



Health and Safety Policy

The Museum of Transology recognizes and accepts its responsibilities and duties under the Health and Safety at Work Act (1974) and other relevant statutory provisions.

1. Responsibilities

The Museum of Transology is responsible for:

- Ensuring that the physical premises and infrastructure i.e. all mechanical and electrical equipment and associated services are fit for purpose and are inspected and maintained in accordance with statutory requirements.
- Coordinating/managing health and safety aspects in all public spaces.
- Maintaining statutory Health and Safety records relating to the building, mechanical and electrical equipment including safety systems i.e. fire and other emergency arrangements.
- Disseminating health and safety information to the MoT team and Volunteers working in the space.

MoT Volunteers are responsible for:

- Taking reasonable care for the health and safety of themselves and of others who may be adversely affected by their actions.
- Complying with safe systems of work or any other safety instruction that will safeguard them and other fellow Volunteers, visitors and other member of the MoT team.
- Reporting to the Volunteer Coordinator any defects in equipment systems, slip/trip hazards or systems of work.
- Making use, and taking proper and reasonable care, of protective/safety equipment, tools and equipment.
- Taking part in Health and Safety induction and training as required to fulfil the requirements of their Volunteer role.

2. Risk Assessment and Management

2.1 Regular risk assessments: The MoT will conduct regular risk assessments to identify potential hazards and evaluate the risks associated with its activities, exhibitions, and collections.

2.2 Hazard identification and control measures: Identified hazards will be prioritized based on their potential impact and likelihood, and appropriate control measures will be implemented to eliminate or minimize risks.

5. Mental Health and Well-being

5.1 Promoting a supportive and inclusive work environment

The Museum of Transology is committed to fostering a supportive and inclusive work environment that promotes the mental health and well-being of its staff, volunteers, and visitors.

The museum recognizes the unique challenges and stressors that transgender individuals may face and strives to create a safe, affirming, and understanding atmosphere.

Open communication and dialogue about mental health will be encouraged, and the museum will work to destigmatize discussions surrounding mental well-being.

5.2 Providing mental health resources and support services

The MoT will provide access to mental health resources and support services tailored to the specific needs of the transgender, non binary and intersex community.

The MoT will maintain a list of transgender-friendly mental health providers and crisis support hotlines, which will be made readily available to staff, volunteers, and visitors.

5.3 Addressing discrimination, harassment, and bullying

The MoT will not tolerate any form of discrimination or harassment of any form, based on gender identity, expression, or any other protected characteristic.

Clear policies and procedures will be established to prevent, identify, and address any instances of discrimination, harassment, or bullying.

All staff and Volunteers will receive regular training on diversity, inclusion, and anti-discrimination practices, with a specific focus on the challenges faced by the transgender community.

The MoT will provide a safe and confidential reporting mechanism for individuals to raise concerns or report incidents of discrimination, harassment, or bullying.

All reports will be taken seriously, investigated promptly, and addressed in accordance with the museum's policies

6. First Aid Provision

The MoT provides trained first aiders to treat workers, students and visitors who require such attention.

7. Workplace Safety

In the case of some Volunteers their workplace may be the Bishopsgate Institute, Brushfield Road, London UK or Lethaby Gallery, Central Saint Martins, 1 Granary Square, London UK.

7.1 Bishopsgate Institute

The Library and Researchers' Area, Great Hall and Reception areas are all fully accessible on Ground Floor level.

There is access by lift or stairs to the Upper Hall on the First Floor, and to the Studio, Courtyard Room and Goss Room on the Lower Basement level.

7.1.1 Lift: Bishopsgate has a single lift located towards the rear of the building that accesses the Ground, Upper Basement and First Floor levels. The lift dimensions are: width 108 cm, depth 149 cm, height 198 cm.

In an emergency alarm activation, the lift will return from whichever floor it is at, to Ground Level and remain with its doors open until the all clear is given.

7.1.2 Fire exits from the building:

- At the front of the building into Bishopsgate (step free)
- At the rear of the building into Fort Street (one step to level access)
- At the side of the building, through our Duty Desk entrance to Brushfield Street (step free)

7.1.3 Evacuation chairs: Evacuation chairs are provided at the Upper Basement Level (for transit upwards) and First Floor Level (for transit downwards). A minimum of 2 people are required to assist an evacuation using the evacuation chairs. There are refuge spaces with voice communications panels by the lift on each floor.

7.1.4 Accessible parking: A limited number of parking spaces are available for Blue Badge holders outside Bishopsgate Institute on Brushfield Street.

7.1.5 Toilets and showers: The Bishopsgate Institute has wheelchair accessible toilets near the Front Entrance on the Ground Floor, First Floor and Basement Level. Some assistance may be required accessing the Basement Level toilet as there is a code on the door and the door is heavy to open. Please let us know if you require assistance.

There is also an accessible shower room with lockers on the Lower Basement Level.

There are no baby changing facilities on site.

7.1.6 Assistance dogs: The Bishopsgate Institute is very happy to admit trained assistance dogs and emotional support animals. We may ask to see their badge.

7.2 Lethaby Gallery

The route from the entrance of the Granary Building to the Lethaby Gallery and the Museum & Study Collection is level access and fully wheelchair accessible. The walk from the entrance of the building to the Gallery is around 50 metres.

There are disabled toilets in the reception area of the Granary Building.

7.2.1 Fire Evacuation: In the event of a fire, please leave immediately via the nearest emergency exit and gather on Granary Square, beyond the fountains. Evacuation chairs are available for all guests with access needs.

7.2.3 Parking for blue badge holders: There are no general parking facilities for the site, Lethaby Gallery offer space to blue badge holders in the following areas:

- In resident permit holder bays
- Shared-use permit holder bays
- Disabled bader holder bays (except those marked as a dedicated bay which are reserved for a specific disabled permit holder).
- Short-stay bays, for as long as needed.
- On single and double yellow lines (where there are no loading and waiting restrictions) for up to three house. The Blue Badge time clock card must also one displayed and set to your time of arrival. You must not park where the vehicle can cause any damage.

8.0 Exhibition and Collection Safety

8.1 Safe handling, storage, and display of transgender material culture objects: The museum

will develop and implement procedures for the safe handling, storage, and display of transgender material culture objects, taking into account their unique properties and conservation requirements.

8.2 Visitor safety and interaction with exhibits: Exhibits will be designed and installed with visitor safety in mind, and appropriate signage and barriers will be used to prevent accidents and incidents.

9. Accident Reporting

It is the duty of all Volunteers to report all accidents and near-miss incidents they are involved with, or witness to the Volunteer Coordinator or MoT team member that is present with you, following which details will be recorded on an incident report form. Some occurrences may require reporting to additional MoT team members, so prompt reporting is always essential.

10. Monitoring, Review, and Continuous Improvement

10.1 Regular review of health and safety performance: The museum will regularly review its health and safety performance, using key performance indicators and feedback from staff, volunteers, and visitors, to identify areas for improvement.

10.2 Updating policies and procedures based on lessons learned: The museum will update its health and safety policies and procedures based on lessons learned from incidents, near misses, and changes in legislation or best practice.