



# Health and Safety Policy Statement

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## Part 1: Statement of intent

This is the health and safety policy statement of **The RAF Air Defence Radar**

**Museum** Our health and safety policy is to:

- Commit to ensuring the health and safety of all visitors to the Museum, its volunteers, and staff (which include the Museum Manager and Trustees).
- Demonstrate an ongoing commitment to improving health and safety in the Museum, and to continually reduce hazards to as few as reasonably practical.
- Promote best practice and exceed where possible the guidance of the Health and Safety Executive and other regulatory bodies.
- Ensure that our volunteers, staff, and visitors have an awareness and understanding of the health and safety hazards and risks within the Museum buildings which, due to its design for military use in the 20th century, was not constructed to current health and safety standards and therefore presents some hazards.
- Reduce to as low as reasonably practical the risks arising from the hazards.

High standards of health and safety at work are essential to the Museum's business, and effective health and safety will actively contribute to our success.

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Sir John Allison

Date: 16 March 2023

Review Date: 1 November 2023

## Part 2: Responsibilities for health and safety

- Overall and final responsibility for health and safety rests with the Board of Trustees, whose chairman is currently Sir John Allison. The Trustee having particular responsibility for overall Health and safety arrangements is currently Dave Lowry.
- Day-to-day responsibility for ensuring this policy is put into practice is vested in the Museum Manager, currently Dr Hattie Hearn. She is assisted by volunteers who have been informed of the hazards and risks within the Museum. All staff and volunteers are provided with health and safety instructions and guidelines to eliminate hazards where possible and minimise the risk of those hazards which cannot be eliminated.
- To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:
  - The Museum Manger, as stated above.
  - The leader of the Volunteer Workforce, currently trustee Colin Griffiths, to ensure compliance with specified Methods of Working;
  - Individual Volunteers, within their areas of work, to comply with H&S instructions and guidelines.
- All trustees, staff and volunteers should:
  - Cooperate with supervisors on health and safety matters.
  - Take reasonable care of their own health and safety.
  - Ensure that visitors are briefed on health and safety matters upon their arrival and when in higher risk locations.
  - Report all health and safety concerns to the appropriate nominated person above.
- Detailed health and safety guidance and procedures for staff and volunteers are contained in annexes within a separate folder.

## Part 3: Arrangements for health and safety

- The RAF Air Defence Radar Museum building was designed as a military operations complex in the 20<sup>th</sup> Century. As such, its construction is not compliant with current Health and Safety guidelines and the building presents some potential hazards and risks to staff and visitors. The hazards and risks are reduced to as low as reasonably practical by the following arrangements.
- All visitors are advised of the clearly signed hazardous areas and risks during the introductory brief, or by the Shop staff if the visitors are self-guiding. The hazardous areas are:
  - The many steps within the exhibition areas.
  - Necessarily low-lit areas of the Museum, including the Cold War Operations Room and Sector Operations Room - extreme care should be taken when walking in these areas.
  - The First Floor, to which visitors are not allowed access.
- Unaccompanied children are not permitted within the Museum. Visitors are asked to ensure the close supervision of accompanied children. Youth and School groups must be supervised by their own adult staff.
- Smoking is not allowed in any public area of the Museum.
- All visitors are advised that limited facilities exist in the Museum to cater for the disabled. Due to the potential difficulties in the event of evacuation, wheelchairs are not allowed in the Cold War Operations Room, History Room, or RAF Coltishall Memorial Room.
- Volunteers are stationed at strategic points where visitor numbers are limited due the space or potential hazard (Cold War Operations Room, RAF Coltishall Memorial Room, and World War II Room). A volunteer guide may be present in other rooms, but visitors are allowed to view these rooms even if no guide is present.
- In the event of fire, all visitors must follow their guide to the nearest safe exit and to remain with the guide while escorted to a safe area. In the unlikely event of a guide NOT being present, visitors should follow the FIRE EXIT signs to the nearest safe exit and proceed to the evacuation muster point around the large white Bloodhound Missile.
- Only Guide Dogs are permitted in any of the Museum's buildings. A purpose-built dog pen exists where visitors can safely leave their pets while in the Museum. Otherwise, owners will be asked to keep their dogs in their car or, in hot weather, safely attached on a lead to the outside of the car. Dogs may be walked within the grounds but only if on a lead.