

FLEET AIR ARM MUSEUM VISITS

We want you to enjoy the Museum and return home safely after a memorable visit. The Museum is often busy, so to ensure the safety of your party, please make sure that you have sufficient staff, and where possible try to keep together or remain in supervised groups - even when taking a break.

To help to make your visit safe, we have assessed and controlled risks from the potential hazards we have identified. There will always be dangers from some of the exhibits if they are wrongly used or if you do not look where you are going. To help you to carry out your own risk assessment, we have compiled the tables below. Some of the more obvious hazards are identified along with the measures we have taken to reduce risk and the procedure we would ask you to follow to minimise the possibility of harm. If we have missed anything or you are aware of ways in which improvements can be made, please let us know.

HAZARD	LOCATION	What we have done	What you can do
Slippery floors, tripping hazards	Outdoor Indoor	We maintain the car parks, footpaths, grassed area and play area, but we cannot guarantee the weather. All floors are in good condition and well maintained. Some metal decking can be slippery for certain footwear, but is treated with non-slip compound where necessary. We try to ensure that all walkways and escape routes are free from obstruction.	Wear suitable footwear. Keep to designated assembly areas and footpaths. Look where you are going, don't rush. Keep to designated walkways. Do not leave bags where other people can trip over them. Don't rush about. <u>DO NOT RUN</u>
Projections and obstructions	Museum and outdoor areas	The nature of the building and layout of the various exhibitions mean that large objects are accessible to the public.	Look where you are going and don't rush.
Electricity	Museum	All electrical installations and equipment are regularly checked for safety.	Don't play around with electrical equipment.
Hot surfaces and hot liquids	Restaurant	Kitchen and servery areas are prohibited areas. Only authorised members of staff are allowed to enter.	Use the one-way traffic system and be aware of other people. Take particular care when carrying from servery to table. Do not leave tripping hazards in walkways. Don't rush or jostle.
Sharp edges	All areas	We have assessed all equipment and exhibits for sharp edges and where possible we have fitted guards or clearly signed and marked the area.	Take particular care to avoid any sharp edges on exhibits. Look where you are going and don't mess about. DO NOT RUN. Some aircraft wings can be particularly sharp.
Changes in level	Between display areas in certain parts of the Museum	All slopes and changes in level that are not immediately obvious are marked.	Look where you are going. Use handrails.
Steps and staircases	In Museum and to access displays	All steps and staircases are unobstructed and maintained in good condition. They are all provided with adequate balustrades to prevent falls.	To gain height, use only stairs and steps provided. Look where you are going, don't rush or mess about. Avoid crowding. Do not climb on or lean over balustrades. Do not climb on exhibits.

Ladders and scaffolding	In Museum and out of doors	Ladders and scaffolding are provided for maintenance purposes only. They should be clearly marked and in secure areas.	Do not climb on ladders or scaffolding.
Dark areas	Various displays	It is often necessary to use low lighting levels to give full effect to some of the displays. The lighting level will always be sufficient for your enjoyment.	Follow the instructions given. Avoid crowding. Take particular care when moving between different light levels.
Fire	Museum	All fire escape routes and exits are clearly signed. Fire alarm systems are regularly checked and all members of staff are familiar with the fire procedure. School and college groups will be given fire information as part of our introduction to the Museum.	On hearing the fire alarm, follow instructions and assemble in the designated area. Do not re-enter the Museum until told that it is safe to do so by an authorised person. <i>Particular care is necessary if leaving the building through an exit which leads onto the airfield.</i>
Moving objects and working equipment	Displays and equipment in the Museum	All exhibits having moving parts will be clearly signed and fenced. Moving parts will not be accessible to members of the public.	Keep behind barriers and follow instructions. Do not attempt to touch any moving part of a display.
Transport	Car park and roads	Car parking spaces are clearly marked in the car park. The coach parking area is adjacent to the pedestrian assembly areas and walkways.	Assemble in designated area and await instructions. Avoid playing in car park area and be aware of traffic. Take particular care when crossing the road from the disabled persons' entrance.
People	Own party Other people	We try to make sure that all visitors enjoy their experience with us. Each party is given a short induction and instruction on the basic safety requirements of the Museum. We try to make sure that there is adequate space for all visitors to enjoy all the exhibits. On occasions when it is particularly busy we may ask you to re-route to another part of the Museum.	Stay together in a party or in supervised smaller groups. Follow instructions and don't "mess about" in the Museum. <i>In cases of repeated bad behaviour which can affect the enjoyment and safety of other people, visitors will be asked to leave.</i> If you get lost or experience any other difficulty, please ask one of our security guards who regularly patrol the whole of the Museum. They are there to help you. If you are concerned about your safety or the behaviour of other visitors, please report it. Any member of staff will organise the action deemed to be necessary.