibility laid upon them under section 7 of the Health and Safety at Work 1974, to co-operate fully with management in achieving a healthy and safe

workplace and to take reasonable care of themselves and others who may be affected by their actions and omissions.

All employees and volunteers of the BDHS upon noticing a health and safety problem must inform the appropriate person named above and also a safety representative if there is one.

### **Safety Rules**

Anything which looks unsafe or you know is unsafe such as trailing cables, sharp projections, broken or chipped glass, employees not working in a safe manner, fire hazards and faults in electrical equipment must be reported to a member of management immediately who will then decide if any further action is necessary.

### **Working with Display Screen Equipment (DSE)**

The Health and Safety (Display Screen Equipment) Regulations 1992 are designed to protect the health of all employees who habitually use display screen equipment (DSE) as a significant part of their job. All employees who use DSE will be regarded as DSE users as defined in the Regulations. Users are entitled to a DSE assessment at least once annually and, when requested, an eye and sight test will be provided and the cost reimbursed by British Deaf History Society.

### **Manual Handling**

No employee should lift any item more than they can reasonably manage. If in doubt DON'T LIFT. Take extra care when handling items which are flammable or corrosive such as cleaning agents. Incorrect handling of loads can cause injury and pain.

Extra care is also required when moving items up and down from the Attic Depository and staff/volunteers working in this area must inform others when they go up there.

### **Ladders**

Under no circumstances are ladders to be used for long duration work at height. To reach shelves above stepladders must be used. Avoid over reaching and over stretching, and if necessary ask for help.

The BDHS's stepladder is stored in the Attic Depository and must be maintained in excellent condition

### **Safe Stacking and Storage**

Extreme care must be taken at all times to ensure safe and secure stacking and storage of all items and substances, especially in the Attic Depository. Do not overload shelves with heavy weights or objects which might cause the shelf to collapse. If in doubt consult a member of management. Do not leave boxes/files stacked in a sloping position and always store neatly.

## **Headroom in the Attic Depository**

Parts of this area, mainly at the sides of walls, have limited headroom due to supporting steel beams and care must be taken when navigating these areas not to incur head injuries.

## **Electrical Safety**

All employees must visually check electrical equipment before its use, looking for such things like damaged cables and leads, scorch marks on the plug case and faulty adapters. Any such observations should be reported to a manager immediately and the equipment should not be used until further notice has been issued. Do not overload plugs with adapters and always check extension leads if they are in use.

## **Lighting**

Always ensure that your work areas are well lit so that you have adequate light to undertake your work tasks. If the lighting level becomes inadequate report this to a member of management. In appropriate cases make sure electricity is turned off on appliances before leaving work and never interfere with them.

## **Slips, trips and falls**

Slips, trips and falls account for the major cause of injury sustained at work. All employees / volunteers and contractors are responsible for cleaning up any spillage immediately. Employees must never leave or store trays; boxes, wheels etc where it is possible for other employees, volunteers, contractors or members of the public to fall over them.

## **Escape Routes and Exits**

Managers should ensure that where necessary escape routes and exits are clearly marked. However it is the responsibility of every employee to make sure that emergency exits, corridors, gangways and doorways are kept free from obstructions at all times.

## **Fire Safety**

Fire drills, alarm testing and maintenance are the responsibility of the building's landlords. All employees must familiarise themselves with the fire drill, evacuation procedure, designated fire marshals, fire exits and siting of fire extinguishers. Improper use of the fire-fighting equipment will be regarded as a very serious matter and will be treated as gross misconduct.

## **Accidents**

All accidents, no matter how minor they may seem, must be reported immediately to a first aider or manager, details of which must then be entered into the accident book located kept in reception, as soon as possible after the incident. You will be expected to co-operate fully in any

investigation which is carried out to determine the cause or causes of the accident but not to pinpoint blame.

First aiders will assess and treat casualties as necessary. Anything which looks to be serious will be dealt with by a doctor, paramedic or hospital staff.

It is the responsibility of all first aiders to maintain the first aid boxes and keep them fully stocked. A list of all first aiders can be viewed on the notice board in reception.

### **Control of Substances Hazardous to Health (COSHH)**

The BDHS has carried out assessments of substances in use on its premises and a register is maintained in accordance with the COSHH Regulations 2002. If you are required to use substances listed in the register, you will be given instructions and training in the safe method of operation. If necessary you will be issued with appropriate protective clothing.

Under the COSHH Regulations you will be expected to take special care in reading the labels on bottles/containers and carrying out their recommendations where it is reasonably practicable to do so. You must contact a member of management if you are unsure about any substance you use.

You may also be asked to attend compulsory training sessions on new legislation and this is for your own wellbeing.

### **Noise at Work**

Where reasonably practicable, action is taken to reduce exposure to below the levels specified in the Control of Noise at Work Regulations 2005. However where it is not reasonably practicable, employees will be issued with the appropriate personal hearing protection and given advice and training on the use of such protection.

### **Smoking Policy**

Since 1st July 2007 it has become illegal to smoke within the workplace. Therefore the BDHS has a duty to ensure as far as practicable, the health and safety and welfare of its employees. The BDHS has imposed a total ban on smoking (including the use of electronic cigarettes) inside its premises including (without limitation) communal areas such as toilets. There is a designated smoking area outside at the rear of the building where it will be BDHS policy to extinguish all cigarettes and keep the area clean and tidy.

If you are caught smoking (including electronic cigarettes) on BDHS premises, other than the designated smoking area you will commit an offence under the BDHS's disciplinary procedure. Under the procedure, such an offence (or any breach of this policy) will normally be viewed as gross misconduct and therefore would render you liable to summary dismissal.

Smoking areas may only be used following prior approval by your manager and at lunchtimes at the end of the car park.

The policy itself is subject to annual review.

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