

## **ADRM HEALTH AND SAFETY GUIDELINES**

1. The Air Defence Radar Museum building was designed as an interim-fit operation complex that operated during the 1970s and 1980s. As such, it did not incorporate Health and Safety guidelines into its construction with the stringent rules that are now applied. Furthermore, the operations room itself is a low-lit environment that would ensure the information on the radar screens would be easily interpreted. The operations room is still dimly lit to add to dramatic effect. However, this, and other features in the Museum impact Health and Safety and the following rules are to be applied:
  - a. Before opening to the public, Guides are to be allocated to their room for the day by the Volunteer Coordinator. Guides are to check their rooms to ensure that the exhibits are in full working order for display and that all escape routes in case of emergency are clear and fit for use. Deficiencies are to be reported to the Duty Manager before the visitors enter the area.
  - b. All visitors are to be advised of the risk areas during the introductory brief or by Shop staff if the visitors will be self-guiding.
  - c. The Guided Tour system ensures that the Guide in the following rooms: Introduction Room, Battle of Britain Room, 1942 Blitz Room and the Cold War Operations Room always accompanies visitors.
  - d. Volunteer attendants are also in “browsing” rooms to ensure visitor safety and speedy exit in any emergency. These rooms are; History, RAF Coltishall, Space Defence, Lower Corridor, and Annexe – covered by Kitchen Staff
  - e. Guides are to ensure that visitors are always reminded of the potential risks in the Museum as they enter their area of responsibility. These are as follows:
    - (i) There are many steps in and around the exhibition areas. Visitors are to take care when climbing/descending steps and are not to hesitate in asking for assistance when necessary. This specifically applies to elderly/disabled people who may not be able to visit these areas unless sufficient assistance is available.
    - (ii) Visitors are to be cautioned of the low-lit areas of the Museum including the Cold War Ops Room and the Sector Operations Room.
    - (iii) The first floor is out of bounds to visitors because of the lack of a satisfactory fire escape. Visitors are to be instructed to remain clear of the first floor at all times.
  - f. While the Top Floor fire escape is legal it will be replaced during the Museum Upgrade Programme. As a result, given doubts of the ability of some staff to safely use the current ladder to escape in the event of a fire, additional precautions must be adhered to in order to reduce the risk of injury/death in the event of a fire. The following precautions are to be adhered to without exception: -
    - (i) The top floor is only to be used in daylight.

- (ii) No members of the visiting public are permitted to use the Top Floor under any circumstances. Contractors or other non-museum persons requiring access to the Top Floor in the course of their Duties are to be briefed by the Manager who will decide if it safe for them to undertake their Duties.
- (iii) In the event of the fire alarm sounding, and it is safe to do so, staff are to investigate the stair well with a view to vacating the top floor via the main stairs and the fire door near the dog pound. Use of the vertical fire escape should only be used if egress via the main stairs is impossible.
- (iv) Nothing is to be carried when using the ladder so that both hands can be used during the escape and that ladder is never to be used unless it is an emergency.
- (v) All staff authorised to work upstairs must familiarise themselves with the design of the fire escape annually. For all those not listed at Para 1.f.(iii), the annual signature in the H & S log signifies that they are fully familiar with the escape route and are satisfied in themselves that they able to negotiate the current fire escape. If not, you are to inform the Manager to be added to Para 1.f.(iii).
- (vi) If, for any reason, you are unable to use the ladder, you should wait next to the top of the ladder keeping clear of the edge. The Duty Manager will direct you to a safe part of the roof clear of any areas of fire to await rescue by the fire brigade.

2. This list of guidelines may not be exhaustive. Any suggested additions or alterations are to be brought to the attention of the Museum Curator. The public must be aware of the H&S implications that the Museum's bounds pose as such the H&S statement for the public is shown at Appendix 1 and displayed at Reception. Additionally, the Museum's volunteers (who carry out all the work within the Museum) are exposed to similar implications to that of the public, in addition to those posed by those created by carrying out work within the Museum. Rules for Health and Safety on the premises are laid down at Appendix 2, Guidelines for Manual Handling are shown at Appendix 3 and special arrangements for disabled visitors are at Appendix 4.

