



Fire

On discovering a fire, sound the alarm by breaking the glass at the nearest call point. Leave the building immediately and report to the assembly point indicated on the fire action notice. Do not attempt to fight the fire unless you have been trained to do so, and can safely walk away from the fire if you are unable to extinguish it successfully.



Evacuate

Should the need arise to evacuate a building during your visit an audible alarm will be sounded.

The following actions must then be taken:

- Report immediately to the assembly area for the building
- Don't linger to collect personal belongings
- Don't use building lifts
- Don't be a spectator – clear the area for the emergency services
- Ensure your host knows where you are
- Obey any instructions given by the fire officers or members of the incident response team.



First Aid

Medical emergency assistance can be summoned by dialling ext 222 on any internal telephone. Alternatively contact your host who will inform the building first aiders. You can also contact the medical centre directly on internal ext 7375.

Out of hours:

Life Threatening - 999
Non Life Threatening - 01522 568900



Package

Ensure all personal items such as holdalls, briefcases etc. are marked with your name and not left unattended. On discovering an unmarked package **DO NOT TOUCH OR MOVE IT!** Either telephone internal ext 222 or contact your building host immediately.



Spillages

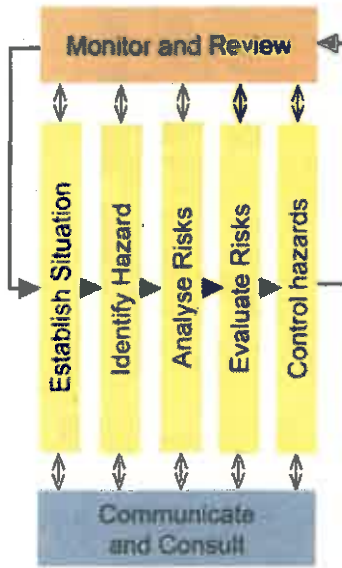
Should you cause a chemical spillage or similar environmental contamination, contact the Pollution Control Officer on internal 01400 267468. A spillage response team will be dispatched to reduce the impact of such an incident.



Should you suffer any form of incident (including near misses) during your visit please contact your host. The details of the incident will be recorded for future reference.

Risk Management Process

In order to reduce the likelihood of harm, a Risk Assessment should be undertaken prior to commencing work. The diagram below outlines the procedures for Risk Management and Control.



Please take a few moments to fill in the following details for reference:

My Host is.....

Contact Details.....

Building Name/No.....

Emergency Assembly Area

Welcome to RAFC Cranwell

We are proud of our excellent Health and Safety record and committed to the well being of all our visitors and contractors. Please take a few moments to familiarise yourself with the emergency procedures and hazard information within this pamphlet to ensure your visit to RAFC Cranwell remains safe.

On arrival at your place of work report immediately to your host who will give you a safety brief.



Driving

Please adhere to the specified speed limit on the station. Troops marching, narrow roads and a high level of traffic flow are constant hazards. Extra care should be taken during the winter months and when visibility is reduced. Parking is restricted to designated areas only, to allow emergency vehicles access and eliminate potential security risks. No vehicles are permitted on the airfield without prior permission from Air Traffic Control (ATC) on internal ext 7281.

Mobile Phones

Mobile phones are not to be used in or around the following areas: Bulk fuel installation, ATC, Armoury, within 25m of the runway or in aircraft maintenance buildings and where signed.



Smoking

RAFC Cranwell is a No Smoking Site. If you wish to smoke please ensure you are in a designated zone. Please dispose of the litter both safely and responsibly.

