

Ref. HW/Health & Safety

Dear Sir / Madam

Health & Safety at the Royal Armouries Museum

Please find enclosed an information pack detailing aspects of Health and Safety here at the Royal Armouries Museum.

The pack includes:

1. The Health and Safety Policy Statement from the Master of the Armouries and Director General
2. A copy of the Museum Risk Assessments
3. A copy of the Museum's public liability insurance certificate
4. A copy of the Museum's Visitor Regulations

In addition to the above, the Museum has further control measures in place to ensure all risks to both Visitors and Staff are kept to a minimum.

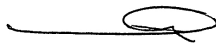
These include:

- An annual Health and Safety Audit carried out by British Safety Council.
- A continuous Risk Assessment program covering all areas / activities throughout the Museum
- Emergency Procedures
- Briefings on arrival

I hope this information covers any concerns you may have, however please do not hesitate to contact me should you require any further information. I can be contacted on 01132201814.

I take this opportunity to wish you a safe and enjoyable visit.

Yours faithfully



Miss H L White
Health & Safety Manager

Health, Safety and Environmental Policy Statement

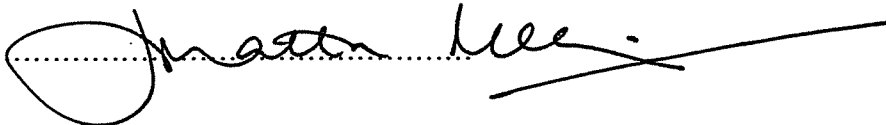
It is the policy of the Royal Armouries Museum to assign great importance to the safety of its employees and others, considering this as a management responsibility equal to that of any other management function.

The Museum recognises that commitment to health, safety and environmental issues is a fundamental part of our corporate business strategy and are committed to continually improve our practices in the light of advances in technology, legislation, industry standards and customer requirements.

The essential elements of this commitment are to:

- Provide all employees with the information, instruction, training, resources and supervision they require to work with due regard for the welfare of themselves, fellow employees and the environment.
- Encourage full and effective employee consultation whilst promoting individual employee responsibility and accountability for health, safety and environmental issues.
- Promote standards of health, safety and environmental management that, as a minimum, ensure compliance with all relevant statutory provisions and approved codes of practice.
- Improve continually processes, practices and products to minimise the local and global environmental impact of company operations.
- Implement audit and assessment processes with regard to safety, health and environmental issues.
- Our commitment to this policy will assist the Museum to achieve a positive health and safety culture throughout all areas and activities.

Signed by
The Director General and Master



Date 17 Feb 2011

Policy No	RA-POL-001	Date Printed	16/02/2011	By	Helen White
Revision	00	Page	Page 4 of 35	MOC:	01/11



ace europe

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Schedule for Policy Number: UKCASO05480111

INSURED: Board of the Trustees of the Armouries and the Royal Armouries Museum,
Royal Armouries Trading and Enterprises Ltd

ADDRESS: Royal Armouries
Leeds
LS10 1LT
UK

BROKER NAME: S-Tech Insurance Services Ltd

PERIOD OF INSURANCE: **From:** 1 Apr 2011 L.S.T.
To: 31 Mar 2012 L.S.T. (both dates inclusive)

L.S.T. (Local Standard Time) means the time applicable on the relevant date at the Address of the Insured as shown above

PREMIUM CURRENCY: GBP

BUSINESS: Armouries Museum

Coverage Type	Primary Policy Form Reference	Primary Insurer	Applicable Limit(s) of Liability	Applicable Underlying Limit(s)
A. Public and Products Liability	Master Package Plus contract	Chubb Insurance Company of Europe S.A.	5,000,000	5,000,000
B. Employers Liability	Not Applicable	Not Applicable	Not Applicable	Not Applicable
C. Motor Liability	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Cars	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Commercial Vehicles	Not Applicable	Not Applicable	Not Applicable	Not Applicable

Insurance Premium: 2,000.00
Insurance Premium Tax: 120.00
Total Amount Payable: 2,120.00

POLICY FORM REFERENCE : XSComb_7

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Signed on behalf of ACE European Group Ltd.
Andrew Kendrick, Chairman and Chief Executive Officer

8 Apr 2011

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Dated

Risk Assessment

Title: Generic Museum	Assessment Ref: FN-ARE-015-00
Activity: Visiting the Museum All children under the age of 16 must be accompanied by an adult.	
Location: External and Internal Museum	Date Compiled: 29 th of July 2011
	Date for Review: 29 th July 2012
Compiled by: Helen White	Supported by: Bob Miles

This Risk Assessment has been completed in accordance with "**The Management of Health & Safety at Work Regulations 1992**" and the "**Health & Safety at Work Etc Act 1974**", to the best knowledge and understanding of the assessors.