#### Laser Pen Safety

3. Considerable use of Laser Pens is made during the Guided Tour presentations and they are often handed over from one Guide to the next by leaving them in a convenient location such as by the PC in the Cold War room. Given the inherent dangers of these Pens, in order to prevent them from being accessed by young children, the Pens are not to be left unattended at any time and must be handed over from one Guide to the next personally. Once finished with, any Pens in the Cold War room must be left on the projector shelf where they will be out of reach of children and effectively hidden from view. Where pens are used in other rooms, they should also be handed on from Guide to Guide or stored in the Managers Office when not in use. Guides using their own Laser Pens are responsible for their safe keeping at all times when they are on the Museum site.

#### Dogs on Site

4. Dogs are permitted on site but, unless a Guide Dog, they are not permitted in any building.

5. Dogs should be kept on leads and under the supervision of their owners at all times whilst in the grounds.
6. When the owners are not present dogs should be either kept in the Museum “Dog Parking” Compound, in the owners’ cars or securely attached to the car if the weather is very hot. In the latter situation, the “Car Park Volunteer” will supervise arrangements and direct cars to a suitable location on the site.
7. Owners remain responsible for clearing up any mess left by their animals. The “Car Park Volunteer” (or Shop Volunteer in the Winter) will monitor the situation and provide advice and assistance to the visitors. They will also monitor the welfare of the animals and alert the owners if problems arise.
8. Dogs owned by staff are permitted on site at the discretion of the Museum Manager. Staff availing themselves of this facility should ensure their animals are under control at all times. Dog walking should be conducted off the site wherever possible.
9. Any member of staff coming into contact with dogs should be aware of the hygiene implications and take the necessary precautions (washing before handling food etc, etc, etc).

Appendices:

1. ADRM Visitors Health and Safety Guidelines.
2. Rules for Housekeeping and Premises.
3. Manual Handling Assessments.
4. Requirements for disabled visitors.
5. Radiation Safety Plan.
6. Child Protection Policy.
7. Cadmium Handling Policy.
8. Water Dead Leg Flushing Routine.
9. Permit to Work System.
10. Lifting (Crane) Checklist System.

## APPENDIX 1

### AIR DEFENCE RADAR MUSEUM – VISITORS HEALTH & SAFETY GUIDELINES

1. Smoking in all public areas of the Museum is strictly prohibited.
2. All visitors are to be escorted by a Museum guide in the Cold War, History and Space Defence areas of the Museum.
3. In the event of fire, all visitors are to follow their guide to the nearest safe exit. Visitors are requested to remain with the guide until they can be escorted to a safe area. (The evacuation muster point is the area around the Bloodhound Missile.) If, in the unlikely event of a guide NOT being present, visitors are to follow FIRE EXIT signs to the nearest safe exit.
4. Visitors are reminded that limited facilities exist in the Museum to cater for disabled visitors.
5. Visitors are requested to ensure the close supervision of their children. Unaccompanied children are not to be admitted to the Museum and Youth and School groups must be supervised by their own adult staff.
6. Visitors are to note that certain parts of the Museum are in areas of low lighting, to improve the effect of the displays. Extreme care should be taken when walking in these areas.
7. Visitors are to keep small personal items with them at all times. Larger items, backpacks etc are to be left in their own transport. No facilities exist for the storage of 'Left Luggage'.
8. Out of Bounds. All areas of the first floor are for the use of Museum Staff only. Visitors are **NOT** to enter those areas marked as 'Prohibited to the Public' or "Staff Only".

