

Daventry Town Council Accessibility Statement



For Daventry Museum

1. The museum's mission

Our object is the education of the public in the social history of Daventry. We aim to inspire enthusiasm for and interest in the people that made Daventry the town it is today.

2. Our definition of access

We recognise access as something which is made possible when physical, cultural, social, financial, intellectual, psychological and emotional barriers to learning from and enjoyment of the museum are removed, reduced, or overcome.

3. Our commitment to accessibility

3.1 Our commitment is long term and our aim is to achieve the optimum level of access to the museum's collections, and to enable the widest possible spectrum of people from all sections of the community to enjoy independent use of the museum's public facilities. Our policy is one of continuous incremental improvement as our resources permit.

3.2 Our policy is to build accessibility into everything that we do to develop and improve the museum. We undertake specific projects to eliminate barriers to access which we identify in our building and in relation to our exhibitions. We consider

- Physical accessibility – the ability of people with physical disabilities to reach and appreciate every part of the museum. The needs of the elderly and of people caring for young children are considered as physical access issues.
- Sensory accessibility – whether those with impaired vision or hearing can enjoy and appreciate the museum's building, exhibitions and collection
- Intellectual access – whether people with learning disabilities can engage with and enjoy the museum and its exhibitions.
- Cultural access – the needs of people for whom English is not a first language, or whose background knowledge of English history and culture may be limited.
- Emotional and attitudinal access – whether the museum environment and the museum staff are welcoming to visitors from all sections of the community

3.3 We pay due regard to intergenerational equality. The rights of future generations to enjoy access to our present collection are safeguarded by high standards of collection care and where necessary by restrictions on handling, or exposure to light, moisture or other harmful environmental conditions.

3.4 The museum's website is fully accessible to disabled people including those who may be using it with the help of special equipment.

3.5 The museum is free and open to the public four days per week and the first Saturday in every month.

Daventry Museum will be mindful of new developments in accessibility standards and will review this policy at least once every five years.

Daventry Museum

Collections Care and Conservation Policy



The collections care and conservation policy and plan will be published and reviewed from time to time, at least once every five years.

1. Statement of Purpose.

Daventry Museum seeks to collect and interpret items that celebrate the history of Daventry and is committed to encourage participation in cultural, environmental and scientific activities by the local community and visitors for the benefit and enjoyment of all.

2. Care and Conservation Policy.

Caring for heritage assets in order that they will be available for future generations is fundamental to Daventry Museum's purpose and both preventative and remedial conservation will be used to insure the long- term preservation of the artefacts in our care.

The ongoing need to actively care for the museum's collection will be reflected in the Forward Plan and the associated Action Plan and Budget. Daventry Museum's volunteer Induction Programme, Emergency Plan, Acquisition and Disposal Policy and Access Statement will also be informed of the needs of the collection and these policies will be mindful of this policy and the associated Care and Conservation Plan.

Daventry Museum has a limited budget for conservation work and priorities are assessed using a risk management approach to collections care. The allocation of resources will also take into account the significance of individual items. The policy has been informed by the following frameworks and standards: BS5454, Benchmarks in Collections Care, PAS 197:2009, PAS 198: 2011 and SPECTRUM.

The museum will be mindful of new developments in collections care and review this policy at least every 5 years. The next review is due to take place in March 2019.

Daventry Museum receives professional advice from a Museum Mentor, who will be an experienced and qualified collections care specialist. The Museum Mentor will also recommend other sources of appropriately qualified and experienced advice should this be necessary. Remedial conservation work will always be carried out by a professional conservator or conservation practice that is included on the Conservation Register operated by the Institute of Conservation (ICON).

Care of the collection is a primary duty of Daventry Museum and all staff and volunteers will be made aware of its policy as part of the museum's induction programme.

In accordance with Daventry Museum's Environmental Sustainability Statement, low energy passive conservation techniques will be used where possible.

3. Care and Conservation Plan.

The plan will enable Daventry Museum to minimise the risk of harm to the collection from people and the environment.

These procedures take into account the following risks to the collection.

- The nature and vulnerability of different materials, methods of construction and the condition of individual items.
- Potential risks from other items and materials in the collection.
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Collections Care and Conservation Policy



- Action of people working in the museum, or handling items for display research or conservation which could result in accidental damage.
- Accidental or malicious damage caused by visitors.
- Theft or loss.
- Emergencies, particularly those identified in the Emergency Plan and the plans of the Museum and the emergency services for an emergency response.
- Environmental factors, including temperature, humidity, light, airborne pollution and pests.

3.1 The Museum Building.

Daventry Museum is housed in 3 New Street, Daventry.

3.1.1 The building is fit for purpose, providing full protection from the elements and is of more than adequate strength and quality of construction.

3.1.2. All floor are capable of safely supporting the loads placed on them.

3.1.3 The building is occupied 5 days a week by the Town Council Staff who with the volunteers are vigilant in identifying any potential threats such as blocked gutters, leaks from roofs, plumbing, central heating systems and windows.

3.1.4 Plant and equipment will be inspected periodically, in accordance with the manufacturer's recommendations. In particular, portable appliances, fire extinguishers, burglar and smoke alarms, and circuit testing are all carried out at agreed times by outside contractors.

3.2. Collections condition overview and environmental monitoring.

Daventry Museum collection is of varied materials, and is kept in three main areas. The display area, a main store room and a cellar which houses mainly bulky items that are less sensitive to environmental change.

3.2.1 Items on display are constantly visually inspected and their care needs assessed. Items in store are inspected in rotation and any problems recorded and prioritized for remedial action if required.

3.2.2 The museum does not accept any material of a hazardous nature that may cause harm to other items in the collection.

3.2.3 A central heating system helps to provide an even temperature throughout the building. Recording monitors that measure temperature and humidity are periodically moved around the three main areas. The information held within them is downloaded every six months, or more frequently if required. The Town Clerk will be notified when these fall outside the recommended range in order that appropriate action can be taken.

