

Health, Safety and Welfare Policy Statement

The National Galleries of Scotland recognises its responsibilities under the Health and Safety at Work etc Act 1974 and is committed to continual improvement of health and safety and adoption of an integrated, positive health and safety culture. We therefore require everyone who works for or works on behalf of NGS to actively support this policy.

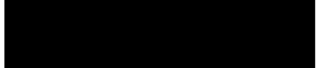
The National Galleries of Scotland will:

- Comply with all applicable Health and Safety statutory requirements and ensure our Policy and Procedures remain up to date and are regularly reviewed
- Pursue continuous improvements in Health and Safety and provide adequate resources, training and leadership to ensure the highest standards are consistently achieved.
- Provide and maintain adequate health and safety training, information and instruction to facilitate safe working and to respond to unusual or emergency situations
- Conduct our activities in a manner which takes account of the communities in which we operate by identifying hazards and assessing and suitably controlling risks
- Fully consider health and safety factors when exhibitions, projects or events are being planned
- Involve, communicate and consult, as appropriate, on health, safety and welfare issues, with employees, employee representatives and others who may be affected by our activities
- Ensure NGS employees, contractors, partners and volunteers commit to provide a duty of care to themselves and others and promote a safe and healthy working environment
- Carry out inspections to ensure the environment and working practices continue to encourage good practice or identify where improvements can be made
- Undertake compliance audits, in conjunction with partners, as required
- Investigate near miss, accidents and dangerous occurrences to establish the root cause and learn lessons to promote continual improvement
- Provide and maintain plant, equipment and systems of work that are safe and without risks to health.
- Provide adequate welfare facilities and ensure safe means of access to and egress from the workplace for employees, contractors and visitors.
- Set and monitor health and safety objectives, targets and key performance indicators
- Provide regular health and safety reports to the Leadership Team and Board of Trustees.

The ultimate responsibility for health and safety lies with the Board of Trustees who will ensure health and safety is given equal priority with other organisational objectives.

Implementation of this policy is a management responsibility at all levels together with the participation of all employees, contractors, tenants, volunteers and others who work on behalf of NGS. This Policy and all associated procedures will be brought to the attention of all employees and others attending our premises and will be readily available on our Intranet; printed copies remain uncontrolled.

This Policy Statement will be reviewed annually in conjunction with the annual HS report.



Sir John Leighton
Director General
For and on behalf of the Board of Trustees

Date: 25/04/23

Health and Safety - Emergency Evacuation Policy Statement

The National Galleries of Scotland (NGS) Leadership Team and Board of Trustees recognises and accepts that in addition to the general responsibilities under the Health and Safety at Work (etc) Act 1974, there are also specific responsibilities to employees and non-employees under the Fire Scotland Act 2005 and Fire Safety (Scotland) Regulations 2006.

NGS will, as far as is reasonably practicable, ensure the safety of employees, contractors, volunteers, visitors and others who may be affected by fire or any other emergency in the workplace.

Fire Safety is our primary objective as the preservation of life is our utmost goal. Effective fire safety management can also contribute to organisational performance by eliminating or reducing unnecessary risk and liabilities. To facilities this, we promote a proactive and positive fire safety culture that secures the commitment and participation of all employees and partners working within our buildings, to achieve high standards of fire precautions.

The National Galleries of Scotland will:

- Undertake periodic competent fire risk assessments for each site
- Implement fire control measures so far as is reasonably practicable
- Ensure there is adequate means of fire detection and raising the alarm
- Ensure there is an adequate and suitable supply of emergency lighting and emergency escape egress
- Ensure there is adequate safety information notices and signs for escape
- Provide suitable equipment, to use on confinable fires, to protect a person's escape, or to extinguish a person on fire
- Ensure there is a schedule for the testing and maintenance of key emergency provisions and adequate practice drills to test the suitability of arrangements
- Ensure there are arrangements to evacuate all persons safely and appropriately from our buildings in the event of an emergency
- Provide adequate information, instruction, training and supervision so that employees and others contribute positively and proactively to the fire safety strategy and are aware of the action to take in the event of an emergency evacuation.

Implementation of this policy is a management responsibility at all levels together with the participation of all employees, contractors, tenants, volunteers and others who work on behalf of NGS. This Policy and all associated procedures will be brought to the attention of all employees and others attending our premises and will be readily available on our Intranet; printed copies remain uncontrolled.

This Policy Statement will be reviewed annually in conjunction with the annual health and safety report.



Sir John Leighton
Director General
For and on behalf of the Board of Trustees

Date: 25/04/23