## APPENDIX 2

### RULES FOR HOUSEKEEPING AND PREMISES

1. Most of the guidelines laid down in the RRH Neatishead Health and Safety Manual are common sense rules only. Personnel should bear this in mind when applying the H&S guidelines to their daily tasks. The rules are laid down for the prevention of safety problems wherever possible. The specific housekeeping Health and Safety Guidelines for the Air Defence Radar Museum are laid down as follows:

a. Cleanliness. A civilian cleaner is responsible for cleaning the Museum on a twice-weekly basis. Nevertheless, all Museum staff are to ensure cleanliness in the Museum, whenever possible, is maintained, particularly in the kitchen area.

b. Waste Disposal. Museum staff are to ensure that no litter is left in and around the Museum premises; they are to remind visitors of the requirement to safely dispose of litter also. This is also a Fire Safety requirement.

c. Safe Stacking and Storage. Museum staff are to ensure items, whenever being stored, are safely positioned to prevent inadvertent damage or injury. When stacking heavy items, Museum staff are to ensure no less than 2 people carry out the task. Furthermore, when the items could cause injury (such as wood splinters, fibre glass particles etc) protective gloves are to be worn.

d. Keeping Paths and Gangways Clear. All paths, corridors and entrances to the Museum are to be left clear and unobstructed at all times. This particularly applies to Fire Safety regulations, to allow easy escape from the building in the event of fire.

e. Checking Equipment. Museum staff are to ensure all equipment, including electrical items, ladders etc, are in a serviceable and safe condition before proceeding to operate them. This applies to equipment owned by the Museum. Staff who wish to use their own items of electrical equipment may do so at their own risk, but are requested to ensure, wherever possible, that the equipment is kept in serviceable condition and does not present a risk to others or to the electrical supply of the building. By signing the record of staff training sheet, personnel are declaring their compliance with this statement.

2. If personnel believe these guidelines would benefit from additions or alterations, they are to inform the Museum Manager without delay. Museum staff are to sign the record of staff training sheet as having read and agreed to comply to the H&S guidelines shown above.

## APPENDIX 3

### MANUAL HANDLING ASSESSMENTS

1. Much work within the Air Defence Radar Museum involves the lifting or moving of heavy items or equipment. Personnel who work or assists in the Museum are to follow the guidelines laid down below.
2. As a basic principle, the Museum Manager should always be consulted and should approve the work BEFORE it starts.
  - a. Work that involves the moving of equipment is to be carefully assessed to determine the numbers of people required to complete the task. If the number required cannot be determined, the Museum Manager is to be contacted for advice.
  - b. Where heavy or bulky items are to be moved, mechanical equipment that assists in the moving should, wherever possible, be used. Instructions for the handling of such machinery are to be followed in these cases.
  - c. There are too many items of heavy equipment contained within the Museum to be listed, and these are being added to continuously. However, items that fall into the category of heavy equipment include:
    - (i) All computer/radar consoles.
    - (ii) All cabinets and drawer chests.
    - (iii) All tables in excess of 1m<sup>2</sup>.
    - (iv) Any items of equipment not included in the list above that individuals deem to be items of heavy equipment.
2. Persons manually handling equipment are to ensure that the correct form of protective clothing is worn to prevent injury. This, for example, would be the use of gloves when carrying wood, to prevent splinter injury. Common sense should apply in each and every case. Any queries regarding the use of protective clothing should be addressed to the Museum Manager BEFORE the task is carried out.
3. This list is by no means exhaustive and common sense will, more often than not, prevail. However, personnel are to ensure that they take reasonable precautions against injury caused by manual handling wherever possible. Any suggested improvements, additions to these Health and Safety guidelines should be brought to the attention of the Museum Manager.

## **APPENDIX 4**

### **DISABLED VISITOR ARRANGEMENTS.**

1. Many of the Museum's visitors are elderly, less than able or are wheelchair users. This appendix provides guidance and directives to ensure that these visitors have an enjoyable and safe visit.
2. Volunteers are to be aware that many of the visitors for whom they are responsible may be impaired in one or more ways; visually, aurally or physically. These visitors will be identified at Reception or in the Introduction and this information is to be relayed from Guide to Guide as the visitor group progresses through the Museum.
3. Due to potential difficulties in emergency evacuation situations, wheelchairs are not allowed in the Cold War Operations Room, History Room or the RAF Coltishall Memorial Rooms. These limitations are to be briefed to the visitors on arrival by Reception Staff or the Duty Manager when alternative arrangements will be agreed.
4. Carers in charge of wheelchairs are to be admitted free of charge and, manning permitting and with visitor agreement, they are to be replaced by a trained Volunteer to allow them to enjoy a full tour whilst the wheelchair bound visitor is provided with alternative arrangements by 'their' Volunteer.
5. Volunteers are to be aware of the extra time that may be required to accomplish safe evacuation of disabled visitors and to ensure that they are always aware of their nearest exit to a safe refuge.
6. Disabled Groups who wish to visit will be asked to do so on a Private Group Basis on a day when the Museum will arrange to open specially for them. They will be limited to 8 disabled visitors plus their carers and an equivalent number of Volunteers will be asked to attend.

