



## Volunteer Registration Farnborough Air Sciences Trust

Personal Details: ♥ = optional (could be needed in an emergency)

<b>Surname:</b>	<b>Forenames:</b>
<b>Address:</b>	<b>Home Tel. No.:</b>
	<b>Mobile No.:</b>
	<b>Email Address:</b>
<b>Postcode:</b>	<b>Date of Birth:</b> ♥ see above
<b>EMERGENCY CONTACT</b> ♥ see above	
<b>Name</b>	<b>Telephone No.:</b>
<b>Relationship:</b>	
<b>Existing medical conditions or special needs:</b> ♥ see above	

**Employment status:** ♥

Employed  
Self-employed  
Retired


Searching for work  
Exempt  
Studying at college


**GDPR Communication approval:**

In order to facilitate this please tick the relevant boxes below to confirm the ways you are happy to hear from us:  
These can be changed anytime.

Post	Yes	No	
Email	Yes	No	
Telephone	Yes	No	
Mobile Phone/Text	Yes	No	

**Acceptance / approvals:**

Received Volunteer Guidance	Yes	No
<i>Agree to abide by:</i>		
Health & Safety	Yes	No
General Data Protection Regulations	Yes	No
FAST Intellectual & Copyright Ownership	Yes	No
Computer Discipline	Yes	No
Working Methods	Yes	No

**Signature:** ..... **Dated:** .....

**Areas of Interest to volunteer:**

**Curatorial**

Cataloguing	<input type="checkbox"/>
Preservation	<input type="checkbox"/>
Exhibit Construction	<input type="checkbox"/>
Exhibit Maintenance	<input type="checkbox"/>

**Museum Shop**

Sales / Cashier	<input type="checkbox"/>
Order processing	<input type="checkbox"/>

**Museum Advancement**

Public Relations	<input type="checkbox"/>
Promotion / Marketing	<input type="checkbox"/>
Lecturing	<input type="checkbox"/>

**Stewarding**

Weekends	<input type="checkbox"/>
Special Events	<input type="checkbox"/>

**Administrative**

Office Admin	<input type="checkbox"/>
Data Entry	<input type="checkbox"/>

**Building & Grounds**

Maintenance	<input type="checkbox"/>
Cleaning	<input type="checkbox"/>
Gardening	<input type="checkbox"/>
Painting	<input type="checkbox"/>

**What days can you commit?** You are strongly expected to commit to a minimum of one weekend day a month. This can be changed as required

		Tuesday	Thursday	Saturday	Sunday
Morning	10-1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon	1-4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening	5-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Evenings are for Group visitors or Talks)

**Where did you hear of FAST Museum Volunteering?**

**Why do you want to volunteer at the FAST Museum?**

**What skills can you bring?**

**Return pages 1 & 2 email or post to:**

Farnborough Air Sciences Trust, Trenchard House, 85 Farnborough Road, Farnborough, Hants GU14 6TF  
Tel: 01252 375050, eMail: secretary@airsciences.org.uk

FAST Admin log:

Received complete	Tour/Interview	By	Started	FASTA membership
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Ver 3.0 Oct 2021



## **Volunteer Guidance Brief Farnborough Air Sciences Trust**

### **1 THE TASK OF THE TRUSTEES AND THE WORKING METHODS OF FAST**

The Trustees have responsibility for the upkeep and management of the Museum and the safeguarding of its artefacts and records.

In order for the Trustees to maintain control of this responsibility it is essential that working codes of practice are maintained for reasons of the Health and Safety of volunteers and members of the public and they are also responsible for the safeguarding of copyrights, maintenance of records of the sources of artefacts and their location within the Museum and outstation facilities. To this end this document clarifies the role of volunteers and procedures that must be carried out to meet the above responsibilities of the Trust.

### **2 HEALTH & SAFETY POLICY 2018**

This section sets out the general Health & Safety policy adopted by FAST and applies to all members, volunteers and general public when either visiting or working at the museum G1 building (Trenchard House) or visiting or working in connection with any FAST related projects wherever they are located.

#### **2.1 ACCEPTANCE**

All volunteers are required to sign acceptance of the H&S Health & Safety Policy before being allowed to work on FAST projects.

Compliance with UK Health & Safety legislation requires everybody to maintain a safe environment for both themselves, their colleagues and the general public.

It should be noted that in certain circumstances failure to abide by relevant Health & Safety legislation can lead to criminal prosecution.

However at the personal level this policy may be reasonably interpreted as exercising "Responsible and Thoughtful Common Sense" regarding Health & Safety matters at all times.

