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Swansea University
Prifysgol Abertawe

The Egypt Centre Safety Policy

Name of museum: The Egypt Centre

Name of governing body: Special Collections Executive Group, SU Libraries, Swansea University

Date on which this policy was approved by governing body: 31 Oct 2019

Approval given by: Steve Williams, Head of Libraries, Archives, Culture, and Arts

Policy Review Procedure: The Safety Policy will be published and reviewed at least once every five years

Date on which this policy is due for review: 31 Oct 2024

1. Statement of the Egypt Centre's Safety Policy

1.1. Statement of Intent

The Egypt Centre is part of Swansea University and operates under the principles and practices of the University Safety Policy.

- a) This safety policy for the Egypt Centre is set within the framework of the current Swansea University Statement of Safety Policy, and arrangements for carrying it out are in accordance with the Health and Safety at Work Act 1974. This document is intended to supplement the Policy with particular reference to the health and safety of visitors to the Egypt Centre, including school groups, researchers, conferences, and volunteers. It describes specific procedures in place within the Egypt Centre, the organisation of safety within the section, and procedures for monitoring and review.
- b) This policy is intended to address all local issues of health and safety within the physical location of the Egypt Centre, and provides a framework for compliance with all current safety legislation.

1.2. Scope of the Policy

This policy addresses risks and hazards specifically related to activities within the Egypt Centre. Whilst it is concerned with the health and safety aspects of the fabric and services provided to this building, and safe working practices therein, detailed safety policies in relation to building maintenance, maintenance of grounds, and provision of building services are the responsibility and province of Estates Services.

1.3. General Policy

The Egypt Centre

- a) is committed to providing a safe and healthy working environment for all its employees and visitors.
- b) aims to raise awareness of health and safety issues by providing advice and guidance to employees and visitors and, when appropriate, health and safety training for employees and volunteers.
- c) acknowledges that employees, volunteers, and visitors have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- d) notes that employees, volunteers, and visitors have a duty to co-operate with the Centre to enable it to comply with any statutory requirement imposed on it by the Health and Safety at Work Act 1974, and associated relevant statutory provisions.

1.4. Communicating the Policy Statement

This safety policy is issued to all members of staff, and is available for the information of visitors and others in the Museum office on request. The monitoring review of Health and Safety is undertaken as described in Section 4 of this document.

1.5. Revision of the Statement

The master copy of this policy is kept in the Egypt Centre office and is revised every five years (or more often if circumstances change).

1.6. Description of Egypt Centre

The Egypt Centre is situated at the end of the Taliesin building, Singleton Campus, and is split over two floors.

Ground Floor: There are two entrances on the ground floor. The main entrance leads directly into the shop sales area. The shop sales area leads directly into the ground floor gallery (the House of Death) and also has stairs leading to the first floor foyer. Within the ground floor gallery is a small store room.

The second entrance is via a corridor connecting the shop sales area with Taliesin Create. Along this corridor, connecting the shop sales area with Taliesin Create is a lift leading to the first floor.

First Floor: The lift leads into a shared area used by the Taliesin and Egypt Centre. This in turn leads to the Egypt Centre first floor foyer. The first floor foyer can also be entered via stairs leading from the shop sales area. The first floor foyer leads directly onto the first floor (the House of Life) gallery and to the office.

2. The Organisation for Implementing the Policy, Including Allocation of Functions to Individuals

2.1. Responsibilities for Safety Measures

- a) The Curator of the Egypt Centre is responsible for the safe working of the Museum, in conjunction with the University's Estates and Health and Safety teams. Day-to-day arrangements for general organisation of safety measures are delegated to, or supported by:
 - Angharad Gavin (Egypt Centre Safety Office)
 - Mark Burden (SU Libraries Facilities Manager)
 - Andrew Knight (Taliesin Safety Advisor)
- b) All Egypt Centre staff and volunteers.

2.2. Locations and Telephone Extension Numbers of Staff Concerned with Safety Measures

Head of Libraries, Archives, Culture, and Arts: #5167 or 07740 449081

Egypt Centre Safety Officer (Angharad Gavin) #2660

Egypt Centre Curator (Carolyn Graves-Brown) #5960

SU Libraries Facilities Manager (Mark Burden) #3518

Taliesin Safety Advisor (Andrew Knight) #5492

2.3. Responsibility for Observation of Safety Precautions

The Egypt Centre Curator is responsible for ensuring that safety measures are observed, and is assisted in this by the University, Taliesin, and Egypt Centre safety advisors. The Curator and/or Taliesin Safety Officer must be consulted over any matters of safety within the Egypt Centre, and kept informed of any departmental matters likely to create hazards. These are acted upon promptly in consultation with the University Safety Officer/Assistant Safety Officer and other relevant safety agencies where necessary.