## APPENDIX 5

### RADIATION SAFETY PLAN

1. Introduction. The ADRM, as the custodian of a collection of radar and some radio artefacts, is likely to hold or acquire items that may constitute a radiation hazard. This Appendix details the precautions and procedures to minimise the risk to Museum staff and visitors from this hazard.
2. Monitoring Procedures. As the Museum was within the bounds of an active RAF station, the responsibility for recording and monitoring was carried out by the Radiation Protection Officer and the Radiation Protection Advisor. On transfer of the property to the Trustees, the RAF were required to undertake a Radiological Survey. The results of this survey are presented at ESD/AS/220055/NEATISHEAD/RSO dated 19 July 2012.
3. Current Hazards. No items exceed the levels laid down in the Radioactive Substances Act 1993 - The Environmental Permitting (England and Wales) (Amendment) Regulations 2011, the only two items (the Lens x 2 being returned to it's owner) on the premises being:

Item	Nuclide	Activity	Source Exemption limit	Maximum quantity	Evaluation
Pipsqueak (remote contactor)	Ra-226	0.5 MBq	$4 \times 10^6$ Bq (4 MBq)	$2 \times 10^8$ Bq (200 MBq)	Exempt: Individual item and maximum holdings limit not exceeded.
Lens x2	Th-232	132 kBq (ea) (approx 33 g per lens)	5 kg	Up to a total of 5 kg (including uranium)	Exempt: Total mass of Th-232 on premises 69.2 g
Telescope	Th-232	13 kBq (approx 3.2 g per lens)	5 kg		

4. Potential Hazards. As the Museum intends to continually expand its collection, it is probable that items that may provide a radiation risk could be donated to, or acquired by, the Museum in the future. The Manager and a volunteer specialist for each item initially place all incoming items in the 'new item assessment area' where they are recorded and surveyed. If it is considered that an item could be a radiation hazard, it is to be quarantined in a designated area until the item can be professionally assessed. Should a radiation risk be identified, full details are to be provided to the donor and the item is to be returned. The Museum will not accept any item which is deemed to be of risk.
5. Damage and Breakages. The major radiation risk to the public and the Volunteers is assessed as being as a result of damage or breakage of an item. A Radiation Clean-Up Kit is supplied and kept, with full instructions and for easy access, in the Tea Room kitchen area. In case of damage/breakage of any item, the Museum Manager or his Deputy is to be immediately informed and the room closed. The Radiation Clean-Up Kit is held in a tin box and contains the following:

#### 5.1. Disposable Gloves.

5.2. Safety Goggles

5.3. Tweezers

5.4. Sticky Tape

5.5. Cloths

6. The risk of contamination increases with skin contact therefore gloves are to be worn at all times and the gloves disposed of safely with all other contaminated items.

7. **THE INSTRUCTIONS SHOWN ON THE TIN MUST BE ADHERED TO BY THE 'CLEAN-UP' OPERATOR.**

## APPENDIX 6

### MUSEUM CHILD PROTECTION POLICY

#### **Introduction**

1. All organisations which make provision for children and young people must ensure that:
  - 1.1. the welfare of the child is paramount
  - 1.2. all children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse
2. All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately. All staff (paid/unpaid) have a responsibility to report concerns to the Manager or, if necessary, to the Chairman of the Trustees. Staff/volunteers are not trained to deal with situations of abuse or to decide if abuse has occurred.