3.2.4 All environmental recordings are collected, evaluated and stored both electronically and physically.

3.2.5 Monitoring equipment is used and checked according to the manufacturer's instructions.

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3.3. Environmental Control

The collection is kept in a manner that protects it from environmental extremes. This is achieved by

3.3.1 All collections are kept in a sound building as described in 3.1 above.

3.3.2 Ambient light levels are kept within acceptable limits in the display area and all windows that are not closed by blinds are covered in UV protective film.

3.3.3 In the storage areas sensitive materials are kept away from light, windows are covered by blinds and a dehumidifier runs continuously in each of the two areas.

3.3.4 Windows and doors are kept closed when not in use to provide protection from airborne pollutants and keep the building warm in winter. A glass door has been installed in the entrance hall to the museum so that the front door can be left open during opening hours to help facilitate this.

3.4 Cleaning and Housekeeping.

The museums exhibitions and collection are carefully cleaned to prevent mould growth or the build-up of dust particles.

3.4.1 All display areas, cabinets and furniture are cleaned regularly.

3.4.2 Cleaning methods and products have been selected to reduce the risk of physical and chemical damage to the collection.

3.4.3 All items offered to the museum are examined for signs of infestation, dampness and mould. If this is obvious the item will not be accepted.

3.4.4 Any item in the collection found to be suffering from pest infestation will be isolated from the collection until treated or removed under the museum's Disposal Policy.

3.4.5 Display and storage areas are monitored for the presence of insects and rodents, and traps are regularly checked. Trapped insects are identified and recorded.

3.4.6 Cleaning materials that include substances that are potentially hazardous to health will only be used by staff and volunteers who have received the appropriate safety training in accordance with the Control of Substances Hazardous to Health Regulations 2002.

3.5 Handling

All handling of collections whether for display, research or conservation will be carefully planned to minimise the risk of physical or chemical damage.

3.5.1 All volunteers will be made aware of their responsibilities regarding the care of the Museum's collection at all times during their induction training

3.5.2 Volunteers who are expected to work with the collection will first undergo appropriate training in handling, packaging and safe storage of museum artefacts.

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3.5.3 Under no circumstances will heavy or cumbersome items within the museum collection be moved (even short distances) unless those moving the object have undertaken manual handling training.

3.5.4 Museum volunteers must insure that public access to the collection is supervised at all times.

3.6 Emergency Preparedness.

All Daventry Town Council Officers and museum volunteers and temporary staff will be made aware of the contents of the Museum's Emergency Plan during their induction training including instructions for salvage and actions in the event of an emergency.

3.6.1 All incidents however small, that threaten the Museum building or collection will be reported to the Governing Body and documented within the risk assessment register of the Emergency Plan in order to inform future development of the plan.

Name of museum: *Daventry Museum*

Name of governing body: *Daventry Town Council*

Date on which this policy was approved by governing body: *24th November 2014*

Policy review procedure

The collections development policy will be published and reviewed from time to time, at least once every five years.

Date at which this policy is due for review: *Annually, with final review by 31 March 2019.*
Arts Council England will be notified of any changes to the collections development policy, and the implications of any such changes for the future of collections.

1. Introduction

Relationship to other relevant policies and plans of the organisation:

The purpose of this policy is to set out Daventry Museum's collection and disposal plan. It relates to the Forward plan and the Documentation and Collection Care policies and is a guide for the Curator and Museum volunteers.

- 1.1. The museum's statement of purpose is:
Daventry Museum seeks to collect and interpret items that celebrate the history of Daventry and is committed to encourage participation in cultural, environmental and scientific activities by the local community and visits for the benefit and enjoyment of all.
- 1.2. The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.
- 1.3. By definition, the museum has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the museum's collection.
- 1.4. Acquisitions outside the current stated policy will only be made in exceptional circumstances.
- 1.5. The museum recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using SPECTRUM primary procedures for collections management. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.

- 1.6. The museum will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.
- 1.7. The museum will not undertake disposal motivated principally by financial reasons

2. History of the collections.

Daventry museum was formerly administered by Daventry District Council and occupied the Moot Hall in Daventry. The Moot Hall was closed about 2003 due to cuts in district council services, the collection was stored and looked after by volunteers. In 2005 the museum opened regularly to the public on a monthly basis. In 2009 the collection was transferred to the new Daventry Town Council and moved to the Council's new premises at 3 New Street Daventry where it is currently situated.

3. An overview of current collections

The majority of the items held within the collection relate to the area within Daventry town's parish boundary, the history of its peoples, their trades, professions, leisure, religions and everyday lives, it also includes a historic record of the buildings and infrastructure of the town past and present.

The collection currently includes items from the 16th century to the present day, with the majority dating from the late 19th through to the end of the 20th century; it consists mainly of photographs, documents, ephemera, objects and oral history.

The museum is custodian to the following collections described in brief.

Charters or Letters of Patent dated between 1576 and 1675 also the ivory Common Seal of town c1595, Maces dated between 1668 and 1722 and a Sergeant at Mace badge.

Weights & Measures of the town c1824 and Scales dated 1796, a Winchester Bushel dated 1664.

Coffer Fort dated 1600, Lock and Key, Leg Irons and other memorabilia from Moot Hall.

Model of Daventry Railway Station and various plans, papers and other related memorabilia, Theatre posters, Public notices on events and entertainments, Jubilee celebrations, and various other printed ephemera.

Record books from various organisations, memorabilia and ephemera of all aspects of Daventry its people and their lives.

Boot and Shoe tools, books etc, also carpentry tools together with items and history on various other trades within the town.

Army uniforms and other related items, School uniforms and related memorabilia.

A Pike fish in glass case, model Ship and various wall plaques.

