

PITSTONE AND IVINGHOE MUSEUM SOCIETY

VOUNTEERS HANDBOOK

Issued April 2015

This version replaces any that may previously have been circulated

The museum is open for volunteer work days on Tuesday, Thursday and Sunday in any given week. The usual hours are from 9.00 am to 3.00pm on weekdays and up to lunch on Sundays. These hours can be arranged to suit individual needs. There is a morning break at 10.00am and a lunch break at midday. Tea and coffee are provided on site.

OFFICERS OF THE SOCIETY

Norman Groom	Museum Manager 01582 605464
John Childs	Site Manager and Chairman
Dennis Trebble	Secretary 07738 786210
John Youngs	Treasurer

COMMITTEE MEMBERS AND RESPONSIBLE POSTS

Sue Lipscomb	Minutes Secretary
Sue Denty	Archive
Pete Farrar	Publicity
Paul Chapman	
Nigel Thomson	
Mel Davis	

NON – COMMITTEE POSTS

Sandra Barnard	Computer records & newsletter
Bill Barnard	Membership Secretary
Ronnie Farrar	Trading Secretary

Website: www.pitstonemuseum.co.uk

IN CASE OF EMERGENCIES

In Reception, in the top drawer of the set of drawers behind the counter, is a large red covered hardback note book. This book is alphabetically indexed and volunteers are urged to put their contact details in the book together with the name(s) of any person they would wish informed in the event of an accident. **The book is indexed by first names** because most of the volunteer work force operates in this way, not by surnames. Should any volunteer have a medical condition that requires special attention in the case of an accident (e.g. takes blood thinning medication, is diabetic and so forth) he/she should let the secretary have a note of this. Such information will be treated in the strictest confidence.

Above the alarm cupboard in reception is the Accident Book. In the event of a volunteer suffering an accident whilst at the museum, it is mandatory that this record be filled out. There is currently nobody who is a qualified first aider, though common sense should prevail at all times. A basic first aid kit is available at this point.

EMERGENCY NUMBERS

A and E Department

Stoke Mandeville 01296 315000

Luton and Dunstable 01582 491166

Hemel Hempstead 01442 213141

Fire

Bedfordshire Fire and Rescue Service 01234 845000

Police

Thames Valley Police (Gt Brickhill/Wing/Ivinghoe Area) 101

IN THE EVENT OF FIRE

Should there be a fire in any part of the museum, everybody is reminded that their first priority is to ensure their own safety and that of their work colleagues. Under no circumstances should volunteers tackle the blaze themselves. Please go to the recognised assembly point (Orchard Car Park for visitors) and wait there. The person discovering the fire should report it to the manager who will contact the local fire service.

SAFETY IN THE WORKPLACE

Volunteers are expected to be responsible for their own safety and as such are urged to wear proper work boots with integral foot protection, provide work gloves for the handling of hazardous items, use safety goggles when operating maintenance equipment and wear hard hats in the appropriate environments. Work clothing should not have trailing edges that could be caught in machines and it is strongly urged that whilst using machinery, rings and watches should be removed. Machinery should only be used after appropriate instruction. Please contact the manager or chairman to establish the proper protocols.

THE MUEUM ENVIRONMENT

It is within the nature of the buildings that floors are uneven, beams project beyond expected limits and that points of access may have steps of different dimensions. In order to maintain the built environment in the fashion of a working farm, such areas have been highlighted and made as safe as we can. It is expected that

volunteers will exercise a duty of care within the museum and be aware of possible hazards. The site is a strictly no smoking site.

SECURITY

The museum site is protected by an alarm system and motion activated floodlights. All public access rooms and buildings are locked and no money is retained on site. The controls to the alarm system are located within the reception area. Should, in the course of a working day, a volunteer require access to a building that is locked, please ask one of the officers of the society.

OPEN DAYS

The museum has nine open days per year and volunteers are encouraged to attend as many of these as possible. They commence with the Easter Monday Bank Holiday and finish in October. All bank holidays in that period are covered and every second Sunday of the intervening months.

Help is required to staff rooms, reception, catering, the museum shop and various displays. The ethos of the museum is to encourage interest in local history and to provide an educative experience within the context of a relaxing family day out. We aim to achieve these things in a friendly atmosphere by being both courteous and helpful to our visitors.

LINKS

The museum is an accredited museum under the umbrella of the Arts Council. There are a number of websites that provide background to the way such museums are organised.

www.artscouncil.org.uk – an overview of governance

www.museumsassociation.org - matters of shared experience

www.southeastmuseums.org – BOB (Beds, Oxon, Bucks) newsletter

www.aim-museums.co.uk – Association of Independent Museums

THE MUSEUM OFFICE

This is located at the top of the stairs in the Chicken Yard. It is here that the photographic archives of the museum are kept together with our organisational records. This space is used by both the manager and the secretary. There are three computers in the office, none of which is linked to the internet.

There are facilities for the limited scanning and copying of documents, lamination of A4 and A3 sized sheets of paper and the storage of committee minutes and society accounts.

We retain our hard copies of accession forms as well as maintaining a computer record of all artefacts within the museum. There is no land line telephone link.

MISCELLANY

The museum is a tenant of the National Trust and holds a 99 year lease on the buildings. We do not have any organisational link with Pitstone Windmill or Ford End Water Mill, both of which are looked after by separate bodies.

The farm house on the opposite side of the drive belongs to the Hawkins family, with whom we have a good relationship and volunteers are asked to respect their routes of access and privacy.

The society holds a series of monthly talks, on a Thursday evening, about matters pertaining to the history of the local area. These take place in the Meeting Room and further details can be obtained from Sue Lipscomb, who is the Programme Secretary.

The day to day running of the museum is handled by the manager, who has an overview of the work programme and the disposition of resources. For most volunteers who may need clarification of their roles or indeed any queries, the first point of contact should be with the manager. Should the manager not be available then either the museum site manager, the treasurer or the secretary should be contacted.

Record sheets are kept in Reception where volunteers are expected to sign in and to sign out. These are for the purposes of maintaining an accurate record of who is on site at any given time and are a necessary adjunct to disaster prevention planning.