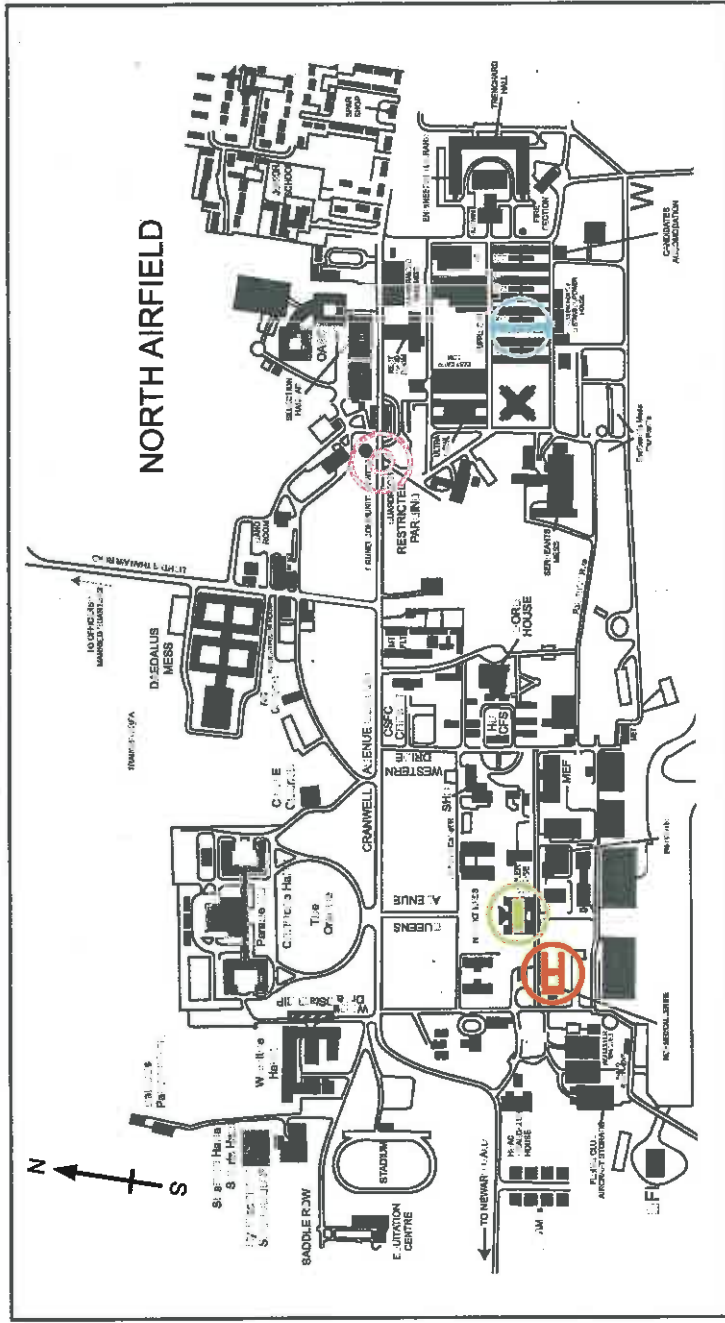
UNAUTHORISED ITEMS

Photographic equipment is not permitted to be brought onto the station without a full permit.

RESTRICTED ITEMS

Laptops, Personal Organisers and Laser Measuring Devices are not to be used without the permission of RAF Police Flight.

Plan of RAFC Cranwell



Main Entrance Medical Centre Total Safety Centre Regional Prime Contractors

SOME OF THE COMMON HAZARDS AT RAFC CRANWELL



Noise:

Ensure suitable protective measures are taken when working in noisy areas such as the Airfield during flying hours.



FOD - Foreign Object Damage:

Loose litter causes Aircraft accidents, please be aware of your own debris and others whilst working near the runway.



Laser:

Exposure to lasers can cause blindness, be aware of the hazards on the station and follow the relevant guidelines.



Aircraft Movement:

No vehicle or person is allowed on the Airfield without permission from ATC. Be observant of Aircraft Traffic especially in the dispersal areas.



Toxic Chemicals:

Do not go near Chemicals without the proper precautions which are indicated on The Safety Data Sheet. If you are unsure of a substance, see your line manager or host immediately.



Radiation (Ionising & Non-Ionising):

Observe all prohibition notices with regard to entry of buildings and restricted access. If using radiation make sure the necessary cordons and control measures are in place.



Contractors at Work:

Ensure the safety of others on the site whilst carrying out your work and abide notices and instructions regarding Health and Safety matters.



Fuel & Explosives:

There is a high risk of explosion if working near fuel and explosive stores, be aware of your proximity to such sites especially when carrying out hot work.