



Health & Safety Policy (MOMH-POL001)

1. General Statement

1.1 In keeping with its overall objectives and in accordance with the requirements of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and subsequent amendments, the Museum of Music History (MOMH) will take all reasonably practicable steps to ensure the health, safety, and welfare of its staff. For the avoidance of doubt staff includes employees, contractors, and volunteers. A high standard of performance in this respect is one of MOMH's principal objectives and an integral part of its approach to all its activity.

1.2 MOMH aims not only to reduce accident and sickness but also to promote the well-being of its staff to develop a positive attitude to health and safety throughout the organisation.

1.3 The involvement and co-operation of all staff on both an individual and collective basis are crucial to the achievement of these aims. Accordingly, MOMH will ensure by informing, training, and consulting staff that they are aware of their responsibilities and capable of discharging them and that they have an opportunity to contribute to establishing and maintaining effective health and safety practices.

1.4 In all its activities MOMH acknowledges and will seek to meet its responsibilities for health and safety in respect of those who are not its staff and the environment in which it operates.

1.5 Full compliance with the health and safety policies of the venues and facilities where MOMH operates is paramount, all risks will be assessed and documented in advance and reviewed continuously throughout the activities.

2. MOMH will seek to achieve its aims by:

2.1 Creating and maintaining a positive health and safety culture which secures the commitment and participation of all staff.

2.2 Meeting its responsibilities to staff, to other people and to the environment in a way which recognises that legal requirements are only a minimum standard.

2.3 Adopting a planned and systematic approach to the implementation of MOMH's health and safety policy to ensure:

- the provision and maintenance of equipment and systems of work that are, so far as is reasonably practicable, safe and without risk to health.
- arrangements for ensuring, so far as is reasonably practicable, safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of its staff.
- the maintenance of any place of work under MOMH's control in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from these places of work that are safe and without such risks so far as is reasonably practicable.

- the provision and maintenance of a working environment for staff that is, so far as is reasonably practicable, safe, without risks to health and adequate as regards facilities and arrangements for their welfare at work

2.4 Identifying and assessing the risks associated with all activities of MOMH with the aim of eliminating or controlling those risks, so far as is reasonably practicable.

2.5 Allocating resources to meet the requirements of MOMH's health and safety policy.

2.6 Planning for health and safety including the setting of realistic objectives, deciding priorities and establishing adequate performance standards.

2.8 Monitoring and reviewing performance on a regular basis.

3. Organisation for Implementation

3.1 The Director holding the post of Joint Honorary Curator, so far as is reasonably practicable, is responsible for ensuring the health, safety, and welfare at work of all staff by:

- determining the organisation through which the policy will be implemented and delegating responsibility for implementation amongst staff.
- ensuring that adequate resources are made available to enable the policy to be implemented.
- ensuring that health and safety considerations are an integral part of the overall culture.
- developing a positive attitude to health and safety among staff by demonstrating their own commitment to achieving a high standard of health and safety performance.
- ensuring the establishment and maintenance of effective health and safety management systems e.g., dynamic risk assessment.

4. Monitoring

4.1 It will be the responsibility of the Director holding the post of Honorary Curator to monitor the effectiveness of this policy.

4.2 Systematic and comprehensive arrangements will be maintained for accident reporting, recording and analysis. These arrangements will ensure compliance with 'The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995'.

4.3 All accidents involving staff or others occurring because of MOMH's undertaking shall be recorded.

4.4 The Executive Chair must be informed immediately of any major injury, fatality or dangerous occurrence including near misses.

5. Emergency Procedures

5.1 Adequate procedures to ensure the safe evacuation of premises in the event of an emergency will be ensured. These procedures will be communicated to all staff and tested regularly.

6. Joint Consultation

6.1 MOMH recognises that the participation of staff on both a formal and informal basis is vital to the success of this policy. Accordingly, it will foster all forms of positive staff involvement in health and safety matters.

7. Issue and Review

7.1 A copy of this policy shall be brought to the attention of all staff. It will be reviewed regularly, may be modified from time to time and will be supplemented where appropriate by further statements relating to the work of particular staff.

For review by the Trustees of MOMH by 31/01/2026