*Frequency x Severity = Risk

F **x** **S** = **R**

1 = Very unlikely	1 = No Injury	1-3 = Low
2 = Unlikely	2 = Minor Injury	4-6 = Medium
3 = Likely	3 = Major Injury	7-9 = High
4 = Very Likely	4 = Fatality	10-16 = Very High

Minor injury	Major injury
Treatment usually requiring first aid only	Treatment requiring further medical assistance
Cuts / grazes	Fractures
Bruising	Illness
Bumps	Muscle strains / tears

Hazards to consider

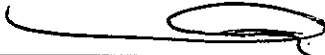

Plant and Equipment Hazards	Materials and Substance Hazards	General Workplace Hazards	Environmental Hazards	Work Method Hazards	Misc Hazards
Trapping	Combustion	Access	Lighting	Manual Handling	Non Employees
Impact	Flammability	Work at Height	Temperature	Repetition	New Employees
Contact	Oxidiser	Obstruction	Ventilation	Posture	Organisation
Entanglement	Explosion	Confined Space	Weather	Housekeeping	Situations
Ejection	Reactive	Stacking & Storage	Biological (insects/waste etc)		Vehicles
Electrical	Corrosive	Slips & Trips			
Pressure	Irritant				
Potential Energy	Sensitizer				
Stability	Carcinogen				
Overload	Toxic/Harmful				
Radiation	Biological				
Noise	Asphyxiates				
Vibration	Dust				
Thermal					

Please be aware that these lists are not exhaustive

Hazard	Whom	Risk	F	S	R	Control Measures	F	S	R
Traffic movements - Coaches Cars Contractor vehicles Delivery vehicles	Public Children	Bruise Cuts Fracture Fatality	3	4	12	Clear signage on display for both public / vehicles Road markings clear and visible to all Light levels sufficient and fit for purpose Speed signs on display 5mph Public walkways clear and without obstruction Vehicle access to Fort restricted and specific risk assessments in place Parked vehicles and drivers are the responsibility of the owner	2	4	8
Trip / Fall - Uneven pathways around museum	Public Staff	Bruise Cuts Fracture Fatality	3	3	9	Area checked and maintained by Royal Armouries Facilities Dept and Hampshire County Council (HCC) Area adequately lit Warnings signs at entrances warning of uneven ground	2	3	6
Traffic movements - Car parking offsite	Public Staff	Bruise Cuts Fracture Fatality	4	3	12	Traffic in both directions is clear to see	4	2	8
Traffic movements - Fork Lift truck in operation	Public Staff	Bruise Cuts Fracture Fatality	3	3	9	Experienced driver aware of pedestrians / cyclists in area Signage at both ends of alleyway warning of FLT's in operation Mirror placed on blind spot from riverside entrance FLT only used between access hours as stated above FLT fitted with flashing lights and horn No reversing during operation without a banksman	2	3	6
Contact - Canon exhibits, children climbing on / walking into	Public Children	Bruise Cuts Fracture	3	3	9	Canons securely fitted, cannot be moved and open ends filled in Clearly visible Signage requesting not to sit / climb on the canons Children to be supervised at all times Canons checked by Conservation for wear / tear	2	3	6
Fire						See specific fire risk assessment			

Non-Employees - Unruly children/ teenagers	Public Staff Children	Foul play Bruise Cuts Fracture	3	2	6	Adult supervision required at all times Schools to ensure pupils are told how to behave when on site e.g. no running No children under 16 allowed entrance without supervision	2	2	4
Slip/trip - Floor surface	Public Staff Children	Bruise Cuts Fracture	3	2	6	Adult supervision required at all times Schools to ensure pupils are told how to behave when on site e.g. no running All spillages reported to daytime cleaners and cleaned up immediately	2	2	4
Trapping - Lift doors	Children	Bruise Cuts Fracture	3	2	6	All lifts are fitted with a sensor preventing closure Schools to ensure pupils are told how to behave when on site All under 16's to be supervised at all times whilst on site	2	2	4
Contact - Glass Panels	Public Children	Bruise Cuts Fracture	3	2	6	All large glass panels have etching marks to break the panels up in accordance with legislation	2	2	4
Contact - Doors	Public Children	Bruise Cuts Fracture	2	2	4	Schools to ensure pupils are told how to behave when on site Adult supervision required at all times Door hinge protectors installed on high risk area doors	1	2	2
Trips and fall - Public stairs within Galleries	Children Public	Bruise Cuts Fracture	2	3	6	Parental responsibility to ensure no running or playing on the stairs School supervision and information given to ensure behave appropriately while on site. All stairs have handrails & anti-slip step nosing where possible. Lighting is adequate in each area Any spillages are cleaned up immediately once reported to in house cleaning team	1	3	3
Housekeeping - Toilets	Children Public	Bruise Cuts Fracture	3	2	6	Young children to be supervised All spills to be reported to a staff member immediately Toilets checked regularly throughout the day by daytime cleaners	2	2	4
Contact - Displays	Children Public	Bruise Cuts Fracture	2	2	4	All exhibits are maintained by the Royal Armouries Technician Department All objects are cared for by the Royal Armouries Conservation	1	2	2

