

Statement of Health and Safety Policy

The Board of Trustees of the Tate Gallery ("the Trustees") has the ultimate responsibility for the health and safety of all the Tate's employee's, visitors and contractors.

The Trustees acknowledge that they are responsible for, and committed to, a management regime for health and safety, operated by the Director and staff of Tate. The health and safety management regime should ensure that occupational hygiene, environmental health and personal safety of the public, staff and contractors are properly and adequately considered in any current or proposed Tate activity within the buildings or estate or elsewhere.

Whilst the overall principles contained in this Policy Statement apply to Tate's subsidiary companies, each company should have its own policy statement. Liability for Health and Safety issues for Board subsidiaries lies with each company's own directors.

Operation of the Policy

Responsibility for the overall effectiveness of this policy is delegated by the Trustees to the Tate Director. All actions required to ensure that it is fully implemented shall be taken by Tate Directors. They are responsible for communicating this policy to their Heads of Department and satisfying themselves that any activity carried out in their area of authority conforms to a minimum standard in all respects, both to current and forthcoming safety related legislation.

Responsibility also rests with individual members of staff, their representative unions and all contractors to give their full attention and co-operation in the implementation of this Policy, in order that Tate can provide a safe and healthy environment at all times.

Health and Safety Adviser

As required by the *Management of Health and Safety at Work Regulations, 1999 Section 7* the Trustees employ a Health and Safety Adviser. The Adviser's responsibility is to advise the Trustees and the Tate's management of the measures needed to comply with all current and forthcoming health and safety related legislation and regulations.

The Board of Trustees formally adopted this Policy Statement on the

...18.....day of May 2005.

Signed for and on behalf of the Board of Trustees by:
Paul Myners
Chairman

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Chairman and Board of Trustees
Ultimate responsibility for compliance to the Health and Safety at Work Act 1974
Signatory for the Health and Safety Policy

Director - Tate
Responsible for the overall effectiveness and implementation of Tate Health and Safety Policy

Deputy Director
Responsible for the allocation of Resource to ensure compliance to the Health and Safety at Work Act 1974

Health and Safety Adviser
Responsible for advising Director of the actions required to comply to the Health and Safety at Work Act 1974

- Accident Reporting
- RIDDOR Reporting
- Accident and Incident Investigation
- Audit
- Corporate Training

Divisional Directors
Responsible for ensuring compliance to Tate Health and Safety Policy within their Division and provide support to sites where appropriate

Site Directors
Responsible for ensuring compliance to Tate Health and Safety Policy by staff and contractors on their specific site and for all aspects of Public Safety

Safety Committee's Member
Nominated Trade Union and staff members are required to attend committee meetings, monitor all Health and Safety arrangements in their department, communicate all suggestions and comments to the Committees and their management

Site Safety Managers
Responsible for ensuring all Heads of Department, staff and contractors fully comply to the requirement of the Health and Safety Policy.
Specific responsibility for accident investigation/reduction and Safety Committee

Head of Department
Responsible for ensuring Managers fully implement the Tate Health and Safety Policy requirement for:

- Induction
- Fire Safety
- Risk Assessment
- Safe Methods of Work
- COSHH
- Occupational Health
- Welfare (with support from HR Adviser)
- Nominate Health and Safety Committee Members
- Departmental training

Managers
Responsible for Health and Safety of staff, contractors and visitors under their control. Implementing the Management of Health and Safety Regulations 1999

Staff
Responsible to co-operate with the implementation of all matters affecting the Health and Safety of themselves, colleagues and members of the public

1. General Points

The procedures and instructions which form part of this policy detail the specific responsibilities placed on management, contractors and members of staff, in order to ensure that the intentions contained in the statement of this Health and Safety Policy with respect to matters of Health, Safety and Welfare are complied with at all times. The Health and Safety Adviser is available to help and advise management in this area.

2.0 Risk Assessments

The requirement to ensure that written Risk Assessments in accordance with the Tate established Risk Grades (2.1 below), are completed in all areas of Tate activity, is a central pillar in the approach to controlling all aspects of Health and Safety within the Tate. This is a responsibility placed on Site Safety Managers and Department Managers, with advice from the Health and Safety Adviser when required and is also a mandatory requirement under *The Management of Health and Safety at Work Regulations, 1999*.

2.1 Grades of Risk

To enable the grades of risk to be established and the management actions defined in order that Tate and Legislative requirements will be complied with at all times, the following broad concepts for Risk Grades should be adopted.