2.4. Building Maintenance

The Egypt Centre Safety Officer and Curator are responsible to the Head of Libraries, Archives, Culture, and Arts, for building maintenance in the Egypt Centre, together with the Director of Estates or their deputy, who ensures that departmental facilities are adequately maintained. Estates Services liaise with the Taliesin Safety Advisor as necessary.

2.5. Cleaning/Portering Staff

The cleaning staff and porters are under the general supervision of Estates Services. Information and guidance is given to the cleaners in relation to cleaning any potentially hazardous area by the departmental advisor. The porters are guided by the departmental advisor and/or Curator in relation to the movement of apparatus, equipment, or items of furniture. All porters are trained in first aid.

3. Arrangements for Carrying Out the Functions Allocated to Individuals and Monitoring the Effect of the Safety Policy

3.1. Safety Inspections/Risk Assessment

Egypt Centre safety inspections/risk assessments are carried out annually by the Egypt Centre Safety Advisor. An inspection report is compiled by the departmental Safety Advisor and kept on file by the Egypt Centre safety advisor.

Any health and safety issues arising from an inspection are recorded, and appropriate action is recommended, together with a date for implementation. The Egypt Centre Safety Advisor has responsibility for informing the appropriate person that there is a safety problem, and indicates by what date the fault must be resolved. The Safety Advisor will check, after the implementation date, that the fault has been rectified.

All members of staff are required to comply with any recommendations arising from these inspections, or others issued from time-to-time by the head of department/Safety Advisor.

3.2. Annual Safety Report/Risk Assessment

The department will produce an annual safety report to be submitted to the University Safety Officer. This annual report will confirm the completion of departmental self-inspections, summarise the main matters found to require attention, and include accidents, incidents, and action taken, confirm that the departmental policy statement has been reviewed, and summarise objectives for the following year.

3.3. Certificated First Aiders

The following persons are certificated First Aiders:

<i>NAME</i>	<i>LOCATION</i>	<i>TELEPHONE</i>
Alayne Jenkins	Taliesin	5567
Deborah Jones-Gammon	Taliesin	5526
Syd Howells	Egypt Centre	6065
Hannah Sweetapple	Egypt Centre	2660

The first aid box is located in the Museum office and another is on the Museum gift shop. Others are available from the Taliesin. The trained Egypt Centre First Aiders have responsibility for replenishing the Egypt Centre first aid boxes; these are checked monthly to ensure sufficient supplies.

3.4. Hazards/Near Miss Reporting

To avoid accidents, it is imperative that hazards/near misses are reported on the appropriate University form online. After completion, one copy should be sent to the University Safety Officer and a second copy to the Departmental Safety Advisor. If the hazard is of an urgent nature and cannot be corrected immediately, contact the Departmental Safety Advisor, Curator, and University Safety Advisor.

3.5. Accidents

All accidents must be reported to the University Safety Officer on the Accident Report Forms, available from the Museum office. Part II should be completed by the Departmental Safety Advisor. A copy of the Accident Report Form must be sent to the University Safety Officer, the second copy kept in the Museum.

3.6. Fire and Evacuation

When the fire alarm is sounded, Departmental Fire Wardens search parts of the building to ensure that it is unoccupied. Senior Egypt Centre staff will ensure all visitors, staff, and volunteers have evacuated the Museum. The Egypt Centre Volunteer Manager is a trained Fire Warden.

Museum volunteers and staff should ensure that the Museum section of the building is unoccupied (see Evacuation Procedure in Appendix I: House Rules; Evacuation Procedure, page 9).

3.6.1. Local Assembly Point

Assembly Point 2 to the left of the entrance to the Library.

3.7. House Rules

This document has been drawn up to provide additional guidance to staff and visitors (copy attached as part of Appendix I page 7).

3.8. Late working

On occasions when staff are required to work late within the Egypt Centre, night security staff in Fulton House should be informed and asked to make periodic checks as to the well being of the staff working late.

4. Arrangements for Monitoring and Review of Policy

4.1. Annual Safety Review/Risk Assessment

Departmental safety inspections are carried out annually, as described in Section 3, by the Egypt Centre Safety Officer. Any remedial action required is recorded and communicated to the Estates Department and the University Safety Officer. Relevant results are communicated to the Taliesin Safety Adviser.