						Department Exhibits not suitable for hands on are either in cases or behind barriers with notices "do not touch"			
Choking - Small items in shop	Children	Swallow of small part	2	3	6	School supervision required at all times Young children to be accompanied at all times by guardian	1	3	3
Slips and trips - Coffee Shops- Food / drinks	Public Staff Children	Bruise Cuts Fracture Scalds Burns	3	3	9	School supervision required at all times Schools to ensure pupils are told how to behave when on site e.g. no running Guardian supervision of all children under 16 Catering staff are trained in how to operate around children Spillages cleaned up immediately by catering staff	2	2	4
Situations – Coffee shop/Kiosk	Public Staff Children	Food poisoning	2	4	8	All staff trained in correct and safe preparation of food Kitchen kept in a clean and sanitary fashion Food safety management system in place	2	2	4
Handling sessions & Education packages						See specific risk assessments			
Contractor work on site						See specific work assessment. All work is appropriately assessed in accordance to legislation before work proceeds during Museum opening hours.			
Trapping – Use of gates	Staff	Bruise Cut Fracture	2	4	8	Procedure in place for safe operation Staff trained in correct use Gates maintained by HCC Public kept clear while gates are being opened and closed Gates held open/closed with secure bolts	2	2	4
Slips – disabled access ramps	Visitors	Bruise Cut Fracture	3	3	9	Ramps kept clear of debris at all times Ramps coating with non-slip finish Damage reported by staff via incident reporting system	2	2	4
Falls from height	Visitors Staff Children	Bruise Cut Fracture Fatality	3	4	12	Signage at entrance warning of bankings Visitors requested not to climb or play on bankings Areas marked as restricted Children under 16 not permitted in the museum without adult supervision Where possible stairways have handrails and balconies have	2	4	8

Compiled by			Approved by Health & Safety		
Name	Signature	Date	Name	Signature	Date
Helen White		29.7.11	BOB MILES		29/7/11

I confirm that I have read and understand the requirements of this risk assessment

Name	Signature	Date

Risk Assessment

Title: Redan galleries	Assessment Ref: FN-ARE-013-00
Activity: Risk assessment for access and use of the Redan galleries after HLF re-fit. Areas include displays of large objects, hands on activities and AV displays. Museum assistants will be patrolling galleries at all times. All children under the age of 16 must be accompanied by an adult.	
Location: ground floor, Fort Nelson	Date Compiled: 29 th of July 2011
	Date for Review: 29 th July 2012
Compiled by: Helen White	Supported by: Bob Miles

This Risk Assessment has been completed in accordance with **"The Management of Health & Safety at Work Regulations 1992"** and the **"Health & Safety at Work Etc Act 1974"**, to the best knowledge and understanding of the assessors.

***Frequency x Severity = Risk**

F x S = R

1 = Very unlikely	1 = No Injury	1-3 = Low
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3 = Likely	3 = Major Injury	7-9 = High
4 = Very Likely	4 = Fatality	10-16 = Very High

Minor injury	Major injury
Treatment usually requiring first aid only	Treatment requiring further medical assistance
Cuts / grazes	Fractures
Bruising	Illness
Bumps	Muscle strains / tears



Hazards to consider

Plant and Equipment Hazards	Materials and Substance Hazards	General Workplace Hazards	Environmental Hazards	Work Method Hazards	Misc Hazards
Trapping	Combustion	Access	Lighting	Manual Handling	Non Employees
Impact	Flammability	Work at Height	Temperature	Repetition	New Employees
Contact	Oxidiser	Obstruction	Ventilation	Posture	Organisation
Entanglement	Explosion	Confined Space	Weather	Housekeeping	Situations
Ejection	Reactive	Stacking & Storage	Biological (insects/waste etc)		Vehicles
Electrical	Corrosive	Slips & Trips			
Pressure	Irritant				
Potential Energy	Sensitizer				
Stability	Carcinogen				
Overload	Toxic/Harmful				
Radiation	Biological				
Noise	Asphyxiates				
Vibration	Dust				
Thermal					