Risk Grade A

Any department or area where potentially hazardous activities are carried out on a regular basis, including the use of rotating equipment, machinery and instruments liable to cause injury, hazardous substances, radiation sources, and congestion, litter and rubbish, resulting from work related activities.

Risk Grade B

Any department or area where plant operating, maintenance or manual handling activities are carried out on a regular basis. This is to include work undertaken by any contractor in all parts of the Tate premises, or as part of any construction, remedial or exhibition and display work.

Risk Grade C

Any department or area where materials of any kind are stored or handled, where work related activities or use of equipment could cause risk of injury or work related illness.

Risk Grade D

Any department or area (including public areas) where activities are of a desk-based or sedentary nature, but have potential for minimal risk of injury or work related illness.

2.2 Modification of Risk

When modifications to equipment are made, new equipment is supplied or changes made to working practices, the Departmental Manager is responsible for liaising with the Site Safety Manager and for checking such changes against the original risk assessment and arranging for any additional hazard elimination activities to be completed. Risk assessments are to be reviewed by the originator at least annually.

2.3 Risk Classification

When a Risk Assessment has been completed for work related task or public activity it will be awarded a Risk Classification. These are as listed below and indicate whether or not significant risks that must be controlled are present.

Minimal (Min)	Indicates an area where work carried out is of a desk-based or sedentary nature and where such small risks as are present can easily be controlled by good housekeeping and sensible actions by members of staff and visitors.
Moderate (Mod)	Indicates an area where work such as Conservation and Art Handling is carried out, but these activities are controlled by firm Departmental Procedures. It could also indicate an area or activity when further improvements to the system of work in place could reduce the risk to "minimal".
Hazardous (Haz)	Indicates an area or work activity which has potential for causing injury, in these circumstances careful consideration must be given by managers to the level of training required for members of staff involved, the protective equipment to be used and possible alternative methods for having the work completed.
Suitable for display (SD)	This is a category given by the Health and Safety Adviser or nominated competent person for any display open to members of the public that has hazardous potential, and is only awarded when all possible sources of Risk have been eliminated or fully controlled.

3. Method Statements

If a member of staff or contractor is to undertake work, which is of a hazardous nature, difficult to complete, or could interfere with the day-to-day running of Tate, a detailed Method Statement must be provided for the work intended. The Method Statement must include details of how the work will be completed, special precautions necessary, the work area required, equipment necessary, COSHH data, arrangements for visitor and staff safety and any other relevant information. The Method Statement must be checked by a Tate competent person to ensure that it adequately provides safe methods of work for all aspects of the work before allowing work to proceed. Acceptance of a Method Statement must be documented by the Tate competent person.

4. Training

It is the responsibility of the Site Safety Manager, Department managers and Contractor's management to ensure that full training is given to any person under their responsibility for any work or activity that involves the use of electrical or mechanical equipment, hazardous machinery or substances, lifting and handling, working at height or in confined spaces. The training must take place before any person carries out the work task for the first time. It is also preferable that such work is carried out on the first few occasions under the supervision of a fully trained competent person.

5.0 Responsibilities

5.1 Divisional Directors and Heads of Departments

5.2 Ensure that all requirements of the Tate's Health and Safety Policy are complied with. Ensure that the specific action points listed in the Risk Assessment and any subsequent Assessments with respect to matters of safety are completed for areas or activities under their authority.

5.3 Directors of sites must nominate a Site Safety Manager and ensure that managers under their authority comply fully with their individual tasks and responsibilities as defined in this management procedure.

5.4 Each site Director must set up and maintain a formal minuted Health and Safety Committee to meet no less than quarterly.

5.5 When a Divisional Director or Head of Department is the person directly controlling work activities in any area of the Tate, they will assume all the responsibilities for Health and Safety as defined in Section 6 below.

6.0 Managers

6.1 Legislation

Managers must always be aware of the duty of care imposed on them by requirements of *The 1974 Health and Safety at Work Act*, and *The Management of Health and Safety at Work Regulations 1999*. The following section details some of the principal requirements managers must follow.

6.2 Safety Induction

Ensure that all members of staff, contractors, temps and volunteers under their control receive information covering all matters affecting health and safety within the department on their first day at work.

6.3 Emergency Induction

Ensure that all new members of staff, contractors, temps and volunteers under their control receive instruction on fire, first aid and any other emergency procedures applicable within the department on their first day at work.

6.4 Training

Arrange for all new members of staff or anyone else under their control to receive full training from a competent operator, on any item of equipment located within the department or any hazardous process employed before using it for the first time.