#### **Policy statement/aims**

3. As a matter of Policy, **all children must be supervised by a parent/guardian at all times whilst on Museum property.** All school groups should have adequate staff to supervise the whole group, even if that Group is split for instructional or other reasons. **No member of staff/volunteer is to accept responsibility for child at any time, nor escort or be alone with a child.**
4. Notwithstanding this, the *RAF Air Defence Radar Museum* has a duty of care to safeguard all children involved in the *RAF Air Defence Radar Museum* from harm. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. The *RAF Air Defence Radar Museum* will ensure the safety and protection of all children involved in the *RAF Air Defence Radar Museum* through adherence to the Child Protection guidelines adopted by *the RAF Air Defence Radar Museum*. A child is defined as a person under the age of 18 (The Children Act 1989).

#### **Policy aims**

5. The aim of the *RAF Air Defence Radar Museum* Child Protection Policy is to promote good practice, providing children and young people with appropriate safety and protection whilst in the care of *the RAF Air Defence Radar Museum* allow all staff /volunteers to make informed and confident responses to specific child protection issues.

#### **Promoting good practice**

6. Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.
7. Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. Staff will have some contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

### **Good practice guidelines**

8. All staff should be encouraged to demonstrate exemplary behaviour in order to promote children's welfare and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate:
  - 8.1. Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
  - 8.2. Treating all young people/disabled adults equally, and with respect and dignity.
  - 8.3. Always putting the welfare of each young person first, before winning or achieving goals.
  - 8.4. Maintaining a safe and appropriate distance.
  - 8.5. Involving parents/carers wherever possible. For example, encouraging them to take responsibility for their children in the exhibition rooms.

### **Practices to be avoided**

9. The following should be avoided except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of the Duty Manager or the child's parents:
  - 9.1. avoid spending time alone with children away from others.
  - 9.2. avoid taking or dropping off a child to an event or activity.

### **Practices never to be sanctioned**

10. The following should never be sanctioned. You should never:
  - 10.1. allow or engage in any form of inappropriate touching
  - 10.2. allow children to use inappropriate language unchallenged
  - 10.3. make sexually suggestive comments to a child, even in fun
  - 10.4. reduce a child to tears as a form of control

- 10.5. fail to act upon and record any allegations made by a child
- 10.6. do things of a personal nature for children or disabled adults, that they can do for themselves

### **Incidents that must be reported/recorded**

11. If any of the following occur, you should report this immediately to the Manager and record the incident. You should also ensure the parents of the child are informed:
  - 11.1. if he/she seems distressed in any manner
  - 11.2. if a child misunderstands or misinterprets something you have said or done.

### **Recruitment and training of staff and volunteers**

12. *The RAF Air Defence Radar Museum* recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children.
13. All staff (and volunteers) will be required to undergo an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive an induction, during which:
  - 13.1. The job requirements and responsibilities should be clarified.
  - 13.2. Child protection procedures are explained.

### **Responding to allegations or suspicions**

14. It is not the responsibility of anyone working in *the RAF Air Defence Radar Museum*, in a paid or unpaid capacity to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns by reporting these to the Manager or the appropriate authorities. *The RAF Air Defence Radar Museum* will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.
15. Where there is a complaint against a member of staff there may be three types of investigation:
  - 15.1. a criminal investigation
  - 15.2. a child protection investigation
  - 15.3. a disciplinary or misconduct investigation.
16. The results of the police and child protection investigation may well influence and inform the disciplinary investigation, but all available information will be used to reach a decision.

### **Reporting concerns about suspected abuse**

17. Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the *RAF Air Defence Radar Museum* Manager who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
18. The *RAF Air Defence Radar Museum* Manager will refer the allegation to the social services department who may involve the police.
19. The parents or carers of the child will be contacted as soon as possible following advice from the social services department.
20. If the *RAF Air Defence Radar Museum* Manager is the subject of the suspicion/allegation, the report must be made to the Chairman of the Trustees.

### **Confidentiality**

21. Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:
  - 21.1. the Museum Manager
  - 21.2. the parents/guardian of the person who is alleged to have been abused
  - 21.3. the person making the allegation
  - 21.4. Social Services/Police
  - 21.5. Seek social services advice on who should approach the alleged abuser (or parents if the alleged abuser is a child).
22. Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

**AIR DEFENCE RADAR MUSEUM – CADMIUM HANDLING GUIDELINES**

**1. INTRODUCTION**

Cadmium may exist in artefacts stored or on display in the Museum. Cadmium is used to electroplate metals and becomes more hazardous due to deterioration or damage.

