

Health and Safety at the REME Museum of Technology

This document gives information about health and safety arrangements at the REME Museum of Technology.

Supervision and behaviour

Teachers are responsible for the behaviour and general health and safety of their pupils at the Museum. Teachers and accompanying adults should remain with their pupils at all times for their health and safety, and to accompany them in the case of evacuation.

Groups must have the correct adult to pupil ratio for the activities they are attempting at the Museum as specified in our literature and on the Booking Confirmation Letter once a booking has been made.

Teachers should brief their pupils about appropriate behaviour. If the behaviour of any pupils adversely affects the safety or the enjoyment of other visitors, or causes damage to exhibits, the responsible teacher will be asked to act in accordance with the rulings laid down by the Education Council.

In the case of lost pupils; contact a member of staff in the first instance and help will be given.

Fire and Evacuation

An alarm will ring and alert Museum staff and visitors of an evacuation. Staff will direct visitors to the nearest fire exits and to the assembly point at the far side of the Car Park.

At the assembly point teachers should take the register and report any missing persons to the Museum Staff.

Teachers should brief their pupils and accompanying adults about the evacuation procedure.

The Museum's Evacuation procedure is documented and evacuation drills are held at 6 monthly intervals.

All employees are given fire awareness training. The Museum buildings fire equipment is regularly inspected.

First Aid

The Museum has a trained member of staff able to provide first aid treatment. The member of staff has completed a four day certificated course provided by St Johns Ambulance and approved by the Health and Safety Executive. During public opening hours we try to have a first-aider available.

The nearest Accident and Emergency department is in the Royal Berkshire Hospital Reading. Tel 0118 3228616

A Museum first-aider attending a casualty must complete an Accident and First Aid Report (MOD Form 510) detailing the circumstances of the incident and any injuries sustained. A restricted copy of the form is held in the Museum as part of

the Museum's Accident Book. A copy is sent to the Army Incident Notification Cell (AINC) if any professional first-aid is required.

Museum Staff

All Museum volunteers and employees undergo a rigorous Ministry of Defence security check; those dealing with the public are police checked or undergo Criminal Record Bureau scrutiny. No member of staff is allowed to start work within the Museum until their references have been checked thoroughly.

Museum Staff and Volunteers wear name badges and staff carry military ID cards with their photograph.

Staff working with pupils in the galleries, or delivering educational events have relevant experience and/or training to ensure competent and professional interaction with visitors.

Risk Assessments and Hazard Identification

The Museum's public areas are inspected for health and safety and maintained regularly. Exhibitions and activities are designed with full consideration of risk control measures. Hazards are identified in a daily monitoring programme. They are isolated or rectified immediately.

Insurance Cover

The REME Museum of Technology has in place and maintains insurance cover in respect of Public Liability. The limit on the policy is £5 million pounds.

Health and Safety

The Museum is included in the Garrison Health and Safety Policy and a member of staff is designated as the health and safety officer. The Museum health and safety officer routinely attends all garrison health and safety meetings and ensures the Museum is fully up to date with all legislation and standards of practice.

Security

CCTV is working inside the Museum's Café/Shop, Guardroom display, Electronics and Small Arms Displays and Vehicle Exhibition Hall. Images are recorded to help ensure the safety of visitors and exhibits.

Unattended bags should be reported to a member of staff. Please do not touch them.

Please do not leave valuables in the conservatory area when on a schools visit.

Disability Discrimination Act

All the Museum's activities are planned and delivered in compliance with the Disability Discrimination Act (DDA).

Advice

The Education Officer is available to give telephone advice to teachers wanting to plan or book a visit, or make changes to a booking itinerary. Tel: 0118 9763254
The Office is open 8.30 – 16.00 Monday to Friday.