- 6.5 Display Screen Equipment**
Ensure that a competent person assesses all DSE workstations in their area of responsibility. Ensure that any required modifications to location, equipment or patterns of work identified by the competent person are completed.
- 6.6 Lifting and Handling**
Ensure that potentially hazardous activities involving any form of lifting or handling are risk assessed and take all necessary measures to provide such equipment and training as may be required to eliminate or control the exposure to the risk of injury and ill health.
- 6.7 Hazardous Substances**
Where applicable ensure that all substances used in the department or elsewhere have been subject of a full COSHH assessment prior to their use, also that training in their safe use and disposal is given by a competent person and that these requirements are fully observed at all times. Managers must ensure that all hazardous substances are kept in locked cupboards when not in use, and dispensed into correctly labeled containers when in use according to the requirements of the relevant Labeling of Dangerous Substances Regulations.
- 6.8 Hazardous Machinery and Equipment**
Where applicable ensure that all rotating machinery complies in all respects with the requirements of the relevant regulations covering guarding and protective equipment, also that all new members of staff receive full training from a competent operator before using any item of hazardous machinery or equipment for the first time.
- 6.9 Ionising Radiation**
Where applicable ensure that equipment and methods used fully meet all requirements of the Ionising Radiation Regulations. Ensure that new members of staff receive full training from a competent operator before using any item of equipment for the first time.
- 6.10 Food Hygiene**
Where applicable ensure that the requirements of the *Food Hygiene (General) Regulations* and all other legislative requirements relevant to the preparation and storage of food are strictly adhered at all times.
- 6.11 Exhibition and Display**
Where applicable ensure that all details of the Tate document *Guidelines to the information for completing of a Risk Assessment on artworks prior to exhibition* are completed and the area is assessed by a competent safety person before any display opens to the public.
- 6.12 Risk Assessment**
Ensure that a written Risk Assessment is completed for any activity carried out in the department which is potentially hazardous. Communicate the findings of the risk assessment to the individuals and groups as identified in the assessment.
- 6.13 Safety Inspections**

When periodic departmental Safety Inspection reports are received, arrange for all corrective actions that are within the capability of departmental staff to be completed at the earliest practicable date. Any items requiring action outside of the department's capability must be discussed with the relevant responsible Head of Department and a date for completion agreed.

6.14 Occupational Health

Ensure that all staff are provided with a healthy work environment and that any equipment supplied and work area design is ergonomically compatible to a persons individual health and safety needs and limitations.

6.15 Off Site Working

These management procedures equally apply as a minimum standard for all members of staff working off site on official business either at home or at other establishments in Europe or abroad.

7.0 Responsibilities for Member of Staff

7.1 All Employee's

7.2 Under provisions contained in Section 7 of the *Health and Safety at Work Act, 1974* all members of staff are required to co-operate with the Tate's management in the implementation of all matters affecting the health and safety of themselves, their colleagues and members of the public that are contained in this procedure or any other safety instruction that may be issued by managers.

7.2 Under provisions contained in the *Personal Protective Equipment Regulations, 1992*, all members of staff are required to use such personal protective equipment as is provided for them in accordance with the instructions and training that they have been given. All equipment used must be returned to a designated storage space when no longer required.

7.3 When an item of personal protective equipment (other than disposable items) becomes defective or is lost, members of staff must immediately report this to their manager who is responsible for its prompt replacement.

7.4 Under provisions contained in the *Management of Health and Safety at Work Regulations 1999*, all members of staff are required to use any machinery, equipment, dangerous substances, means of production or safety device that has been provided in accordance with training received or instructions issued with respect to its use that have been provided to them by Management.

7.5 Members of staff are required to inform their line manager, safety representative or Health and Safety Adviser of any work situation where they consider that training and instruction has any shortcomings in the health and safety protection arrangements for themselves or any other person.

7.6 Members of staff are encouraged to offer suggestions to improve any aspect of the health and safety arrangements contained in these procedures. In the first instance suggestions should be discussed with their Manager or Safety Representative. If not satisfactorily resolved the matter should then be referred by the manager to the Health and Safety Adviser for a recommendation.

8.0 Safety Representatives

8.1 Department managers or trade unions should nominate safety representatives to attend Health and Safety Committee meetings. Safety Representatives must also monitor all health and safety arrangements within their department and bring all suggestions or comment to the attention of their management and the Health and Safety Committee.

9.0 Tate Responsibility when managing Contractors

9.1 It is the responsibility of Tate Directors to ensure that members of staff tasked with managing contractors are adequately trained and conversant with Tate Health and Safety procedures.