A collection of artefacts and photographs from the BBC Transmitting Station on Borough Hill, these have attracted interest in more than the local area including representatives from the Science Museum in London.

Archaeological specimens from Borough Hill and the surrounding area.

The museum also holds an extensive Photographical Library of Daventry its buildings, people and past sporting, celebratory and other historical events.

At present all items on display and in store are considered useful and relevant to the collection.

3. Themes and priorities for future collecting

The museum will continue to collect items, from all times, relating to the history within the area of Daventry town's parish boundary, including objects, ephemera, pictures, photographs and oral history records. Acquisitions to be based on the concept that items will complement and enhance the existing collections, add to the knowledge of Daventry past, be useful as tools for education purposes and increase the enjoyment of visitors to the museum.

4. Themes and priorities for rationalisation and disposal

The Museum is continually reviewing its collection and due to limited availability of suitable storage seeks to dispose of items that are no longer relevant.

- 5.1 The museum recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection.
- 5.2 The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.

Items to be considered for rationalisation are from past collections that are no longer relevant and don't fit into the existing collection policy. Any disposals will be carried out in accordance with the Disposal Policy in section 16.

6 Legal and ethical framework for acquisition and disposal of items.

- 6.1 The museum recognises its responsibility to work within the parameters of the Museum Association Code of Ethics when considering acquisition and disposal.

7 Collecting policies of other museums

- 7.1 The museum will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.

- 7.2 Specific reference is made to the following organisations.

- Long Buckby Museum
- Northampton Museums
- Northamptonshire Records Office.

8. Archival holdings.

- 8.1 Daventry Museum holds a large collection of images actual and digital of the town. These form an important record of the town before major redevelopment in the 1960s and include several industries that no longer exist but shaped the town's history. These include the boot and shoe industry and the BBC transmitter. A smaller collection of written material exists for the same purpose.

9. Acquisition

- 9.1 The policy for agreeing acquisitions is:

The Clerk in consultation with the Voluntary Museum Curator and a member of the museum committee be authorised to decide if a donated object is suitable for Acquisition, or whether an item should be purchased, up to the value of £250.

- 9.2 The museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).

- 9.3 In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

10 Human remains

10.1 The museum does not hold or intend to acquire any human remains.

11 Biological and geological material

11.1 So far as biological and geological material is concerned, the museum will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.

12 Archaeological material

12.1 The museum will not acquire archaeological material (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.

12.2 In England, Wales and Northern Ireland the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure (i.e. the Coroner for Treasure) as set out in the Treasure Act 1996 (as amended by the Coroners & Justice Act 2009).

13 Exceptions

13.1 Any exceptions to the above clauses will only be because the museum is:

- acting as an externally approved repository of last resort for material of local (UK) origin
- acting with the permission of authorities with the requisite jurisdiction in the country of origin

In these cases the museum will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. The museum will document when these exceptions occur.

14 Spoilation

14.1 The museum will use the statement of principles 'Spoliation of Works of Art during the Nazi, Holocaust and World War II period', issued for non-national museums in 1999 by the Museums and Galleries Commission.

15. The Repatriation and Restitution of objects and human remains.

15.1 The museum holds neither human remains, nor objects or specimens relating to another country or people of origin.

16 Disposal Procedures.

- 16.1 All disposals will be undertaken with reference to the SPECTRUM Primary Procedures on disposal.
- 16.2 The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.
- 16.3 When disposal of a museum object is being considered, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.
- 16.4 When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, exchange or as a last resort - destruction.
- 16.5 The decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.
- 16.6 A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing body of the museum acting on the advice of professional curatorial staff, if any, and not of the curator or manager of the collection acting alone.
- 16.7 Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.
- 16.8 If the material is not acquired by any Accredited museum to which it was offered as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material normally through a notice on the MA's Find an Object web listing service, an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).
- 16.9 The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest

from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.

- 16.10 Any monies received by the museum governing body from the disposal of items will be applied solely and directly for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from the Arts Council England/CyMAL: Museums Archives and Libraries.
- 16.11 The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.
- 16.12 Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with SPECTRUM Procedure on deaccession and disposal.

Disposal by exchange

- 16.13 The museum will not dispose of items by exchange.

Disposal by destruction.

- 16.14 If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.
- 16.15 It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.
- 16.16 Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.
- 16.17 Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.

16.18 The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, eg the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.

Daventry Museum will be mindful of new developments in documentation standards and will review this policy at least once every five years.

Documentation is the key to making best use of the Museum's collection, both by preserving the information that makes objects interesting and useful to visitors and users and by enabling staff to manage the collection effectively.

Policy

Daventry Museum is committed to managing its collections in accordance with the Arts Council England Accreditation Scheme and the Museums Association's Code of Ethics, as well as legal frameworks in relation to Data Protection and Freedom of Information. It will:

- Maintain Accreditation standards in relation to the SPECTRUM Collections Management Standard, specifically by meeting the minimum standards for the SPECTRUM primary procedures: Object Entry, Acquisition, Loan in, Loan out, Location and movement control, Cataloguing, Object Exit. Procedures are set out in the Documentation Procedural Manual.
- Record sufficient information about the objects in its care to ensure that each object that it is legally responsible for (including loans as well as long-term collections) can be identified and located.
- Create a back-up copy of these records and information regularly, and store this securely at a separate location.
- Extend access to collections information by providing and maintaining an information retrieval system and by continuing to seek to improve public awareness as indicated in the Museum's Access Policy.
- Strengthen the security of the collections in order to ensure that artefacts are securely stored in environmental conditions that will ensure their physical security and long term preservation.
- Computerised records will be held and backed up regularly.

Daventry Museum will be mindful of new developments in documentation standards and will review this policy at least once every five years.



