



DE HAVILLAND AIRCRAFT MUSEUM

SAFETY POLICY STATEMENT AND PROCEDURE

DAILY OPERATION OF TEMPORARY DISPLAY HANGAR

SCOPE

While the Museum's new hangar is being built, it is necessary to temporarily house and display the exhibits that were formerly kept in the Robin Hangar once this is dismantled. A temporary building has therefore been erected on leased land adjacent to the former boundary of the Museum. This temporary building will be open to the Public: it will therefore be subject to the same standards of safety as the rest of the Museum's premises. This Procedure describes the methods of ensuring safe access, operation and emergency evacuation for this new building.

APPLICATION

This Procedure applies to all Museum staff and is effective from Monday 7th March 2016 until further notice.

GENERAL OPERATION

1. The building has two doors, one at either end. Both are designated as Fire Exits.
 - a. "Upper" door – adjacent to the Sea Vixen outside the building
 - b. "Lower" door - adjacent to the Paint store.Both of these doors should be kept open while the Museum is open to the Public.
2. At least one Steward must be on duty in the building at all times when the Museum is open, including lunch-breaks.
3. Stewards must ensure that visitors do not sit in the cockpits of any aircraft in the building.
4. Stewards must ensure that visitors do not move the propellers of aircraft: all two-bladed propellers must be kept in the safe "vertical" alignment.
5. Stewards must check that Emergency Exit lights are switched on at all times that the building is open. The general space lighting may be switched on or off according to prevailing weather conditions.

INTERNAL LAYOUT

1. Where it is obviously possible to walk around the aircraft, a minimum unobstructed walkway width of 0.9m must be maintained.
2. A minimum clearance of 2.0m must be maintained around both doorways.
3. Aircraft and other exhibits must not be moved without express permission of a



Museum Director or a nominee of the Board.

4. All aircraft wheels shall be kept chocked at all times.
5. Temporary displays shall only be placed in the building once their size and position are approved by the Museum's Health & Safety Working Group.

FIRE PRECAUTIONS AND EVACUATION

1. As with the rest of the Museum, smoking is forbidden at all times within the building. This applies equally to e-cigarettes.
2. No naked flames are to be used, and no hot-work (welding, grinding etc) are to be carried out in the building.
3. Fire extinguishers are located at designated fire points within the building: these are to be kept accessible and the fire extinguishers shall be checked and maintained at regular intervals.
4. On discovering a fire in the building, the Steward on duty shall:
 - a. Immediately raise the alarm, by instructing all visitors and other volunteers to leave the building
 - b. Notify the Aeroshop via the 2-way radio link
 - c. Ensure that the building has been evacuated
 - d. **Only if safe to do so**, attempt to tackle the fire using an appropriate fire extinguisher
 - e. If the fire cannot be tackled safely the Steward(s) shall leave the building themselves and report to the Aeroshop to await the arrival of the Fire Brigade. Stewards shall not put themselves at risk by attempting to salvage any of the exhibits from the building.
 - f. Once it is evacuated, no person shall re-enter the building until authorised by the Fire Brigade.

REVIEW

This Procedure will be reviewed at least annually, and also:

- Following any accident or incident that occurs in the Building
- Following the introduction of any major new exhibit into the building
- Following any change of use of the building.

APPROVAL

Signature:

A handwritten signature in blue ink, appearing to read 'R. Buckley'.

Position:

A handwritten signature in blue ink, appearing to read 'Chairman'.

Date:

A handwritten date in blue ink, appearing to read '7th March 2016'.