Please be aware that these lists are not exhaustive

Hazard	Whom	Risk	F	S	R	Control Measures	F	S	R
Access and egress	Visitors Staff Contractors	Bruise Cuts Fracture	4	3	12	Children kept under adult supervision at all times Ramps provided for access and egress for visitors with mobility difficulties Where possible handrails have been fitted Entrances and exits are kept free from debris Staff report any defects via reporting system Adequate lighting in areas	2	2	4
Housekeeping	Visitors Staff Contractors	Bruise Cuts Fracture	3	3	9	Staff report any defects via reporting system Adequate lighting in areas Areas kept clean and tidy at all times Contractor work kept to a minimum during opening hours Contractor or staff works kept barriered or visitor access restricted via other means	2	2	4
Lighting	Visitors Staff Contractors	Bruise Cuts Fracture	3	3	9	Staff report any defects via reporting system Adequate lighting in areas Areas kept clean and tidy at all times	2	2	4
Contact – With displays, objects or signage	Visitors Staff	Bruise Cuts Fracture	3	3	9	Displays all stand out against a contrasting coloured wall or surface Signage is flush to walls Lighting in areas is good Handling objects have been blunted Handling objects will be checked regularly for sharp edges	2	3	6
Contact – with large guns/cannon	Visitors Staff	Bruise Cuts Fracture	3	3	9	Guns securely fitted, cannot be moved and open ends filled in Clearly visible Signage requesting not to touch/sit/climb on the guns Children to be supervised at all times Guns checked by Conservation for wear / tear Footpath clearance around displayed artefacts	2	3	6
Non-Employees - Children	Visitors Staff	Foul play Bruise Cuts	3	2	6	Adult supervision required at all times Schools to ensure pupils are told how to behave when on site e.g. no running	2	2	4

		Fracture				No children under 16 allowed entrance without supervision			
Slips and trips – food and drink spills	Visitors Staff	Bruise Cuts Fracture	3	2	6	Adult supervision required at all times Schools to ensure pupils are told how to behave when on site e.g. no running All spillages reported to daytime cleaners and cleaned up immediately	2	2	4
Slips and trips - Toilets	Visitors	Bruise Cuts Fracture	3	2	6	Young children to be supervised All spills to be reported to a staff member immediately Toilets checked regularly throughout the day by daytime cleaners	2	2	4

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Name	Signature	Date

Risk Assessment

Title: Voice of the Guns Gallery	Assessment Ref: FN-ARE-014-00
Activity: Risk assessment for access and use of the Voice of the Guns Gallery, include displays of large objects, hands on activities and AV displays. Museum assistants will be patrolling galleries at all times. All children under the age of 16 must be accompanied by an adult.	
Location: New building, Fort Nelson	Date Compiled: 29 th of July 2011
	Date for Review: 29 th July 2012
Compiled by: Helen White	Supported by: Bob Miles

This Risk Assessment has been completed in accordance with **"The Management of Health & Safety at Work Regulations 1992"** and the **"Health & Safety at Work Etc Act 1974"**, to the best knowledge and understanding of the assessors.

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| 4 = Very Likely | 4 = Fatality | 10-16 = Very High |

Minor injury	Major injury
Treatment usually requiring first aid only	Treatment requiring further medical assistance
Cuts / grazes	Fractures
Bruising	Illness
Bumps	Muscle strains / tears


Hazards to consider

Plant and Equipment Hazards	Materials and Substance Hazards	General Workplace Hazards	Environmental Hazards	Work Method Hazards	Misc Hazards
Trapping	Combustion	Access	Lighting	Manual Handling	Non Employees
Impact	Flammability	Work at Height	Temperature	Repetition	New Employees
Contact	Oxidiser	Obstruction	Ventilation	Posture	Organisation
Entanglement	Explosion	Confined Space	Weather	Housekeeping	Situations
Ejection	Reactive	Stacking & Storage	Biological (insects/waste etc)		Vehicles
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Thermal					