EMERGENCY PLAN

October 2019

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SECTION 1

Introduction

1.1 Definition of an Emergency Team

An Emergency Team is any incident that threatens human safety and /or damages or threatens to damage or destroy the museum's buildings, contents, facilities or services.

The most serious threats arise from fire or flood, which can emanate from various sources. Other threats arise from terrorism, vandalism, theft, gas leaks or infestation.

1.2 Aim of the Emergency Team plan

It is intended that the plan will provide procedures and basic guidelines to be followed in the event of an Emergency Team, enabling the Emergency Team to act swiftly to minimise damage to the buildings and holdings.

At no stage is any member of staff or volunteer expected to put themselves in danger in a salvage situation. The Emergency Team will ensure that health and safety is properly assessed and adequate personal protective equipment is provided.

1.3 Circulation of the plan

Copies of the plan are available from:

Chief Officer (Noticeboard)	(Copy No.1)
Development and Liaison Officer	(Copy No.2)
Museum Research Noticeboard	(Copy No.3)

These copies should be kept in a secure location given the inclusion of sensitive information in this plan (building plans, contact details, priority list etc).

1.4 Updating and version control

This plan is version 2.0, issued in October 2019. A review will be conducted bi-annually unless circumstances change. Before issue of future versions (versions 3, 4 etc), previous copies will be recalled in order to ensure that only one version of the plan is in circulation at any one time. The review will be conducted by the Emergency Team.

1.5 Dissemination of Information

This plan will be disseminated to all staff and volunteers, who will sign to acknowledge receipt and understanding. Queries can be raised with the Town Clerk.

1.6 Improvements to plan

Any suggestions for the improvement of the plan will be welcomed and should be directed to the Emergency Team Leader.

SECTION 2

The Emergency Team

2.1 Definition

To manage an Emergency Team incident within the Town Council offices/Museum, the central person will be the Town Clerk acting as Emergency Team Co-ordinator or another team member acting as deputy. Critical tasks will be delegated to members of the Emergency Team. The first point of contact in the event of an Emergency Team should always be the Emergency Team Leader or deputy. They will decide who else to involve. The Emergency Team are:

2.2 Main Internal Contacts:

The below should be contacted if an emergency arises (see appendix A for contact details):

<u>Position</u>	<u>Person</u>
The Emergency Team Co-ordinator	Chief Officer
Deputy Emergency Team Co-ordinator (Service Continuity)	Development & Liaison Officer

Other Co-ordinator (Building Recovery)	Responsible Finance Officer
Other Co-ordinator (Salvage)	Voluntary Museum Curator
Other Co-ordinator (Salvage)	Chair of Council
Other Co-ordinator (Salvage)	Chair of Museum Committee

The internal contacts will co-ordinate the initial response, liaise with outside services, handle communication and team liaison. See sections 5-8 for more detail.

SECTION 3

Alarm Raising Procedures

This will depend on the nature on the incident.

3.1 Fire

- If you notice a fire you must activate the fire alarm; shout “Fire!” to alert others present of the danger.
- Commence evacuation of the building.
- Only tackle a small fire if you have had training, feel confident enough and are sure of which type of extinguisher to use. If efforts are not immediately successful, leave building at once.
 - ▶ For information of where Fire Extinguishers are kept please see: Appendix D and Appendix C for a plan of site.
- Staff and volunteers should direct visitors to the assembly point which is in the car park adjacent to the Town Council offices/Museum, and shown in Appendix C.
- Doors should be closed as the building is evacuated.
- Never allow the fire to come between you and the exit.
- Do not break windows unless you have no other option — oxygen will feed the fire.
- A telephone call to 999 should be made from the assembly point outside the building to ensure that Emergency Team services are on their way.
- A register of all staff and visitors may be difficult, so appointed Fire Warden will check against visitors book and refer to appointed fire marshals to ensure everyone confirms who they believe to be on site.
- Only re-enter the building when Emergency Team services have confirmed it is safe to do so.
- Appointed Fire Warden and/or Fire Marshalls should liaise with the Fire Brigade until the arrival of the Emergency Team Response Co-ordinator (if not already on site).

3.2 Flood/ leak/ water incursion

- Alert the Emergency Team.
- If the leak is localised, then take action to contain its spread if the Emergency Team is more than 5 minutes away.
- If there are electrical appliances or outlets near the leak, do not approach or stand on standing water — electrocution hazard.
- Isolate power in that area and undertake a risk assessment.
- Attempt to ascertain the source of the water and deal with if possible (e.g. turn off stop cock, turn off tap etc). See Appendix M for instructions.

- If large quantities of water are escaping, the Fire Brigade/Emergency Team plumber should be contacted. See contact details Appendix F.
- Try to direct the flow of water away from collections with polythene sheeting, or contain the spread of water with absorbent pads, wet vacs or mops.
- Protect collections in danger of becoming wet but not yet wet — move or shield with polythene sheets. Check adjacent areas for water ingress.
- Await the arrival of the Emergency Team. Do not commence removal of wet objects or air-drying without authorisation.
- The Emergency Team will advise on the next steps upon arrival.

3.3 Electrical Failure

- A decision whether to evacuate will be taken on safety grounds by Emergency Team or the most senior member of staff onsite.
- Appointed Fire Marshalls to provide assistance to visitors and/or volunteers in their area.
- Report the failure using the numbers in Appendix F.
- The Emergency Team will advise on further necessary actions.

3.4 Vandalism/Theft

- Remain calm.
- Alert the Emergency Team.
- Restrict access to the affected area, including areas where broken objects may have scattered. Use hazard tape from Emergency Team kit.
- Do not touch the objects
- Report the incident to local police non-emergency number : 101/03000 111 222.
- Town Clerk may evacuate the building if scene cannot be controlled.
- The Emergency Team will advise on further necessary actions in discussion with the police.

