

THE MANAGEMENT OF SAFETY IN THE ARMY CADET FORCE AND THE ARMY SECTIONS OF THE COMBINED CADET FORCE

CULTURAL APPROACH TO MANAGING SAFETY FOR CADETS

1. The safety of cadets, be it in training, in cadet huts, or on an assault course; by day or night with military equipment or hardware must be viewed through the same prism. All those involved in Cadet training must understand that what is a tolerable risk of harm or injury for a trained soldier is highly unlikely to be a tolerable risk to an untrained soldier who is under 18 but above school leaving age; and in turn, what is a tolerable risk for a soldier under training under 18 is not a tolerable risk for a member of the cadet force below school leaving age. A significantly greater duty of care is owed to cadets, because they are children, they are inexperienced, more physically frail, less mature and because they are members of a youth organisation and not the Armed Forces. This means that what is reasonable in terms of time, effort and expense in terms of safety risk mitigation for cadets will be significantly higher than that which would be appropriate for soldiers.

INTRODUCTION

2. This Instruction provides direction and information on the policy, organisation, arrangements and management of Safety¹ for the Army Cadet Force (ACF) and the Army Sections of the Combined Cadet Force (CCF(A)). It should be read and understood by ACF Commandants, CCF Contingent Commanders, Cadet Executive Officers (CEOs), Unit Safety Advisors (USAs), County Training Officers (CTOs), and Training Safety Advisors (TSAs) and brought to the attention of all Adults² who are involved in any way with the training or supervision of cadets. Cadets themselves should be made aware of the organisation and arrangements and their own personal responsibilities.

RESPONSIBILITIES

3. **Responsibility of the ACF Commandant and CCF Contingent Commander.** Commandants and contingent commanders are responsible for the overall safety of their permanent staff, Cadet Force Adult Volunteers (CFAVs), cadets and visitors both in cadet and military facilities, and during training.

4. **Responsibility of Adults.** Adults are responsible for ensuring the safety of their cadets at all times.

AIM

5. The aim of this Instruction is to set out the Organisation and Arrangements for the management of Safety in the Army Cadet Force and the Army sections of the Combined Cadet Force.

BACKGROUND

6. **Civil Regulations and MOD Instructions.** The key statutes and regulations on which this Instruction is based, and the main MOD Instructions, are listed at Annex A. Adults requiring further guidance on civil regulations should contact Cadets Branch HQ Land, CESO(A), Safety advisors in Divisional or Brigade Headquarters, or Defence Fire Risk Management Organisation

¹ "Safety" encompasses Health and Safety, Environmental Protection, and Fire

² "Adults" includes members of Cadet Training Teams, ACF/CCF officers, Cadet Force Adult Volunteers, CAAs, CCF AAs and SSIs, all RFCA employees and ACFA Regional staff

(DFRMO) Fire Safety Officers at Brigade Level, who will have access to these and other related documents. ACF Counties and CCF Contingents should obtain at least one copy of each and keep them for easy reference. It should be noted that this Instruction summarises all the relevant aspects of these Instructions, and they need only be used if more detailed information is required.

7. **Command Structure.**

a. The ACF and CCF(A) are run by Commander Regional Forces (CRF), the Reserve Forces and Cadets Associations (RFCAs), and the Army Cadet Force Association/ Combined Cadet Force Association (ACFA/CCFA). This Triumvirate is shown in diagrammatic form at Annex B. CRF, through the chain of command, is ultimately responsible for all aspects of safety. The 13 autonomous RFCAs own and maintain most of the facilities used by the ACF, and the ACFA/CCFA is responsible for most non-military activities.

b. The RFCAs employ the staff responsible for carrying out much of the administration, and their management responsibilities with regard to cadets include maintenance of the Infrastructure. **However, it must be emphasised that it is the responsibility of the chain of command to ensure that the RFCAs meet their responsibilities and provide safe accommodation in which cadets can conduct their activities.** The structure for managing Safety in the ACF and CCF(A) is shown in diagrammatic form at Annex C.

c. **CCFs.** CCFs are in a slightly different position. Although they follow the chain of command as described, the head teacher is effectively responsible for the well-being and safety of all his/her pupils, whether in or out of uniform. However, because the CCF is sponsored by the MOD, and considerable training assistance and financial support is given by CRF, School Heads must take into full account the contents of this Instruction.

POLICY AND PLANNING

8. **Introduction.** Under the terms of HSWA 74 (HSWA Order (NI)1978 in Northern Ireland) an employer must provide a statement setting out the general policy for protecting the Safety of his employers. Within the MOD the Secretary of State for Defence has that responsibility. Commanders at all levels must produce a Statement which details their structure and arrangements for executing the Secretary of State's policy.