In addition to inspections of plant and machinery, the Annual Review will consider the effectiveness of procedures and propose improvements to practice.

4.2. Staff Meetings

Departmental staff meetings are held on a regular basis and health and safety is a standing item on the agenda.

Appendix I

Egypt Centre House Rules: Health and Safety

The “House Rules” have been drawn up as additional guidance to staff and visitors (visiting companies and contractors) to the Taliesin and are intended as a supplement to the Departmental Safety Policy. All staff and volunteers are required to comply with the rules in the promotion of high standards of personal and public safety.

It is intended that these rules should be regularly reviewed and improved and all staff and volunteers are invited to comment and submit feedback via the Curator.

Work Areas

Staff and volunteers are responsible for ensuring that the area in which they work is kept free of rubbish and hazards. The student room, galleries, and office are to be locked at all times when unattended.

General/Public Areas

This includes the passage in the Taliesin down to the storerooms as well as public areas (galleries, shop, toilets, foyer, and entrances). It is the responsibility of all staff and volunteers to ensure that the health, safety, and comfort of all visitors and workers are not jeopardised by obstructions, obstacles, litter and other hazards. This means taking active responsibility to remove such hazards and/or report them to the curator or assistant.

“It’s not my job/my rubbish/my problem” is not an acceptable response.

Smoking

Smoking is not allowed anywhere in the Egypt Centre or within five meters of the building.

Alcohol and Other Drugs

Volunteers and staff cannot be at work when under influence of alcohol or any other drugs. If prescription medicines may have an impact on working, this should be discussed with the Curator

Water

Drinking water is available from Taliesin café and Taliesin Create water fountains.

Security

All contractors/visiting companies must carry identification. Staff should carry their staff ID cards and and Volunteers must wear Egypt Centre Volunteer badges during their volunteering hours.

The galleries must not be left unattended and the offices and storerooms should be locked when not in use.

The gift shop must not be left unattended and all staff and volunteers should follow the correct cashing up and end of day procedures. The till should be left open and the drawer containing the float and purchasing card with PDQ machine deposited in the safe at the end of the day.

Any potential security hazards are to be reported immediately to the senior member of staff in charge.

In an emergency Fulton House Security can be contacted on 333 – help is available 24/7. In emergencies, the home numbers of senior Egypt Centre and SU Libraries staff can be obtained from the Egypt Centre office and University Security Team.

In case of threats by visitors, fire, etc., your safety comes first.

Your safety is more important than that of the objects.

Evacuation Procedure for Egypt Centre

To All Staff and Volunteers

1. Any member of staff discovering a fire or other threat will use discretion as to whether or not they are able to tackle a fire. The public and staff should never be put at risk. Therefore, only a smouldering or very small outbreak of fire should be extinguished by staff (certainly a fire no larger than a waste paper bin fire). Anyone tackling a fire should do so only if their escape route is clear so that they do not become trapped.
2. If the fire is not immediately extinguishable they will raise the alarm at once by breaking the glass of the nearest fire alarm call point. They will then inform the senior member of staff in charge. They, or the senior member of staff in charge will dial 333 giving the location of fire. The member of staff raising the alarm must evacuate the building immediately.
3. If the fire is immediately extinguishable they will extinguish it. They must then inform the senior member of Egypt Centre staff in the building.

Giving the Warning

1. The word “fire” should never be used by staff when passing messages among themselves in the hearing of the public. The code phrase “*Mr James is in the gallery*” should be used.
2. Should the senior member of staff in charge decide that the outbreak *does not* warrant evacuation of the premises, s/he must alert University authorities by dialling 333.
3. Should the senior member of staff in charge decide that the outbreak *does* warrant evacuation of the premises, then s/he will operate the fire alarm system (if not already in operation), implement the evacuation procedure, and confirm with University authorities by dialling 333, giving the location of the fire.
4. On hearing the bells, or upon seeing any other indication that evacuation of the building must take place, *all* staff must take the following action:

Gallery Assistants

The gallery assistants and fire wardens will direct the public out safely and then proceed to the assembly point. Secure the room if you have time, but remember that your safety comes first. In evacuating elderly or disabled persons, *do not use the lift*.

- *Do not attempt to rescue objects.*

Assembly Point

Assembly Point 2 in front of the Library Extension

At All Times:

- See that the emergency lighting system operates.
- All doors to be free from obstruction.
- Fire fighting equipment is available.
- All exits are unlocked while anyone is in the gallery.
- Mobile radios must be switched on and carried.
- Mobile radios should only be used in an emergency.