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See Distribution

13 Jul 20

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

References:

- A. RNAS Yeovilton Standing Orders (YSOs).
- 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 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. 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 FAAM, it's 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 policy set by RNAS Yeovilton Commanding Officer at Ref A.

SAFETY

3. The requirements for Safety within RNAS Yeovilton Estate are at Ref A, with specific requirements for the FAAM amplified at Ref 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 Ref C. Emergency spillage procedures are at Ref D.
5. Environmental waste management within the Establishment is controlled by RNAS Yeovilton in accordance with Ref C. The FAAM is solely responsible for the removal of all its waste in compliance with statutory regulations at its own expense.

FIRE

- 6 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

7. Recording of all accidents, incidents, dangerous occurrences and near misses at RNAS Yeovilton is controlled by the SHEA. However, the Operations Manager, FAAM responsible for reporting any of these occurrences which happen whilst FAAM personnel are on the Yeovilton Estate in accordance with FAAM 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 FAAM in accordance with Refs C and D are 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 upon 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.



NR Griffin MBE
Commodore Royal Navy
Commanding Officer
RNAS Yeovilton

Distribution:

Ops Mgr FAA Museum

Info:

VL PMO
VL FSO
VL SHEA



MFM Farrance
Operations Manager
Fleet Air Arm Museum
RNAS Yeovilton

23/7/20