9.2 The purpose of this section of the management procedure is to define the requirements for managers, project co-coordinators and any other members of staff responsible for controlling the activities of any contractor and their personnel working on Tate premises. Where applicable its scope is considered to include any contractor engaged on site to carry out small building, mechanical or electrical works including those required in association with exhibition or other displays or art work or work performed for special events.

9.3 The person responsible for employing contractors to perform work on Tate premises must consult with the Site Safety Manager, prior to work commencing, to establish if the proposed work should comply with the requirements of the *Construction (Design and Management) Regulations, 1994*.

(Activities not covered by this procedure include any mechanical and electrical maintenance works carried out either by term contractors or during projects of a major nature managed by the Projects Department. Provision for control of these activities is to be covered during contract negotiations or in the instance of major projects by meeting all requirements of the *Construction (Design and Management) Regulations, 1994*).

9.4 Ensure that all members of any contractor's personnel working on the premises receive instruction in fire or other emergency procedures applicable in the areas where they will be working on the first day of arrival at site.

9.5 Where applicable ensure that the managers of all contractors working within the Tate have received adequate information on Tate Health and Safety Policy, safety procedures, safe methods of work and site specific safety rules applicable, also that full details of these requirements have been satisfactorily communicated to members of their staff who will be working on site.

9.6 Ensure that the members of staff from all contractors who are attending site for the purpose of completing any electrical, mechanical or building works, receive a full induction in accordance with details specified in the Tate's *Contractor's Safety and Security Guide*.

9.7 When work to be completed is at height or requires access to any roof area,

confined space, voids and ducts or hazardous area or may be a fire hazard the manager responsible for the work must ensure that the Contractor has been fully briefed on all safety requirements and work restrictions. Where applicable the appropriate Work Permit must be obtained from the site Safety Manager or Facilities Manager.

9.8 Work by Contractors under the direction of any artist which are completed as part of the preparations for a proposed exhibition, are to be considered during the "Risk Assessment" process as detailed in the *Temporary Exhibitions Loans to Gallery, Displays from the Collection* document, and are subject to the same contractor induction requirements as listed above.

9.9 Members of staff responsible for contractors attending site for the purpose of providing catering or other services during any special event must ensure that they receive and understand all necessary information with respect to security, storage, safe routes, fire precautions and evacuation which are relevant to both the location and scope of the event, in order to ensure that the highest standards of Health and Safety can be maintained at all times.

9.10 If any work carried out by a Contractor is of a hazardous nature, difficult to complete or has the potential to interfere with the day to day running of Tate, the responsible manager must complete a written Risk Assessment. The manager will require the Contractor to produce Risk Assessments and Method Statements detailing how it is proposed to complete the tasks in a safe manner and submit them to the site safety manager before allowing the work to proceed.

10.0 Responsibilities for Health and Safety Adviser

10.1 Introduction

As required in the *Management of Health and Safety at Work Regulations, 1999, Section 7*, the Health and Safety Adviser has a responsibility to advise Tate Trustees of the measures needed to be taken in order to ensure Tate meets all current and future Government and European Union Health and Safety related Legislation.

10.2 Specific Responsibilities

10.3 To analyse all new Health and Safety related legislation and where necessary prepare briefing notes or procedures for Directors and Managers in order to ensure that the Tate can fulfill its legal obligations.

10.4 Arrange for a competent person to complete initial Risk Assessments for each area of activity at all Tate sites and advise managers of actions required to achieve and to maintain a high standard of safety in the work areas they are responsible for.

10.5 As required, advise managers in the preparation of any written Risk Assessments which may be needed, covering any activity being carried out that may have the potential for risk to members of their staff or visitors to the Tate.

10.6 Prior to the opening of any exhibition that has a hazard potential arrange for a

competent person to complete a *Risk Assessment for Public Display*, in order to ensure all works included do not present unreasonable risk to members of the public.

- 10.7 Arrange for a competent person to complete Departmental Safety Inspections at regular intervals and to prepare a report for individual Managers listing all corrective actions required.
- 10.8 Arrange for a competent person to carry out full Computer Workstation Assessments for all members of staff as required in the *Display Screen Equipment Regulations* and prepare a report detailing actions required by Management to ensure full compliance.
- 10.9 In conjunction with Departmental Managers, Site Safety Manager and by employing Safety Consultants when necessary, investigate all accidents or incidents other than those of a minor nature, in order to establish the cause and recommend new practices or procedures to eliminate the possibility of recurrence.
- 10.10 To attend meetings held at each site and keep all members of the Health and Safety Committee advised of progress being made in all areas of health and safety.
- 10.11 To identify the Corporate Health and Safety training needs for individuals or groups, and advise managers of the most effective manner in which such training as may be required can be completed.
- 10.12 At all times to offer a prompt and professional advice to Directors and management, communicate with staff and contractors, in order to raise safety awareness and promote the use of effective safe working systems throughout the Tate. Prepare and present an annual safety report to the Board of Trustees.
- 10.13 To be responsible for performing and managing safety inspections and audits for all Tate sites.
- 10.14 To report all accidents or dangerous occurrences under RIDDOR to the HSE.

