

The City of Norwich Aviation Museum

Information for members

Since its formation in 1983, The City of Norwich Aviation Museum has developed from very humble beginnings to its present standing as an increasingly respected museum and visitor attraction. This development is to be maintained and further expanded over the coming years.

As the Museum has grown, and the number of visitors increased, our activities have become more open to public view and interpretation. The standards expected both of the Museum and its members have accordingly been raised. The achievement of Museum & Galleries Commission registration is a measure of the level of quality and service attained to date. The award of future grants etc. will require further commitment to quality and customer care, and the Museum has therefore decided to issue guidelines for members to achieve the required standards.

Joining the Museum.

From 1st. January 1997, any person wishing to join the Museum membership may be asked to serve a period of probation for one month. During this period, the individuals suitability for membership will be reviewed and the potential member can decide if they wish to pursue their application. At the end of the months' probation, the Board of the Museum will either approve or decline the application. If accepted, a membership card will be issued.

Conduct guidelines

It is the Museums objective to function as a "good citizen" in all its activities. The Museum expects that all its business activities will be conducted in a legal, ethical, open and moral manner. No member will be asked or expected to compromise these standards.

Membership responsibilities

They must not become involved in situations which create a conflict of interests between the Museum and the member.

They are prohibited from participating in any fraudulent act against the Museum or any other entity.

They must not give or receive any gift or contribution of such significance that the giving or acceptance could cause or give the appearance of the Museum granting or receiving favour as a result.

They should not disclose confidential information concerning the Museums business.

They are expected to adhere to general standards of appearance and behaviour both at the Museum and whilst carrying out business on behalf of the Museum. They are also expected to conduct themselves in an appropriate manner whilst the site is open to visitors.

If a member is under the age of 16 years, they must be supervised by an appropriate adult before being allowed to work on aircraft or other exhibits.

The Management structure it the Museum

The Museums operations are controlled by an elected Board of Directors. Day to day management of the Museum is the responsibility of the Curator.

Board of Trustees

Derek Waters (Chairman)
Robert Walden (Curator)
Kelvin Sloper (Treasurer)
Mathew Taylor (Keeper of Exhibits)
Graham Hall
Kim Barwick

Non Trustee Positions

Steph Church (Secretary)
Stephen Day (Membership Secretary)
Rodney Scott (Employee)

Health & Safety

The Board of Directors of the Museum has a statutory duty under section 2(1) of the Health and Safety at Work Act 1974 to provide “*so far as is reasonably practicable*”, safe working conditions for its employees. In turn, all employees should take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work. Volunteers working at the Museum are considered as employees for the purposes of health and safety. The Museums written statement of its health and safety policy is available from the Board. These are the *main* safety points to bear in mind:-

Always be alert to fire risks. Smoking is not permitted in workshops, exhibition areas or near aircraft.

Be aware of the location of fire extinguishers, fire alarms, fire exits and other means of escape.

Ensure fire doors and exits are never blocked.

Keep your work area tidy, and clean up spillages immediately.

Never use machinery, equipment or chemical substances until you have received instruction in their use and the necessary precautions to take.

Report any faulty equipment or hazards to your team leader or the curator, who will instigate the necessary and appropriate action.

Do not move large or heavy objects by yourself – seek assistance.

Use goggles, masks, gloves etc. appropriate to the work in hand. If you are unsure of the precautions to take, you must check with your team leader or the Curator.

Ensure good ventilation and follow other safety precautions when working with chemicals or solvents.

When leaving the workshop office or storeroom, disconnect appliances, turn off lights and close doors.

Ensure that visitors in your vicinity are aware of and comply with any safety regulations.

Report all personal injury accidents immediately to your team leader or a member of the Board.

First Aid

First aid kits are located in the workshop and the office. If first aid is required, contact the Curator or designated first aider.

Security

Security is the responsibility of all members. You should challenge any unauthorised person who steps over a barrier in a firm but courteous manner. If there are any problems, contact a Board Member for assistance. If you see any suspicious objects or behaviour, and are in any doubt, you should report it to Board Members on duty on site.

Misconduct

Some behaviour by members will be considered so serious that membership will be instantly terminated by the Board of Directors. The following instances of misconduct may warrant expulsion from membership:-

Causing damage to the Museums property, business or reputation, either intentionally, or through gross negligence.

Causing or threatening to cause damage to life or property, or injury to another, either whilst at the Museum, or carrying out the Museums business.

Dishonesty or theft.

Conviction in legal proceedings which, in the Boards opinion make it unsuitable for a member to continue.

Sexual or racial discrimination.

Sexual or any other form of harassment.

Gross incompetence.

Where a member is expelled, the Board may refund current membership subscription. The Museum will instigate investigation and prosecution by the police or pursue a claim through the legal system, should this be considered necessary by the Board.

Smoking

Smoking on the Museum site is permitted until the complete ban starts on 1st July 2007, but members are asked to be considerate for the comfort of others. Smoking is not permitted in the exhibition area, shop, workshop or near to areas where inflammable materials are stored. Smoking is permitted in the Friendship Tea Room during members meetings, but is not permitted when the tea room is open to visitors.

Alcohol & Drugs

No member shall be under the influence of alcohol or drugs whilst at the Museum or whilst undertaking the Museums business. Alcohol may be part of a social gathering at the Museum with the Boards approval. Alcohol is not permitted at the Museum at any other time. Drugs (other than those prescribed against a medical prescription) will not be tolerated at the Museum at any time. Violation of this policy will result in termination of membership and possible prosecution.

Misuse of materials / Equipment

Members work hard to buy materials and equipment for the Museum. Wasteful or incompetent misuse may result in the member being asked for reimbursement. Failure to comply may result in termination of membership.

Coordination

Where possible, coordinated projects are undertaken involving as many members as possible in order to expedite completion. This is very much in the interests of the Museums progress. Members are expected to cooperate with their colleagues on such occasions, and display teamwork commensurate with the spirit of such a policy. Members are expected to consult a Board Member when seeking a task. This will ensure that current priorities are met and that individuals time is not wasted on tangential projects.

Respect for Exhibits

The exhibits are of fundamental importance to the Museum. Their care and protection are therefore of paramount importance. All parts removed must be recorded and individually labeled and replaced as soon as possible. Adequate protection must be applied to any areas exposed by component removal. The location of all exhibits is held on record, and any change of location must be notified to the Curator. Removal of any item from the premises is expressly forbidden unless prior permission of The Board has been given. Members will be held responsible when negligent, for any loss or damage caused to an exhibit.

Wildlife Protection

The Museums policy towards wildlife protection is as follows:-

Members must not perform any act designed to, or which may result in the suffering of any item of wildlife on the Museum site.

Members must not deliberately kill any item of wildlife on the site, with the exception of those in the exempt category.

Members must not interfere with any birds nests during the nesting season on the Museum site

Exempt categories:-

Any badly injured or diseased items of wildlife (e.g. rabbits with myxomatosis).

Recognized pests (e.g. flies, wasps) and items of wildlife detrimental to health & safety (e.g. mice in the Museum buildings).

All control must be carried out in a humane manner.