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26 Nov 19

**SAFETY, HEALTH, ENVIRONMENT AND FIRE (SHEF), MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN RNAS YEOVILTON AND THE FLEET AIR ARM (FAA) MUSEUM**

References:

- A. RNAS Yeovilton Standing Orders (YSO's).
- B. FAA Museum SHEF Instructions.
- C. RNAS Yeovilton Environmental Management System (EMS).
- D. RNAS Yeovilton Unit Spillage Response Plan (USRP).

**INTRODUCTION**

1. SHEF is an integral part of Core Business in the armed forces and as such is taken very seriously at every level of management. This MOU is designed to clearly define areas of responsibility between RNAS Yeovilton as the Host Establishment and the FAA Museum. It is only applicable when and where the FAA Museum staff and their activities encroach within RNAS Yeovilton Estate and exclude privately owned and leased land.

**GENERAL**

2. The Commanding Officer of RNAS Yeovilton sets the SHEF policy for the whole establishment and therefore has overall responsibility. Consequently, whilst the Operations Manager FAA Museum has responsibility for SHEF matters within the FAA Museum, it's private and leased land, it is only when FAA Museum's staff and their activities encroach within RNAS Yeovilton Estate that the FAA Museum will comply with the policy set by RNAS Yeovilton Commanding Officer at Reference A.

**SAFETY**

3. The requirements for Safety within RNAS Yeovilton Estate are at Reference A, with specific requirements for the FAA Museum amplified at Reference B.

**ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)**

4. The EMS is an integral component of SHEF and the FAA Museum will be expected to comply with the EMS set up within RNAS Yeovilton detailed at Reference C. Emergency spillage procedures are at Reference D.

5. Environmental waste management within the Establishment is controlled by RNAS Yeovilton in accordance with Reference C. The FAA Museum is solely responsible for the removal of all of its waste in compliance with statutory regulations at its own expense.

## **FIRE**

6 The FAA Museum is to comply with all statutory regulations regarding fire prevention and emergency evacuation as required for a public building in consultation with Devon and Somerset Fire and Rescue Service.

## **ACCIDENT REPORTING AND INVESTIGATION**

7. Recording of all accidents, incidents, dangerous occurrences and near misses at RNAS Yeovilton is controlled by the SHEA. However, the Operations Manager, FAA Museum is responsible for reporting any of these occurrences which happen whilst FAA Museum personnel are on the Yeovilton Estate in accordance with FAA Museum policy instructions and is to provide a copy to the RNAS Yeovilton SHEA, including full visibility of investigations and any subsequent preventative measures taken.

## **SPILLAGE REPORTING**

8. Coordination of all spillage reporting within the establishment is controlled by RNAS Yeovilton's Pollution Control Officer (PCO). Completion of appropriate reports by FAA Museum in accordance with Reference's C and D is mandatory when any accidental spillages occur. The reports are to be forwarded to the PCO for comment, recording and distribution to Naval Service Incident Notification Cell (NSINC).

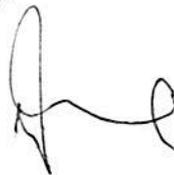
## **SHEF AUDITS**

9. The FAA Museum will report by exception to RNAS Yeovilton's SHEA to ensure that any and all audits which may have an effect on RNAS Yeovilton's SHEF performance are properly recorded. The absence of any such reports will be taken by RNAS Yeovilton as a nil report.

10. This Memorandum is to be reviewed annually.



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