11.0 Reporting and Recording

11.1 Accident Report Form (H&S Form 1)

This form is to be used in all instances when any accident or injury even of a minor nature has occurred to a member of staff, a contractor or the public, it should only be completed by a competent First Aider and a copy sent to the Health and Safety Adviser immediately. When it is not practicable to contact a First Aider the immediate Manager should complete the form, under no circumstances must members of staff complete the Accident Report forms for injuries to themselves. There is no legal requirement to complete this form in the instance of illness.

11.2 Report of an Injury or Dangerous Occurrence (Form HSE N° F2508)

This form is used by the Health and Safety Adviser when an accident has occurred which has resulted in a minor injury, three day absence from work, or when a member of the public has been transferred to hospital for treatment. The details required for its completion are obtained from the Accident Report Form or by further investigation of the accident in conjunction with the relevant manager.

11.3 Risk Assessment Form (H&S Form 3)

This form is used by competent persons and the Health and Safety Adviser when carrying out a full Risk Assessment in any area of the Tate or on a specific activity, dependant on the perceived hazards it may also be accompanied by a typed report. It is a responsibility for all managers to ensure any actions required within it are completed at the earliest practicable date.

11.4 Periodic Inspection Report (H&S Form 4)

These reports are completed by Site Safety Managers and the Health and Safety Adviser following the completion of the periodic Health and Safety inspections that are carried out in all areas of the Tate. Copies of the report are sent to the relevant manager and will include comments with the respect to the general conditions found and information on actions that may be required in order to improve conditions or reduce the potential for hazard.

11.5 COSHH approval for Contractors Materials (H&S Form 5)

This form is to be completed by all Contractors carrying out any work in Tate areas which will require the use of a substance having the potential for hazard, either to the users, members of staff or the public. No Contractor may bring materials onto site or use them before they have submitted full substance datasheets to the Health and Safety Adviser and received his written approval, these forms also contain information with respect to precautions that are to be taken when such materials are in use.

11.6 Hot Work Permit

Permits must be used in all instances where it is proposed to carry out any activity that involves "hot working" i.e. the possibility for producing flame, sparks, heat, smoke or fumes. In all instances work must not be started until a competent Tate Manager has authorised the permit and confirmed that work may proceed.

11.7 Summary of VDU Station Assessment

This form is issued by the Health and Safety Advisers office following completion of a full VDU Assessment on individual workstations, they list items of equipment to be supplied by site Operations Management or work required in order to bring the workstation up to the legal requirements stated in current legislation.

11.8 Property Damage Report (H&S Form 8)

This form is to be used in all instances when damage has been caused to Tate property.

11.9 Fire Risk Assessment Form (H&S Form 9)

This form is to be used when carrying out a Fire Risk Assessment under the Fire Precautions (Workplace) Regulation 1997.

11.10 Exhibition Risk Summary (H&S Form 10)

This form is to be used by the person responsible for displaying artwork in public areas which has hazard potential.

11.11 COSHH Initial Risk (H&S Form 11)

This form is used for initial risk evaluation when using a hazardous substance.

11.12 Lifting Operations (H&S Form 12)

Check list to be used by a competent person in charge of lifting operations under the LOLER regulations.

11.13 Fire Hazard Risk Assessment (H&S Form 13)

This form is used to assess and record the risk of Fire.

11.14 Health and Safety Hazards (H&S Form 14)

This form is used to record the risk of common hazards to staff, visitors and contractors for specific locations.

11.15 Incident & Accident Closure Form (H&S Form 15)

This form is used by site safety managers to record the completion of an investigation into and accident of incident.

11.16 Asbestos Exposure Record (H&S Form 16)

This form is completed by anyone who has been exposed to airborne asbestos dust in the course of their work at Tate.

11.17 VDU Self Assessment Form (H&S Form 17)

This form is completed by anyone who uses visual display screen equipment.

11.18 Manual Handling Risk Assessment (H&S Form 18)

This form is to be completed for work that involves manual handling .