Please be aware that these lists are not exhaustive

Hazard	Whom	Risk	F	S	R	Control Measures	F	S	R
Access and egress	Visitors Staff Contractors	Bruise Cuts Fracture	4	3	12	Children kept under adult supervision at all times Ramps provided for access and egress for visitors with mobility difficulties Where possible handrails have been fitted Entrances and exits are kept free from debris Staff report any defects via reporting system Adequate lighting in areas	2	2	4
Housekeeping	Visitors Staff Contractors	Bruise Cuts Fracture	3	3	9	Staff report any defects via reporting system Adequate lighting in areas Areas kept clean and tidy at all times Contractor work kept to a minimum during opening hours Contractor or staff works kept barriered or visitor access restricted via other means	2	2	4
Lighting	Visitors Staff Contractors	Bruise Cuts Fracture	3	3	9	Staff report any defects via reporting system Adequate lighting in areas Areas kept clean and tidy at all times	2	2	4
Contact – With displays, objects or signage	Visitors Staff	Bruise Cuts Fracture	3	3	9	Displays all stand out against a contrasting coloured wall or surface Signage is flush to walls Lighting in areas is good Handling objects have been blunted Handling objects will be checked regularly for sharp edges	2	3	6
Contact – with large guns/cannon	Visitors Staff	Bruise Cuts Fracture	3	3	9	Guns securely fitted, cannot be moved and open ends filled in Clearly visible Signage requesting not to touch/sit/climb on the guns Children to be supervised at all times Guns checked by Conservation for wear / tear Footpath clearance around displayed artefacts	2	3	6
Non-Employees - Children	Visitors Staff	Foul play Bruise	3	2	6	Adult supervision required at all times Schools to ensure pupils are told how to behave when on site	2	2	4

		Cuts Fracture				e.g. no running No children under 16 allowed entrance without supervision			
Slips and trips – food and drink spills	Visitors Staff	Bruise Cuts Fracture	3	2	6	Adult supervision required at all times Schools to ensure pupils are told how to behave when on site e.g. no running All spillages reported to daytime cleaners and cleaned up immediately	2	2	4
Equipment - Lifts	Visitors	Bruise Cuts Fracture	3	2	6	Staff trained in lift operation Staff trained in emergency action Children supervised at all times Lift maintained as required	2	2	4
Falls from height - Walkways	Visitors	Bruise Cuts Fracture Fatality	3	4	12	Walkway rails and barriers are regulation height Walkways kept clear of debris and rubbish Steps and boxes must never be left on walkways	2	3	6
Contact – Items dropped form walkways	Visitors Staff	Bruise Cuts	2	3	6	Children supervised at all times Museum assistants patrolling area	2	2	4

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Name	Signature	Date	Name	Signature	Date
Helen White		29/7/11	BOB MILES		29/7/11

I confirm that I have read and understand the requirements of this risk assessment

Name	Signature	Date

Visitor Regulations

The Royal Armouries welcomes all visitors to the national collection of arms and armour. To ensure that all visitors enjoy their day, we request that the following regulations be adhered to. Any person who fails to comply with these regulations may be asked to leave the premises. The Royal Armouries reserve the right to refuse admission.

Children

An appropriate adult must accompany visitors under the age of 16 at all times.

Security

Visitors are admitted to the museum subject to the condition that, if requested, they allow themselves to be searched by a member of security staff.

Food and drink

No food or drink is to be consumed within the Galleries. Museum staff will be pleased to direct you to the various catering areas.

Photography and videoing

- The use of cameras (still and video) is permitted within the Galleries, providing the images are solely for personal/private use.
- Images are not to be used in any commercial endeavour.
- Images uploaded onto personal web pages may be allowed provided that the Royal Armouries museum is acknowledged.
- Use of flash photography is prohibited for conservation reasons.
- No tripods or photographic lighting is to be used.
- For copyright reasons, no photography (still or video) is permitted within the cinemas.
- Any persons wishing to take images, or make sound recordings for commercial use, or public distribution should enquire at the reception desk.

Dogs

No dogs other than Guide and/or Hearing dogs are permitted in the Museum.

Mobile phones

The use of mobile phones is permitted in the Museum but please respect other visitors. When attending talks or tours please turn OFF all mobile phones.

Safety

It is essential that visitors to the Museum take care to safeguard their personal possessions.

The Museum is not liable for any loss or damage for personal items.

In the event of an accident please report it immediately to a member of staff.

Alcohol, drugs and smoking

The consumption of intoxicating liquors or beverages is permitted in authorised areas in accordance with the Control of Alcohol Act 1985.

Intoxicating liquor is not permitted in the Museum Galleries. Any persons found to be in possession or under the influence of alcohol, or other intoxicating substance will be refused admission.

Smoking is not permitted in any of the museum galleries; buildings or public areas, there are designated smoking areas.

The Royal Armouries will ensure that as many public areas of the Museum as possible are open, however the Museum reserves the right to close areas, and alter or cancel the programme of events, if necessary.