

**Distribution: To be brought to the attention of all Staff\* and Volunteers**  
(\*TWAM and TWAMe employees, casual workers, agency workers and freelancers)

## **INTRODUCTION**

This supplementary statement should be read along with Newcastle City Council's [Corporate Policy Statement on Health and Safety at Work](#) and [TWAM Enterprises H&S Policy Statement](#).

The Newcastle City Council Corporate Policy Statement lays down the Council's aims to protect the health and safety of all users of services, all members of the public exposed to activities, all employees, and all other persons who work on or visit premises.

The Tyne & Wear Archives & Museums (TWAM) Corporate Policy Statement lays down health and safety aims and objectives which apply to TWAM staff, volunteers and visitors, and it sets out the responsibilities of managers and supervisors for furthering the aims and pursuing the objectives.

## **COMMITMENT OF TWAM**

This supplementary statement is issued to confirm that TWAM is fully committed to supporting the health and safety aims of Newcastle City Council, as Lead Authority for TWAM, and to achieving the health and safety objectives set for it.

TWAM's Leadership Team are committed to implementing this policy to ensure health and safety risks are effectively and proportionately controlled in order to prevent:

- work related accidents and occupational ill health to our staff and volunteers
- injury or harm to our service users and others affected by TWAM activities

### **In particular, TWAM will endeavour to:**

- a) minimise fire and general health and safety risks in all parts of our venues, when working from home, in other workplaces or when driving at work;
- b) minimise risks of violent assault to our staff and volunteers;
- c) minimise risks from work related stress
- d) minimise risks from the use of display screen equipment;
- e) effectively control the health and safety competence and performance of contractors we engage to carry out work;

- f) effectively restrict or control the movement and activity of visitors within our museums, so that our visitors are not exposed to unreasonable risks to their health or safety;
- g) integrate appropriate health and safety requirements and controls into the planning for, and control of, any events we organise;
- h) ensure that all exhibits and displays are constructed, erected and maintained so as to minimise risks to visitors, staff and volunteers
- i) minimise risk of staff, volunteers or visitors contracting Covid-19, or any other infectious diseases, in any of our venues.

## **FURTHER INSTRUCTION AND GUIDANCE ON HEALTH AND SAFETY**

In order to ensure that appropriate instructions and guidance effectively reach all relevant staff and volunteers, TWAM will develop and keep up to date a range of health and safety documents. Managers and supervisors will be responsible for ensuring that:

- H&S responsibilities are understood and effectively managed.
- Systems of work are safe and risks effectively controlled.
- Relevant instructions and guidance are effectively brought to the attention of staff and volunteers, including risk assessments, corporate health and safety policies, codes of practice.
- Risk assessments will be reviewed every 12-18 months.
- H&S Policies will be reviewed every 2 years as a minimum.
- Appropriate training and supervision is provided.
- H&S requirements are appropriately considered in contracting, commissioning and partnership arrangements.

Newcastle City Council's corporate health and safety instructions and guidance are available to staff at the following SharePoint address:

<https://365newcastle.sharepoint.com/sites/poc/healthandsafety/Pages/default.aspx>

TWAM's corporate health and safety instructions and guidance are available to staff at the following SharePoint address:

<https://twmuseums.sharepoint.com/Policies%20%20Procedures/Forms/AllItems.aspx?FolderCTID=0x012000887E2BEB71E2354CBAC30B15E3D77309&viewid=1bdf4893%2D5120%2D4d06%2D8037%2D86fb7cf2724d&id=%2FPolicies%20%20Procedures%2FHealth%20and%20Safety>

In addition, managers and supervisors may also keep local copies of key documentation.

[TWAM's Health and Safety Organisational Responsibilities](#) document provides further clarification of the health and safety responsibilities of holders of managerial, supervisory and specialist posts at various levels, as well as broad health and safety duties and responsibilities on all staff and volunteers.

**All our managers and supervisors carry health and safety responsibility for those activities and undertakings under their control.**

## **WORKING TOGETHER**

Our collective aim must be to provide a positive health and safety culture throughout TWAM, so that there is a continuous, cost effective, improvement to our health and safety performance.

We all owe this to our fellow staff and volunteers and to other persons who may be affected by our activities, and to the cause of minimising financial losses from accidents and incidents of equipment damage. To support this, Newcastle City Council's H&S Team provide us with professional safety and occupational hygiene assistance.

We ask you to continue to play your part in keeping health and safety as a top priority within TWAM.

**TWAM Strategic Board**

**Date 27.09.2024**



**(Director of TWAM)**

**Date 27.09.2024**