#### **2.2 ORGANISATION**

The trustees of FAST require the following H&S requirements are followed by all persons working on FAST related projects and activities:

2.2.1. To maintain a responsible Health & Safety environment

2.2.2. To operate only Safe Working Practices

2.2.3. To operate with a "Duty of Care" at all times (Duty of Care is defined as the responsibility to look out for both oneself and others and to report any unsafe working practices, conditions or adverse environments that could cause any Health & Safety concern). Such conditions when identified must not be ignored

2.2.4. To work only in accordance with accepted working practices appropriate for the task using tools and materials in a safe manner recognising current Health & Safety guidelines

2.2.5. To not permit lone working, except in an office environment where external telephone communication is available.

#### **2.3 ARRANGEMENTS**

The trustees of FAST will provide appropriate Health & Safety cover through the following general arrangements:

2.3.1. The appointment of a Health & Safety Manager for the museum G1 building

2.3.2. The generation and maintenance of risk assessments for all exhibits and working practices where required

2.3.3. To organise regular H&S inspections

2.3.4. To review and maintain H&S related signs, barriers, processes and/or controls for all exhibits and/or working practices in accordance with requirements laid down in risk assessments

2.3.5. To issue and maintain authorisation documents required for the use of special tools and/or hazardous materials where appropriate

2.3.6. To provide suitable Personal Protective Equipment (PPE) where required.

### **3 EMERGENCY PROCEDURES**

3.1 In the event of fire or other emergency, operate the nearest fire alarm and vacate the building immediately; do not waste time collecting personal belongings

3.2 Use the nearest exit available

3.3 Assemble on the grass picnic area adjacent to the south-west corner of G1 building

3.4 Duty person, or senior member present to perform roll call and check all known persons have vacated the building, and identify position of anyone trapped inside the building

3.5 Do not re-enter the building until told to so

3.6 General; Make yourself familiar with the building, the position of emergency exits and fire alarm actuators. Be conversant with the using of fire appliances in the building, the instructions may no longer be legible when an emergency occurs. At all times keep emergency and other exits clear of obstruction.

### **4 GENERAL DATA PROTECTION REGULATION (GDPR)**

The General Data Protection Regulation (GDPR) means that we need your consent to continue to hold data and communicate with you.

4.1 FAST holds personal data on you as a volunteer - typically your name, address, phone number(s), email address, car registration, date of birth, photograph, significant medical information and emergency contact details. Except for emergencies we will not share your data with third parties.

The full Data Protection Policy is on the FAST website

4.2 Personal data (e.g. name, address, phone number, email address) is included in, but not limited to:

4.2.1 FASTA Membership Form

4.2.2 Money Donation Form

4.2.3 Artefact Donation Form

4.2.4 Volunteer Forms.

### **5 OPERATIONAL PRACTICE**

To secure privacy / security;

5.1 Wear your identity badge at all times.

5.2 If you find someone without an identity badge (who you do not recognise) in a non-public location, please ask them who they are and escort them back to a public area if they are not a FAST person

5.3 Unless you have been authorised to handle and process personal data by the Trustees, you should not have any access to these data (apart from dealing with forms handed to you as described above).

### **6 FAST INTELLECTUAL AND COPYRIGHT OWNERSHIP**

It must be understood that the operations carried out by volunteers are carried out on the behalf of the Trustees. The products of their labours, whether on FAST premises or at home, are therefore the Intellectual Property or the Copyright, as appropriate, of FAST and therefore FAST property. This also applies to all Artefacts, Models, Films, Photographs, Reports, Books, Magazines, Texts, Databases etc currently being created, catalogued, pending cataloguing or being used for FAST publicity.

### **7 ARTEFACTS**

7.1 Donations of Artefacts: Before any Artefact [Note 1] is accepted as a donation to FAST the prior approval of a Trustee is required. If accepted, a Donation Form [Note 2] available from the Museum Office must be completed for every accepted donation, indicating which Trustee has authorised the acceptance.

7.2. Once an Artefact has been accepted it must be logged in the FAST Artefact Database [and where applicable, photographed]. It will also be given an Official Reference Number. This number must be written on a label, which is then attached to the Artefact. Reports and books will be logged and, where possible, “stamped” with an agreed FAST logo/official reference number.

7.3. Following official acceptance of an Artefact, where possible a receipt detailing the donated item/s must then be sent to the donor with an acknowledgement letter.

7.4. Artefacts previously, or in future, received by any individual working with FAST for “safe

keeping" must be deemed to have been donated to the FAST Museum and therefore the property of FAST unless written evidence to the contrary is produced, such as Items explicitly loaned to FAST, indefinitely or otherwise and logged separately.

7.5. No Artefact, Report, Book or Photograph may be moved or removed from its designated location within FAST, or from FAST property, without reference to the designated FAST Member in charge of the area concerned and the Museum Manager (Curator). Any such item permitted to be taken must be signed for and the address and telephone number of the person concerned annotated in the record book. This also applies to Trustees.