3.5 Nuisance or abusive visitor

- Examples of anti-social behaviour would include violence, threats, derogatory remarks, excessive foul language, drunkenness, theft.
- Remain calm and contact the Emergency Team Co-ordinator.
- Restrict access to affected area.
- The visitor should be given a verbal warning as to the unacceptable nature of their behaviour and the standard of behaviour expected.
- If the visitor does not amend his/her behaviour, they should be asked to leave and the police /security should be called and the visitor notified of this.
- Report the incident to local police non-emergency number : 101/03000 111 222.
- Await the arrival of police for the physical removal of the person. Do not engage in physical contact.
- The Emergency Team will advise on further necessary actions in discussion with the police.

3.6 Bomb/Suspect Package

- Report the discovery immediately to the Emergency Team Co-ordinator.
- The Co-ordinator will inspect the suspicious item and contact the police on 999 and take advice as to whether to evacuate building.
- If evacuation is recommended, raise the alarm.
- Members of staff, volunteers and public should leave the building in accordance with evacuation procedures.
- Await the arrival and instructions of the Emergency Team services.

3.7 Medical incident

- In the event of a medical incident, the appointed First Aider and / or a competent and willing Emergency Team member should be contacted.
- If the nature of the injury or ailment requires an ambulance, then 999 should be dialled using the closest phone.
- The First Aider and/or Emergency Team will advise on any additional actions required.

3.8 Flood Warning

In the event of a Flood Warning being issued:

- Alert the Emergency Team.
- Evacuate building of visitors.
- Contact Floodline 0845 988 1188 or

www.environment-agency.gov.uk/floodline for authoritative advice.

Daventry Town Council does not have a Risk Assessment for flooding of the town. Flood defences and provision for the failure of those defences are managed and maintained by the principal authorities and referred to in all planning applications.

Immediate actions to be taken by Emergency Team member, or staff working under their direction by phone.

- Turn off gas, electricity, and water supplies at mains (do not reconnect after flooding until checked by accredited person)
- Unplug all electrical items and move to higher area
- Move priorities offsite/higher
- Empty cases if possible and move drawers
- Raise items on bricks or blocks
- Leave internal doors open
- Weigh down/tie together items that cannot be moved
- Move kit/Emergency Team plan/catalogues offsite
- Arrange for night watchman for security.
- Limit entry of water with sandbags/plywood or metal sheeting on outside doors, window frames and airbricks until waters recede.
- Use silicone sealant to increase resistance
- Move away from site to safe area and do not re-enter until directed by Emergency Team.

3.9 Storm or high wind warning

- Alert the Emergency Team.
- Evacuate building of visitors.

Immediate actions to be taken by Emergency Team:

- Fit flood guard to any vulnerable doors.
- Turn off electricity at mains (do not reconnect after flooding until checked by accredited person).
- Consider moving objects away from windows, doors and walls, or covering with polythene.
- Consider moving high priority items off site
- The Emergency Team will advise on further necessary actions.

3.10 When the Town Council offices / Museum is CLOSED

If you discover a problem with the building:

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- Do not attempt to enter the building alone, even if you believe the building or holdings to be under threat. Remember that safety is of paramount importance.

- Contact the Emergency Team members. If you cannot them phone the emergency services on 999.

- The Emergency Team will take over from you upon arrival.

If you are informed of a problem with the building:

- Outside of opening hours, a problem with the building is likely to be reported by the fire brigade or an external contact.

- Emergency Team should obtain as much information as possible.

- ▶ What has happened / Where is the damage/ Who is on site / Who has been contacted?

- Based on the situation and time of day/night, the Emergency Team should decide which other members of the ERT to notify.

- The Emergency Team should proceed as quickly as possible to the meeting point and make an assessment of the incident as quickly as possible.

- Advise those called in of the assembly point and to bring

- ▶ Warm clothes and stout shoes

- ▶ Wellington boots and waterproofs

- ▶ Useful equipment like torches

- ▶ Flask and something to eat

- ▶ Don't talk to press on arrival

- ▶ Equipment they may keep at home

The steps taken next will depend on the type of Emergency Team. Please see Section 4 for more details.

SECTION 4

Incident Assessment and Control

4.1 on arriving at the Emergency Team scene, the Emergency Team should:

- Get report from first responder

- Determine when access will be possible - seek to conduct a site tour as soon as possible (use Appendix H)

- Liaise with emergency services if present

- Discuss priority material

- Assess the scale and categorise incident (see page 14)

- Call in other Emergency Team staff and other members of the Council and museum volunteers as necessary and appoint roles (see sections 5-8)

- Set up a control point in an unaffected part of the Town Council offices/museum (e.g.Reception), if possible.

4.2 If access is possible:

- Emergency Team members present should conduct a site tour and use Appendix K to complete an Initial Assessment.

- Upon completion of assessment, the salvage strategy if necessary should be determined.

- Emergency Team should appoint available personnel to specific roles, as detailed in sections 5-8.

- Key actions will include

- ▶ Access to building and pumping out standing water and dehumidify

- ▶ Risk assessment, identification of necessary personal protective equipment (gloves, hard hats, safety boots etc)

- ▶ Emergency Team lighting for affected areas.
 - ▶ Arrangement of sorting/temporary storage / Emergency Team accommodation
 - ▶ Agree areas for work
 - ▶ Determining priorities for salvage
 - ▶ Determining whether it will be necessary to shut the Town Council offices/museum.
 - ▶ How available personnel can be utilised and to split into teams.
 - ▶ Provision of refreshments for personnel
 - ▶ What equipment / suppliers will be necessary for the salvage operation?
 - ▶ Whether to contact insurers.
- Emergency Team should be briefed before they started work and provided with appropriate PPE as per the risk assessment. Regular rest breaks should be taken.
 - Emergency Team Response Team Leader and ERT should meet regularly.