It is important that hazards are identified and controlled to ensure that the health of employees and others is not put at undue risk.

The purpose of this document is to describe the procedure for handling cadmium plated items, ensuring identification of hazardous situations, correct action to be taken and methods of disposal as required.

**2. POTENTIAL HAZARDS**

**2.1 Fumes**

When cadmium is heated, for example in operations such as welding, soldering, brazing etc., a fume is produced which presents a serious inhalation hazard.

**2.2 Corrosion Products**

Cadmium plated materials can under certain conditions be subject to chemical attack resulting in the formation of toxic cadmium salts usually of a white appearance. If such deposits are disturbed they may become airborne and present a local inhalation hazard. A hazard from ingestion can occur from contaminated skin and clothing.

**3. RESPONSIBILITIES**

It is the responsibility of the manager to ensure that volunteers are given sufficient supervision, information and instruction to ensure that hazardous items are handled and controlled in a safe manner.

It is the responsibility of all volunteers to adhere to these procedures and to utilise any safety equipment provided to ensure they are not put at undue risk.

It is the responsibility of the Manager to specify Personal Protective Equipment and to ensure that hazardous substances are disposed of correctly and in accordance with the Waste Disposal Procedure.

**4. IDENTIFICATION**

The Identification of hazardous items is not always straight forward as the item may not be labelled or may be in a form that does not lend itself to labelling.

Cadmium is a silver white ductile metal that is used as an anti-rust protective coating, usually applied by electroplating to fixings and chassis for electrical equipment. It is also present in some brazing and soldering alloys.

Cadmium alloys and coatings are themselves safe. The potential hazards arise when they are corroded, heated or worked. Cadmium corrosion products appear as a surface salt deposit which may resemble the corrosion found on battery terminals.

## **5 PROCEDURE**

Other procedures, written for a specific object, will be used where the procedure addresses the hazard more comprehensively than this procedure.

Any work on equipment showing signs of corrosion shall be stopped immediately it is identified, and the equipment quarantined. Contaminated items shall be brought to the attention of the Manager to determine the course of action to be taken.

Any area where decontamination of cadmium corrosion is carried out is to be “a controlled area” as determined by the Manager. Work should whenever possible be carried out with suitable local extraction to atmosphere if there is a likelihood of dust being produced. Eating or drinking shall not be permitted in the controlled areas.

Rubber or Vinyl gloves and overalls shall be worn by all personnel engaged in decontamination or removal of contaminated components or equipment. Toxic dust mask shall be worn if there is a likelihood of dust being produced.

Corrosive dust or salt deposits shall, where accessible, be wiped off using a damp cloth or tissue. The soiled cloths or tissue must not be allowed to dry out and, after use shall be placed in a polythene bag which shall be sealed, marked as CADMIUM WASTE, and passed the Manager for disposal. Cadmium deposits should never be removed using an air gun supply.

On completion of work processes involving cadmium products, personnel should discard any protective clothing or masks and dispose of them in accordance with paragraph 6. They shall then wash their hands thoroughly.

Decontaminated items that are to continue in use must be treated, after cleaning, using varnish as specified by the Manager.

## **6. DISPOSAL**

When required to be disposed of, items covered by this procedure will be given to the Manager with the item suitably labelled and packaged in accordance with the instructions contained in this procedure.

Damaged or unserviceable cadmium plated items which are for disposal shall be placed in a polythene, or similar impervious bag, and sealed. All packages shall be prominently labelled ‘CADMIUM WASTE FOR DISPOSAL’. The Manager shall be contacted to arrange for disposal by an authorised Waste Disposal Company in accordance with legislation.

Any handling and cleaning materials used shall be disposed of in the same way. On no account is the waste to be disposed of by mixing with normal waste.