7.6. Only in exceptional circumstances can Artefacts, Reports, Books or Photographs or any items of equipment belonging to the Museum be taken out of the Museum or any of its satellite storage areas without the permission of the Museum Manager (Curator) or a designated FAST Member in charge of the area. In every case the item must be signed for giving the date, name, address and telephone number of the person taking the item out. It is essential that it is also signed back in again in the presence of the Museum Manager (Curator) or a designated Member in charge of the area.

## **8 STORAGE AND USE OF PRIVATE ITEMS ON FAST PREMISES**

To avoid confusion, the Museum regrettably cannot accept the storage of any private items on any FAST premises without the permission of the Museum Manager (Curator). This includes Privately owned artefacts/Objects/books/office equipment.

## **9 COMPUTERS AND DATA HANDLING**

9.1. Museum Computer Operating System: All FAST computers will be loaded with same versions of the Operating System (OS). No other software or computer peripheral may be added to FAST computers without the express written permission of the IT Manager or Museum Manager.

9.2. Control of Computer Equipment: It must be appreciated that it is important that the Trustees maintain control of computer equipment and operations to avoid data or Museum information being compromised in any way, bearing in mind that the computers may have links to the Internet. The control procedure for firewall; and control of viruses and other disruptive elements must be uniform across the internal museum network. All approved users of FAST computers will be given a unique "Password" by the IT Manager to gain access to their designated computer and this password must not be given to any other person. When leaving a computer unattended the operator must log out or shut down the computer. All FAST Databases will be backed up at intervals on a regular basis by the IT Manager.

9.3. Use of private computers and peripherals: [Note 3] For the same reasons of prevention of virus transmission and protection of Copyright or Intellectual Property violation, it is essential, that the use of any private storage peripheral e.g. Laptop, memory stick or database memory unit must receive the express permission of the IT Manager or Museum Manager.

9.4. Data and Intellectual Property Protection: Any data produced should be produced on Museum computers unless express written permission is given by the IT Manager. The reasons for data to be produced or exported externally will be written on a permission notice. Any data generated, using a privately owned computer, which has been generated [in whole or in part] with the aid or use of any FAST Database, artefact, picture, film, book, or report, is deemed the Intellectual Property of FAST and must not be released to a third party without prior permission of the Trustees, who reserve the right to seek financial reward if applicable. No copies, in whole or in part, of a FAST Database, [no matter in what format it exists e.g. report, photograph, etc] may be made without the prior permission of the IT Manager or Museum Manager.

9.5. Electronic Communication: All Electronic communication to external parties must be made only using the email client 'Thunderbird' using designated FAST user names and FAST's Internet Service Provider (ISP) account. The FAST internet connection is not to be used to gain access to private email accounts using other ISP's.

## 10 VISITORS TO THE MUSEUM / FAST EVENTS

10.1. Visits to, or tours of, the museum by members of the public [i.e not friends or acquaintances] even when pre-planned are not permitted unless there are at least two FAST representatives [i.e. those holding FAST Photo Passes] present, one of which must be a First Aider.

10.2. First Aiders must be in possession of a current First Aider Certificate. Their names will be posted in the Crew Room for the reference of all Members and Volunteers.

10.3. Some FAST members have not been cleared by CRB to guide or escort children at the Museum, all interaction with children must only be made in the presence of either the child's parent or guardian, or in the case of a group visit, one or more of the group's escorts. Under no circumstances must a child be touched in any way, except in the discretionary case of potential injury or emergency to the child.

10.4. FAST members must not take any pictures of any child visiting the museum unless permission from the parents/guardian of each child has been obtained before the picture is taken.

## 11 SUPPORT

### 11.1 FASTA

The Trust looks to the FASTA Membership for its first line of support in the provision of regular income (via membership subscriptions and additional donations), its volunteer services and individual expertise, which help to manage the museum, its artefacts and records. The support of all FASTA Members and Volunteers is requested.

### 11.2 PUBLIC

The Trust looks to the general public, corporate bodies for donations and, where possible, grants from appropriate charity funding sources to boost the income for the upkeep of the museum and its activities, plus its longer term expansion projects.

**Note 1.** An artefact for the purpose of this document is any:- Book, report, picture, Artefact/object, cine film, audio or video tape, or any other object.

**Note 2.** The Donation Form records details of the Donor, a full description of the artefact donated, the FAST reference number allocated to it and any caveats to the donation.

**Note 3.** For example, USB Memory Sticks, Floppy Discs, Scanner or any other similar peripheral.

Farnborough Air Sciences Trust  
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