4.3 If access is not yet possible

- Based on the briefings, prepare response as necessary
- Alert suppliers, staff and volunteers, trustees.
- Prepare equipment and order in more as required
- Activate business continuity arrangements
- Pro-actively liaise with the press
- Stand down staff not immediately required

If the Town Council office is still usable the Emergency Team will establish a Control Point.

4.4 Categorising an incident

An attempt should be made to categorise the scale of the incident, If the incident is minor (category 1 — see table below), then it is likely that the incident can be largely managed in-house and without necessarily involving the remainder of the ERT. Most likely this will be a localised flood. See Appendix N for details of dealing with such incidents.

More extensive problems (categories 2 and 3) will require the full implementation of the ERT and of the plan, and external assistance from the ERU for example. See Appendix O for details.

	Category 1	Category 2	Category 3
Scale	Minor Localised (leak/some damage)	Moderate Local problem (burst pipe/ widespread damage)	Major Widespread damage (Fire/ severe water inundation)
Trigger	5 boxes or 2 areas of room affected	>5 <100 boxes or one room completely affected	>199 boxes or large number of rooms affected
Staff	Emergency Team Notify rest of Emergency Team	All : ERT + volunteers Notify Town Council	All : ERT + volunteers Notify Town Council
Evacuate?	Unlikely but review, Possibly evacuate affected room.	Close for 1 day to clear up undamaged : Re-open when power restored and immediate salvage completed.	Yes. Try to relocate collections to unaffected area, or off-site storage.
The Building	Contact utilities Isolate electricity.	Contact utilities. Isolate electricity,	Contact building owner & Insurers.
			Continued ...

Problems	Handling.	Space. Sourcing de- humidifiers etc. Funding.	Space. PR. Scale of incident. Service continuity.
Resources	Internal supplies should be sufficient.	In house + additional supplies, Notify Insurers.	Emergency Team Services. External suppliers. Insurance Claim.

SECTION 5

Guidelines for Emergency Team Coordinator (all actions can be delegated as necessary)

General purpose — to facilitate and manage:

- Stay in the Control Point and facilitate recovery.
- Ensure PPE is available.
- Delegate tasks for salvage, building recovery and PR/Service continuity and co-ordinates overall response.
- Liaises with the emergency services.
- Liaises with trustees.
- Decides on the overall scale of response.
- Dictates regularity of meetings and co-ordinates flow of information.
- Ensure a risk assessment is carried out and area made safe, oversee safety and care for staff.
- Arranges for necessary personnel to be contacted.
- Manages communications with stakeholders.
- Maintains a general overview with salvage, building and service continuity operations.
- Oversee health and safety.
- Call Insurers.
- Manage finance issues — paying for supplies, arranging funding.
- Manage calling in suppliers.
- Contact other institutions for assistance (people, equipment, expertise).
- Keep incident log and record decisions made.
- Photograph salvage.
- Provide risk assessment
- Make salvage area accessible and safe for work as far as possible
- Comprehensive building checks
- Arrange for water to be pumped out etc
- Arrange for utilities to be switched off
- Remove electrical items once power turned off
- Remove wet non-collections material from affected area (carpet tiles, furniture etc)
- Protect areas not affected but in danger with polythene sheeting
- Access control to site - set up register.
- Arrange generators, lighting, dehumidifiers etc
- Cover gaps with tarpaulin
- Provide logistical support to salvage (lifters/shifters)
- Determine requirement for external support — glaziers etc
- Determine risk of secondary damage and take steps to control environment for- dehumidifiers (Humidity should be below 60%RH)

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- Security of objects in temporary storage areas
- Find space required for salvage, storage etc
- Arrange for security of building during recovery operation
- Refreshments for helpers

SECTION 6

Guidelines for Salvage

General purpose (to be led by the Emergency Team with specific guidance from the Voluntary Museum Curator for the Museum & Archives): To arrange and carry out the salvage operation for the damaged items from the incident, including salvage, moving, sorting and treatment.

- Set salvage schedule based on agreed priorities
- Set up treatment areas with Emergency Team equipment
- Establish priorities per floor/damage area and appoint the groups working there
- Brief all personnel on appropriate handling techniques and the do's and don'ts of salvage.
- Start salvage when salvage area safe for work.
- Setup:

Salvage Team

Sorting Team

Treatment Team

Stabilising / Packing Team

- Organise the logistics of moving sites of recovery, salvage, packing
- What items will be best left in situ (fragile/large) and provide in-situ treatment for these (apply principles of air-drying in affected area)
- Determine the treatment options for all damaged items
- Work out how to use suppliers best with your own personnel
- Set documentation procedure
- Break-out equipment required and monitor usage - establish if more is needed
- Ensure regular breaks are taken (1.5 hours maximum), that PPE is worn and that particularly difficult tasks are shared
- Determine if shift system is required

SECTION 7

Guidelines for Service Continuity and PR

General purpose: to control the flow of information about the incident to interested parties, including members of the public, museum volunteers and the press. To try to restore the Museum's service as soon as possible.

- Establish timeframe for reopening of building, in part or total, including power, light, sanitation.
- **COMMUNICATE!** Update website of the situation & keep everyone informed, having agreed what will be said.
- Issue press statement as per **Appendix I**.
- Restore basic administration — phones, receipt of post, email etc
- Refer to information on utility companies in **Appendix F**.
- Arrange divert of incoming line with BT.
- Brief team members on what to say to those making enquiries.

- Update website
- Establish an information point at entry to Town Council offices/museum
- Can any rooms remain open, with barricade tape restricting entry to hazardous areas?
- Consider transferring activities to other buildings e.g. temporary exhibition in local library
- Make contact with partner organisations to activate reciprocal arrangements
- Use media to make appeals for help where appropriate and proactively liaise with the press
- Restoration of reception, if required.
- Seek advice and assistance from Museum Mentor and East Midlands Museum Service.

