

**Distribution: To be brought to the attention of all TWAM Enterprises Staff**

## **INTRODUCTION**

This statement should be read along with:

- Tyne & Wear Archives and Museums' Corporate Health and Safety Policy Statement
- Newcastle City Council's Corporate Policy Statement on Health and Safety at Work.

The Newcastle City [Corporate Policy Statement on Health and Safety at Work](#) 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.

[TWAM's Corporate Policy Statement](#) lays down health and safety aims and objectives which apply to TWAM, and it specifically sets out the responsibilities of managers and supervisors for furthering the aims and pursuing the objectives.

### **Commitment of TWAM Enterprises Ltd**

This statement is issued to confirm that TWAM Enterprises is fully committed to supporting the health and safety aims of both Tyne & Wear Archives & Museums and Newcastle City Council, as Lead Authority for TWAM, and to achieving the health and safety objectives set for it.

TWAMe's Directors 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
- injury or harm to our service users and others affected by TWAMe activities

### **In particular, TWAM Enterprises will work with TWAM to endeavour to:**

- a) minimise fire and general safety and health risks in all parts of venues and workplaces our employees operate in, in particular: café and retail spaces;
- b) minimise risks of injury to any of our employees;
- c) minimise risks of violent assault to our employees;
- d) minimise risks from work related stress
- e) minimise risks from the use of display screen equipment;

- f) effectively control the health and safety competence and performance of contractors we engage to carry out work;
- g) effectively restrict or control the movement and activity of visitors within the spaces we operate in, so that our visitors are not exposed to unreasonable risks to their health or safety;
- h) integrate appropriate health and safety requirements and controls into the planning for, and control of, any events we organise;
- i) minimise risk of employees or visitors contracting Covid-19, or any other infectious diseases, in any of our venues

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

TWAM Enterprises staff will follow all relevant instructions and guidance produced by TWAM and Newcastle City Council and will follow TWAM specific instructions and guidance where necessary.

These instructions and guidance documents will comprise a mixture of risk assessments, corporate health and safety policies, codes of practice and training specifications. They will be appropriate for the health and safety control of our activities, based on the findings of structured risk assessments.

The Commercial Manager 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 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 employees and volunteers. All TWAM managers and supervisors carry health and safety responsibility for those activities and undertakings under their control. All TWAM Enterprises staff are urged to familiarise themselves with this document.

## WORKING TOGETHER

Our collective aim must be to provide a positive health and safety culture throughout Tyne & Wear Archives & Museums, so that there is a continuous, cost effective, improvement to health and safety performance.

We all owe this to our fellow employees 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 Personnel (Safety) will provide us with professional safety and occupational hygiene assistance.

The Enterprise Manager will also represent TWAMe on TWAM's Health and Safety Working Group.

We ask you to continue to play your part in keeping health and safety as a top priority within Tyne & Wear Archives & Museums.



(Chair of TWAM Enterprises Ltd)

Date 17.09.2024



(Director of Tyne & Wear Archives & Museums)

Date 09.09.2024