

Social History Curators Group (SHCG) Health and Safety Policy

Introduction

This policy document is the Health and Safety policy for all responsibilities and activities of Social History Curators Group (SHCG). It is the responsibility of all trustees to know and fully understand its contents to ensure that they implement and comply with the policy. It provides general guidance to trustees and is not legally binding as trustees are not employees. All trustees owe a duty of care to themselves, fellow trustees, members and others affected by their activity.

Duties of the Chair

The Chair of SHCG has ultimate responsibility for the health and safety performance of the Board of Trustees and has a pivotal role in ensuring that risks are properly managed.

The Chair will ensure that induction procedures are implemented. All new trustees and members will be directed to the current Health and Safety policy and all other relevant organisational policies and documents* which can be found on the SHCG website: <http://www.shcg.org.uk/about>

The Chair will ensure that the health and safety of trustees is not put at risk, by assessing the needs of individuals for training, instruction, information and supervision accordingly. They will take account of any potential literacy and communication difficulties, disability, specific circumstances, lack of familiarity with activities, of existing and new trustees and members.

The Chair, supported by the Board of Trustees will review the policy on an annual basis, and update trustees on any changes to safety policies and procedures or changes to legislation and guidance.

**With the exception of the SHCG Membership pack, issued to new Members via email.*

Duties of the Board of Trustees

The Board of Trustees is responsible for ensuring, as far as reasonably practicable:

- The health, safety and welfare of trustees
- The health, safety and welfare of members, delegates and stakeholders who may be affected by its activities.
- That the presence and activities of stakeholders, partners and other persons that work with SHCG, do not pose a risk to the health and safety of SHCG trustees or members.
- Health and Safety leadership within the Board of Trustees and the SHCG Membership
- Trustees accept and exercise their individual role in providing health and safety leadership in their own areas of activity.
- The active participation of trustees and members in improving health and safety.
- The full participation and co-operation of all trustees, and members where applicable, to create a safe and healthy work environment.
- The health, safety and welfare implications are considered at the time of meetings and any new projects or events and properly incorporated within all SHCG activities.
- Risk assessments are carried out or are received for any events involving its Membership
- Trustees report to the Chair any significant health or safety issues or concerns affecting their work which may need to be reported back to the Board, and Membership where applicable, as a matter of urgency.
- Collective decisions taken by the Board reflect the requirements set out in the Health and Safety policy.

- Trustees make themselves familiar with the Health and Safety policy, general safety arrangements and safe systems of work.
- Trustees carry out their work conscientiously and without risk to the health and safety of themselves, fellow trustees, members and stakeholders.
- That the objectives of the Health and Safety policy are met.

Fire Safety / First Aid

When on the premises of museums and heritages sites or overnight accommodation for a meeting or event on behalf of SHCG, trustees and members should be aware of fire precautions, evacuation and general safety arrangements.

Trustees should check that the provision of fire-fighting equipment, signage and the means of escape is co-ordinated by staff who work on site. The responsibility for this is held by the venue therefore trustees should be comfortable that these measures are in place before working and/or staying on site.

Trustees should check that there are sufficient and effective First Aid facilities, First Aiders, Accident Reporting procedures that they and delegates can access in the event of an incident. The responsibility for this is held by the venue therefore trustees should be comfortable that these measures are in place before working and/or staying on site.

Trustees and members should follow the instruction of Fire Wardens, Deputy Fire Wardens and First Aiders in the event of an emergency, evacuation drill or accident and make themselves familiar with the necessary emergency procedures for that location including all the exit routes.

Trustees and Members are asked to raise any significant health and safety issue with the individual (s) responsible on-site and with the trustee (s) responsible for the relevant area of activity.

Any incident resulting in an accident, injury, illness, dangerous occurrence, fire or failure of equipment that is the responsibility of SHCG will be reported to the Chair and the Board of Trustees. Where it is the responsibility of the organisation hosting an event, meeting or accommodation, the incident shall be reported by the trustee (s) to the relevant on-site individual (s).

Lone working

Trustees often carry out work unsupervised or alone. All new trustees will be informed that their role involves a significant amount of lone working however the trustee generally has control and choice over the environment in which they carry out that work.

Travel

Occasionally, trustees may consider providing travel and/or accommodation to other trustees or speakers for meeting or events. SHCG recommends that trustees do not provide transport or accommodation unless the individual already knows the Trustee/Member/Stakeholder and/or has considered the potential risks of being alone with a stranger. Trustees should avoid putting themselves and others at additional risk ensuring they use licensed transport for all individual and group travel.

Training / Instruction / Information

The highest standard of training, instruction and information will be provided to all trustees and members. Any trustee who suspects that they may be lacking in adequate training, instructions, information, advice, skills or resources, to carry out activity without risk to their own health and safety or that of their fellow trustees, members or any other person, should notify the Chair immediately.

Policy written and adopted by the SHCG Board of Trustees, April 2020.

Policy to be reviewed every 2 years.