SECTION 8

Recovery, Restoration, Debrief

The aim of the salvage operation will be to recover and return the affected area and its contents to normal as soon as possible.

- Keep a close eye on timescales — how much material is being salvaged each day and how that this be improved.
- Continue liaison with the press — update on progress.
- Motivation for the staff in recovery effort. Be alert for signs of post traumatic stress and provide counselling where necessary.
- Think ahead with ordering stock and equipment
- Consider best conservation and treatment options for damaged materials
- Consider the environmental affects of incident on undamaged items in situ. Regular monitoring of temperature and relative humidity must be maintained — use of dehumidifiers and fans may be necessary. The area should be kept well ventilated.
- Allocate one person to co-ordinate the insurance claim (usually Emergency Team Response Co-ordinator).
- Damaged shelving, furniture and floor covering should be removed and replaced.
- To inhibit mould growth, walls, ceilings, floors and shelving may have to be washed with an anti-fungal solution as well as environmental control with dehumidifiers.
- Re-shelving, redecorating and re-carpeting should wait until the conditions have stabilised.
- Do not re-shelve air-dried material immediately — keep separately for a period of a month to ensure that no mould growth has developed.
- Before re-shelving, consider modification of storage if there is a possibility of recurrence (raise shelving higher from floor, box items with high quality boxes)
- A meeting should be arranged with all personnel involved in the recovery process to discuss the successes and failures of the reaction.
- Re-stock kit and refill extinguishers.
- Re-examine building risk assessment in light of what happened.
- Scrutinise the performance of the plan. Review plan

Daventry Town Council Environmental Sustainability Statement

Daventry Town Council is committed to sustainable development throughout all the aspects of its operation. It will seek to achieve this by: the efficient and effective use of energy; through the elimination or reduction of any detrimental impact that its activities might have on the environment; and by the integration of sustainable development into its procurement activities.



For Daventry Museum

Daventry Museum is committed to reducing its environmental impact year on year.

We will seek to continually improve the environmental performance of our activities and we are committed to reducing impacts to the environment from all areas of our operation.

- The redevelopment of Daventry Museum in 2013-14 enabled the installation of energy saving lighting.
- Staff and volunteers have been made aware of the need to minimise the use of resources and, on a daily basis, recycle, keep printing to a minimum, use email and phone communication wherever possible.

Daventry Museum manages and controls its environmental risks in a sustainable manner by complying with all relevant and applicable legislation and codes of practice, and seeks to operate within the Government's commitment to energy, sustainability and good environmental practice.

Daventry Museum supports and encourages conservation of energy, water and natural resources, and reduction in waste, through re-use and recycling where possible.

Daventry Museum endeavours to procure goods and services which have the least environmental impact in terms of their production, delivery, installation, use and disposal

Daventry Museum undertakes to communicate its sustainable development policy to its volunteers, and to encourage the volunteers to operate in an environmentally and socially responsible manner, and to conserve resources wherever practicable.

Daventry Museum undertakes to identify sustainable development priorities and to develop plans to address them.

Daventry Museum will be mindful of new developments in environmental efficiency and will review this policy at least once every five years.

Daventry Town Council Volunteer Policy



For Daventry Museum

INTRODUCTION

Daventry Town Council's (DTC) mission statement is to provide volunteer support to complement the work of the Council and to improve the quality of service to the Town. The involvement of volunteers is an integral part and approach of Town Council's activities and will be actively promoted.

Our objectives are to:

- Ensure our services meet the needs of our community
- Provide new skills and perspectives
- Increase our contact with the local community we serve

Volunteers increase our capacity to fulfil our mission statement and deliver on our objectives. They keep the DTC in touch with our purpose and provide a wide range of relevant skills and perspectives that improve the work we do.

This policy, which is supported by our volunteers, sets out how Daventry Town Council intends to support its volunteers.

TYPES OF VOLUNTEERS

DTC recognises two different types of volunteers.

Occasional Volunteers

These are people who volunteer at events or help with projects, for example by helping with Planning consultations, museum, photo library and providing support to working groups. They volunteer occasionally, perhaps a few times a year/short term.

Regular Volunteers

These are people who take on a particular task, on an ongoing basis. Regular volunteers include, for example those undertaking administrative work associated with the museum and photo library.

PRINCIPLES

The volunteer policy is guided by the following principles:

- The DTC and its volunteers will follow this policy.
- All volunteers will sign the volunteer agreement.
- The DTC recognises that volunteers donate their time. Their contribution should be mutually agreed.

- The volunteer's role will be clearly explained and mutually agreed.
- The DTC will provide induction, information, training and support to its volunteers appropriate to their volunteer role.
- The DTC will, whenever possible, give volunteers work that is satisfying and appropriate to their interest.
- Volunteers have the right to express their views within the DTC's structure.
- Volunteers and members of staff will work together within the DTC's rules, policies and procedures.
- Volunteers and members of staff will treat each other with respect and courtesy.
- The DTC is committed to equal opportunities in relation to the recruitment, selection and involvement of volunteers.

PRACTICE GUIDELINES

DTC is committed to good practice when supporting its volunteers. The following guidelines deal with practical aspects of the involvement of volunteers.

Recruitment

DTC will make ongoing efforts to recruit volunteers who match appropriate needs. This selection process will be based on the skills and interest of the volunteer and the current needs of the DTC.

Volunteer agreement and work outline

Regular volunteers will be asked to sign a volunteer agreement outlining the commitment and expectations of DTC and the role or specific tasks that the volunteer has offered to undertake. An officer of DTC will also sign this agreement. The agreement is by no means a contract; it is simply a guideline to help the volunteer feel supported and clearer about their responsibilities.

Induction, information and training

All volunteers will receive an induction into DTC and their own area of work. Training will be provided as appropriate. Where possible volunteers will be entitled to receive additional training on the same basis as paid members of staff.

