



HMS HERON  
Royal Naval Air Station Yeovilton  
ILCHESTER  
BA22 8HT

Civ Tel: 01935 455201  
Mil Tel: 93510 5201  
Email: NAVYYEO-COShared@mod.gov.uk

See Distribution

6 Dec 22

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

### **References:**

- A. Health and Safety at Work etc. Act 1974.
- B. RNAS Yeovilton Standing Orders (YSO's).
- C. FAA Museum SHEF Instructions.
- D. RNAS Yeovilton Environmental Management System (EMS).
- E. RNAS Yeovilton Unit Spillage Response Plan (USRP).

### **INTRODUCTION**

1. SHEF is an integral part of core business 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, the Host Establishment and the FAAM. It is only applicable when and where the FAAM staff and their activities encroach within RNAS Yeovilton Estate and exclude privately owned and leased land.

### **GENERAL**

2. As Head of Establishment, in accordance with Reference A, I have a statutory duty of care to all site occupants and visitors to provide a safe place of work<sup>1</sup>. I expect assurance, through Senior Management, that Safe Systems of Work for activities within the FAAM meet compliance requirement standards, both statutory and mandated. The Operations Manager FAAM is responsible for risks and issues associated with their own specific activities. As the FAAM is private and leased land, it is only when FAAM's staff and their activities encroach within RNAS Yeovilton Estate that the FAAM will comply with the statement set by RNAS Yeovilton Head of Establishment at Reference B.

### **SAFETY**

3. The requirements for Safety within RNAS Yeovilton Estate are at Reference B, with specific requirements for the FAAM amplified at Reference C.

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<sup>1</sup> As detailed in RNAS Yeovilton Health, Safety and Environmental Protection Organisation and Arrangements Statement dated Aug 21.

## **HEALTH**

4. Health surveillance is carried out on all personnel considered to be 'at risk', as detailed at Reference B. FAAM is responsible for carrying out health surveillance upon all their employees.

## **ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)**

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

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

## **FIRE**

7. The FAAM 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**

8. Recording of all accidents, incidents, dangerous occurrences, and near misses at RNAS Yeovilton is controlled by the Health, Safety and Environmental Protection Advisor (HSEPA). However, the Operations Manager FAAM is responsible for reporting any of these occurrences which happen whilst FAAM personnel are on the RNAS Yeovilton Estate in accordance with FAAM policy instructions and is to provide a copy to the RNAS Yeovilton HSEPA, including full visibility of investigations and any subsequent preventative measures taken.

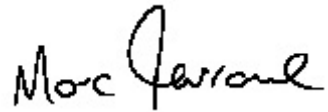
## **SPILLAGE REPORTING**

9. Coordination of all spillage reporting within the establishment is controlled by RNAS Yeovilton's Pollution Control Officer (PCO). Completion of appropriate reports by FAAM in accordance with References D and E 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**

10. The FAA Museum will report by exception to RNAS Yeovilton's HSEPA to ensure that all audits and six-monthly inspections, which may affect RNAS Yeovilton's SHEF performance are properly recorded. The absence of any such reports will be taken by RNAS Yeovilton as a nil report.

11. This Memorandum is to be reviewed annually.



N R Griffin MBE ADC  
Commodore  
Commanding Officer  
RNAS Yeovilton

M Farrance  
Operations Manager  
Fleet Air Arm Museum  
RNAS Yeovilton

Distribution:

Ops Mgr FAA Museum

Info:

VL PMO  
VL FSO  
VL HSEPA