

**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 [Council Corporate Policy Statement](#) 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 Health and Safety 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.

In particular TWAM Enterprises will work with TWAM to endeavour to:

- a) minimise fire and general safety and health risks in all parts venues and other workplaces our employees operate in;
- b) minimise risks of injury to any of our employees;
- c) minimise risks of violent assault to our employees;
- 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 venues, 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) 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.

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 Enterprise Manager will be responsible for ensuring that all relevant instructions and guidance are effectively brought to the attention of our staff.

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>

[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.

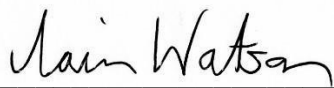
The Enterprise Manager will also represent TWAMe on TWAM's Health and Safety Working Group.

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 10.03.2021



(Director of Tyne & Wear Archives & Museums)

Date 10.03.2021