Support and Supervision

Volunteers will be supported and supervised by a named contact person who may be a member of staff or another volunteer. This person will provide the volunteer with feedback on their work, the opportunity to discuss future work and a chance to discuss any issues that may arise.

Health and Safety

DTC will, as far as is practical, care for the health, safety and welfare of its volunteers. Volunteers will be provided with copies of relevant health and safety procedures and receive appropriate support and training. (DTC's Health and Safety Policy attached).

Expenses

Volunteers will be reimbursed travel and other approved expenses when allowed by DTC's Expenses Policy. To claim expenses, supporting receipts must be provided with the expense claim form, which is available from the DTC office.

Having a voice

Volunteers will be given opportunities to express their views about issues concerning the DTC and its work. Volunteers can also give feedback through the appointed person.

Insurance

Volunteers will be covered by the DTC's insurance policy while engaged in approved work for DTC on their premises.

Equal opportunities

All volunteers are required to make a commitment to equal opportunities. Volunteers will be provided with a copy of DTC's equal opportunities policy and will be supported in its practice. (DTC's Equal Opportunities Policy attached).

Confidentiality

Volunteers will be bound by the same requirements for confidentiality as paid staff.

Some volunteers will also hold information about, for example, financial and personnel matters. The DTC needs to be able to trust its volunteers with such information, which is confidential. However, volunteers suspecting mistreatment or abuse of a volunteer, staff member or councillors should discuss the matter with their supervisor. This person will make an informed decision on what needs to be done.

Resolving concerns

DTC aims to identify and resolve problems at the earliest possible stage. A Grievance Procedure has been drawn up for dealing with complaints by volunteers. Where the actions of a volunteer warrant serious concern, the Disciplinary Procedure may be used, and appropriate action taken. (DTC's Grievance Policy attached).

Volunteers Agreement



Volunteers are an important and valued part of Daventry Museum. We hope that you enjoy volunteering with us and feel a full part of our team.

This agreement tells you what you can expect from us, and what we hope from you. We aim to be flexible, so please let us know if you would like to make any changes and we will do our best.

We will do our best:

- To introduce you to how our organisation works and your role in it and to provide training when necessary.
- To provide regular meetings with the Voluntary Museum Curator, so that you can tell us if you are happy with how your work is organised and get feedback from us.
- To respect your skills, dignity and individual wishes and to do our best to meet them.
- To consult with you and keep you informed of possible changes
- To insure you against injury you suffer or cause due to negligence
- To provide a safe workplace
- To apply our equal opportunities policy
- To apply our complaints procedure if there is any problem

I(volunteer) agree

- To work reliably to the best of my ability, and to give as much warning as possible whenever I cannot work when expected
- To follow the rules and procedures, as prescribed by Daventry Museum and its governing body, Daventry Town Council.
- That Daventry Town Council will ask permission for copyrights to any work completed for Daventry Museum, through a deed of assignment. (This work includes photography, artwork, research and writing for exhibitions, information leaflets etc.).
- That I shall complete an initial training and probation period of 8 weeks. During this time my supervisor and I will decide whether I suit the Volunteer Role.

Note: this agreement is in honour only and is not intended to be a legally binding contract of employment

Signed

Print Name

Date

Volunteers Agreement



HEALTH AND SAFETY AGREEMENT

All staff and volunteers on site at Daventry Museum, and Daventry Town Council should take reasonable precautions to protect their own safety and the safety of others around them.

All volunteers are responsible for their own health and safety, if any volunteer has concerns about this issue or notices any problems in and around the Town Council building, please report this to the Town Clerk.

Recording Accidents

Should an accident occur, volunteers should notify the Workplace Health and Safety representative as soon as possible so that the appropriate form can be completed. It is very important that information on this form is accurate and that it is completed as soon as practicable after the occurrence.

First Aid

A first aid box is located in the kitchen, on the 1st floor of the Town Council building.

Fire Procedure

Safety drills are held frequently throughout the year, which all staff and volunteers are required to evacuate the building and wait at the assemble point in the car park opposite the entrance to the Town Council offices.

Personal Protective Equipment

Personal protective equipment is available. Please ensure you have the appropriate equipment and safety gear before starting any tasks. Do not use faulty equipment. Report any faulty equipment/safety gear to the Voluntary Museum Curator. Ensure all equipment is stored correctly, in accordance with the manufacturers' guidelines, and is clean and ready for the next time it is to be used.

I have read the Workplace Health and Safety Agreement and have read the organisational policies and procedures and understand my obligations.

Signed

Print Name

Date

Daventry Museum

Monetary Donations Policy



Daventry Museum is funded by Daventry Town Council. The museum is further supported by monetary donations made by members of the public via a locked donations box within the museum.

Note: occasionally the museum may receive cheque donations presented or posted to the museum in support of the museum's work on a particular event, exhibition or project.

Process for the acceptance of a donation

In cases where the donor is known, a letter of thanks will be sent.

Should the donor wish to remain anonymous, anonymity will be respected.

If a donor wishes their donation is to be spent on a specific area, the DLO must advise the Museum Committee if the donation conflicts with any of the following:

- Goes against the museum's core principles and policies
- Damages the museum's reputation
- Creates unacceptable conflicts of interest
- Requires further unacceptable expenditure of additional museum resources
- Limits the effectiveness of other work being undertaken by the museum

How donation money is spent

Donation money, unless allocated by a donor to a specific cause, will be spent on improving the museum service in line with the museum's core principles, policies and mission statement by:

- Acquiring an item/artefact to preserve the history of Daventry, for future generations.
- To increase the opportunity for public engagement and education.
- To improve collections care facilities to ensure preservation and care of collection.

Museum donations will be accounted for on an annual basis and placed in an earmarked fund to enable the Museum Committee to purchase items of interest/benefit to the Museum.

