



**NORTH EAST MUSEUMS
CORPORATE HEALTH & SAFETY POLICY
STATEMENT: NEM 01**

Approved 15.09.2025
Date to be reviewed:
September 2026

Distribution: To be brought to the attention of all Staff* and Volunteers

*North East Museums 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's Corporate Policy Statement lays down its 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 North East Museums Corporate Policy Statement lays down health and safety aims and objectives, which apply to staff, volunteers and visitors, and it sets out the responsibilities of managers and supervisors for furthering the aims and pursuing the objectives.

Commitment of North East Museums

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

North East Museums' Leadership Team are committed to:

- Discharging their ultimate responsibilities for implementing this policy at corporate level.
- Complying with the Health and Safety at Work Act 1974 and all other relevant health and safety and fire safety regulations.
- Directly (and where relevant through work with partners and contractors) ensuring health and safety risks are effectively and proportionately controlled 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 our activities
 - serious incidents such as fires or disturbance of asbestos containing material.
- Ensuring effective H&S governance, leadership and performance management arrangements are in place.
- Not placing requirements on managers and officers, which could compromise legal compliance or proportionate H&S arrangements.
- Making adequate resources available to effectively and proportionately manage, monitor and review H&S risks and where necessary improve H&S performance.
- Reviewing this H&S policy statement on an annual basis.



NORTH EAST MUSEUMS CORPORATE HEALTH & SAFETY POLICY STATEMENT: NEM 01	Approved 15.09.2025 Date to be reviewed: September 2026
--	---

In particular, North East Museums 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 any infectious diseases, in any of our venues.

To achieve these commitments, the North East Museums will ensure, so far as reasonably practicable, 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.
- Activities involving significant risks are assessed and appropriately controlled.
- Risk assessments will be reviewed every 12-18 months.
- H&S arrangements are monitored and reviewed to ensure they are fit for purpose.
- H&S Policies will be reviewed every 2 years as a minimum.
- Appropriate training, instruction, guidance and supervision is provided.
- H&S requirements are appropriately considered in contracting, commissioning and partnership arrangements.
- Trades unions and employees are consulted regarding H&S arrangements.
- Financial and reputational losses arising from work related accidents, incidents or ill health are avoided.
- H&S requirements are appropriately considered in contracting, commissioning and partnership arrangements.

North East Museums Leadership Team require the active support and co-operation of all staff and volunteers in achieving these aims.



**NORTH EAST MUSEUMS
CORPORATE HEALTH & SAFETY POLICY
STATEMENT: NEM 01**

Approved 15.09.2025
Date to be reviewed:
September 2026

Newcastle City Council's corporate health and safety instructions and guidance are available to staff at the following SharePoint page:
<https://365newcastle.sharepoint.com/sites/poc/healthandsafety/Pages/default.aspx>

North East Museums' corporate health and safety instructions and guidance are available to staff at the following SharePoint page: [North East Museums - Corporate Information - Health and Safety - All Documents](#)

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

[North East Museums' 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.

Our collective aim must be to provide a positive health and safety culture throughout North East Museums, 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 North East Museums.

(Chair of North East Museums Strategic Board) Date 15.09.2025

(Director of North East Museums)

Date 15.09.2025