



## **Gala Water Archive – Health and Safety Policy**

Gala Water Archive (GWA) is a Scottish Charitable Incorporated Organisation, SCO52917

### **Introduction**

This policy applies to all trustees, employees, and volunteers of Gala Water Archive and visitors of the GWA premises and covers our commitment to protecting all trustees, employers, volunteers and visitors where-ever possible, to provide basic first aid where necessary, to call for professional medical assistance if required and to record any and all accidents occurring within the premises of or activities of the GWA. This policy collects data under the Data Protection Act 2018 (also known as the UK GDPR) and the General Data Protection Regulation (GDPR). “Personal data” means any information relating to an identified or identifiable living individual

### **Purpose**

Gala Water Archive will ensure that all staff, volunteers and visitors to its premises will be:

- Protected from physically harm where ever possible
- Provided with basic first aid where necessary in the event of an accident or illness
- Ensure that in the event of accident or harm occurring the requisite data is recorded
- Ensure that what data is recorded is limited to what is necessary (data minimisation)
- Ensure that what data is recorded is done so in accordance with our Data Protection Policy.

### **Protection from physical harm**

- No staff member, volunteer or board member will be asked to carry out any task before a risk assessment has been carried out.
- Any staff member, volunteer or board member has the right to refuse to carry out any task irrespective of a risk assessment having been carried out or not.

## **Risk Assessment**

- Tasks with the normal archival work must be risk assessed to ensure safety.
- Risk assessment must assess the likelihood of physical harm
- Risk assessment must identify factors to mitigate any potential harm.
- Risk assessment must take account of the different physical capabilities of each individual involved in any given task.

## **Areas of risk assessment relevant to archival work**

- Lighting
- Storage
  - Weight of storage boxes
  - Location of archival materials e.g. stored above head height
  - Temperature within storage areas
- Archival materials
  - Paper mites
  - General dust

## **Specific risk**

- Archival material stored above head height may only be accessed by two members of staff or more.
- Any ladders used must comply with current safety regulations.

## **Accident procedure**

- In the event of an accident first aid should be applied as appropriate
- Medical assistance should be sought as appropriate
- A record of the accident should be made.

This policy will be reviewed annually by the Trustees

<b>Version number</b>	<b>Change or update</b>	<b>Author or owner</b>	<b>Date</b>
1.0	First version	GWA	07/06/2024