**WATER DEAD LEG FLUSHING POLICY**

**Procedure**

There are currently four water “dead legs” on site which must be regularly flushed to prevent the build-up of stagnant water. This activity is required once every six months and will need recording in the “Dead Leg Flushing” Record sheet held in the Fire and Emergency pack. Flushing should take place for the following periods so that all water in the “dead leg” is flushed through.

Fire Hydrants – 5 Minutes.

Showers – 5 Minutes

Crumbs Hose – 5 Minutes

Double Gate Standpipe – 10 Minutes

## **APPENDIX 9**

### **PERMIT TO WORK SYSTEM**

The RAF ADRM utilises a simple Permit to Work (PTW) scheme which will be utilised for any non-standard or major works at the discretion of the Manager. The Manager, when considering the use of a PTW, shall consider any additional Hazards associated with the work.

All PTW documentation is to be retained for a period of 5 years. A copy of the ADRM PTW documentation may be found below: -

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## **METHOD STATEMENT**

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**Method Statement written by:**

**Date:**

**Company:**

**Location of work to be carried out:**

**1 – Brief Outline of the Work to be Undertaken:**

**Attach sketch, maps, site layout or technical drawings relating to the method statement**

**2 – Tools and Equipment to be utilised**

**Include: Material type, quality and give details of specification**

**3 – Setting up Site**

**Give details of work management for the duration of the project. If the site is to be cleared daily state this.**




**6 – Other Information:**  
**Include details of site clearance, removal of debris**

**Copies sent to:**  
 1.  
 2.  
 3.

**Staff Briefed:**

Name	Signature

**Approved for Company:**

**NAME:**

**SIG:**

**DATE:**

**Approved for ADRM:**

**NAME:**

**SIG:**

**DATE:**

## **APPENDIX 10**

### **LIFTING (BY CRANE) CHECKLIST SYSTEM**

The RAF ADRM utilises a simple Lifting (by Crane) Checklist System which will be utilised for any non-standard or major works at the discretion of the Manager. The Manager, when considering the use of a Checklist, shall consider any additional Hazards associated with the work.

All Checklist documentation is to be retained for a period of 5 years. A copy of the ADRM Lifting (by Crane) Checklist System documentation may be found below:-

## RAF ADRM LIFTING CHECK LIST

Name of Crane Operator:	
Name of Lift Supervisor:	
Date of Lift:	
Nature of Lift:	
Type of Lifting Appliance:	

		OK?	Action Required	Completed?
<b>Assess the Location</b>	Check clear route from site entrance to lifting position			
	Check access for emergency vehicles/site traffic is clear			
	Check lifting area for: Scaffolding			
	- Overhead cables			
	- Adjacent buildings			
	- Other lifting appliances			
	- Trees			
	- Other?			
	Check ground for: weak spots			
	- excavations			
- manholes				
- voids/ tunnels				
Check enough space to extend outriggers				
<b>Lifting Appliance/ Equipment</b>	Does the crane have sufficient lifting capacity for the load?			
	What is the Safe Working Load of the crane in the required configuration?			
	Is the correct lifting equipment being used? (e.g. spreader beams)			
	Is the lifting equipment sufficient for the load? (e.g. shackles, chains)			
<b>The Load</b>	What is the weight of the load?			
	Are there specific lifting points?			
	Check there is a net for any loose loads			
<b>The Docu</b>	Check 12 monthly Thorough Examinations Certificate is complete			

	Check 6 monthly Thorough Examination of Lifting Accessories checks on accessories is complete			
	Check operator's weekly checks have been carried out			
	Check that Safe Working Load is clearly marked on the lifting appliance.			
<b>Competence and Communication</b>	Check competency of crane operator			
	Check competency of banksman			
	Check competency of slinger			
	Does crane operator have good vision of lifting area			
	Is there adequate and reliable means of communication between banksman and crane operator?			
<b>Any other factors?</b>				
<b>Further action to be taken:</b>				

**Communication: The undersigned have read this plan and agree with the conclusions**

Name and Signature of Lift Supervisor:	
Name and Signature of Museum Manager:	
Name and Signature of Crane Operator:	
Name and Signature of Banksman/Slinger:	
Date:	