

SHOP STAFF

- 1, All staff to sign IN & OUT of every shift or any other time spent on RAF Manston History Museum site. This includes Shop staff, Naafi Café Staff (Sign in book to be found behind Café counter). Maintenance Staff, Emporium Staff and anyone attending meetings on site, either during Museum/Café opening times or after hours. This is to enable an exact personnel count in the event of Fire/Evacuation.
- 2, Daily radio/walkie talkie. One to be held in the shop area, one to be held in the Naafi Café, one to be held by every roaming staff member or maintenance staff (Inside the Museum or Outside) whether alone or with another member of staff. Roaming staff to let shop area staff know where in the museum they will be working. It is advised that a regular 15 minute check on roaming staff to determine that they are ok.
- 3, A minimum of two staff (Wherever possible) but no more than three staff to be in the shop counter area at all open hours times. Please do not leave the shop area for lunch breaks unless cover is found. Lunch may be eaten in the shop annex if cover cannot be found.
- 4, No more than two chairs are to be behind the shop counter at any time. (High Stall & one low chair). This reduces the risk of tripping\injury when moving around the shop.