9. **Safety Policy Statements.**

a. **Secretary of State's Policy Statement.** The Secretary of State's Policy Statement is at Annex D. This statement should be displayed prominently on notice boards in County HQs, and, for the CCF, where dictated by the Head Teacher.

b. **ACF Commandant's Statement.**

(1) Commanders at each level in the chain of command must use the Secretary of State's Policy Statement as the basis for Statements detailing their own organisation and arrangements. It is therefore mandatory for Cadet Commandants to issue their own Statements. A suggested format of such a statement, showing the minimum direction and information required, is at Annex E. It could be adapted to take into account local situations. Detachments which are located in TA Centres should abide by the local TA Commander's Statement.

(2) This Statement must be displayed prominently in all ACF cadet locations. Commandants using a different format must ensure that their statements contain, as a minimum, the information and direction given in Annex E.

c. **CCF Contingent Commander's Statement.** The Contingent commander may wish to advise the Head Teacher to provide a Statement in line with the example at Annex E. However as Safety in schools is the responsibility of Head Teachers, it is for him/her to choose either to adopt such a statement, or subsume CCF procedures into existing school policy.

d. **RFCA Statement.** Regional RFCA Secretaries may provide their own Safety statements covering those ACF and CCF facilities for which they are responsible (including ACF Detachment huts). In such cases their Statement should be displayed alongside the Commandant's in the building concerned. However, before such a Statement is produced, CEOs must liaise with their Regional RFCA to ensure that the Commandant's Statement and that of the RFCA Secretary are not contradictory in any way.

10. **Responsibility of the Commandant.** Commandants are responsible for the overall safety of their permanent staff, CFAVs, cadets and visitors both in cadet facilities and during training. They are to:

a. Ensure that they have a signed and dated Policy Statement which:

- (1) Refers to the SofS's Policy Statement.
- (2) Reflects the personal commitment of the Commandant.
- (3) Demands the personal commitment to safety of his Adults and Cadets.
- (4) Stresses the requirement that the prevention of harm, injury, loss and ill health are based on the systematic identification of significant health and safety/fire hazards and the assessment and control of the associated risk.

b. Ensure that Safety is included as an integral part of commandants' and company commanders' command group meetings. Meetings should be held at least every four months. Safety issues and decisions should be minuted and posted on unit notice boards.

c. Ensure that a Unit Safety Advisor (USA) is appointed. This would normally be the QM; it should not be the TSA. The USA is to be trained at least to NGC Level 3 either at the School of Logistics at Deepcut or a civilian institute.

d. Establish, and act as Chair to, a Safety Management Committee which is to meet at least once a year.

e. Ensure that all Adults are trained in health and safety to a level commensurate with their appointment. A list of qualifications required for each appointment or role, and the courses which must be attended to achieve them, is at Annex F.

f. Ensure that all training is conducted by Instructors who are competent, authorised, and conversant with the risk assessment process.

g. Ensure safe operation of equipment.

h. Ensure that all accidents, incidents and near misses are reported to the Army Incident Notification Cell (AINC), in accordance with the direction in Annex L to this Instruction.

i. Ensure that adults and cadets alike are regularly consulted over safety issues through the format of detachment Safety Meetings, as described in this Instruction.

- j. Report safety performance in accordance with Bde instructions.
- k. Ensure that in years when there is no external health and safety audit, the Cadet Unit H&S Question Set is completed and submitted in accordance with Bde HQs instructions.

11. **Responsibility of CCF Contingent Commanders.** Head teachers are ultimately responsible for Safety in their schools, including their CCF Contingents. However it is incumbent upon the Contingent Commander to ensure that procedures laid down in this Instruction and in the publications listed at Annex A are carried out effectively, provided they do not contradict school policy. As a minimum they are to:

- a. Ensure that all training is conducted by Instructors who are competent, authorised, and conversant with the risk assessment process.
- b. Ensure that Safety is included as an integral part of formal meetings or Orders Groups.
- c. Ensure that all accidents, incidents and near misses are reported to the Army Incident Notification Cell (AINC), in accordance with the direction in Annex L to this Instruction.
- d. Report safety performance in accordance with Bde instructions.

12. **USAs.** USAs are responsible to both the Commandant and to the employing RFCA for all Safety matters. They are responsible, on behalf of the Commandant, for the annual submission of the H&S Internal Question Set to the Brigade Headquarters, and for chairing additional meetings of the Safety Management Committee.

13. **CTOs.** CTOs are responsible to the Commandant for all Training Safety matters. They are advised as necessary by the TSAs.

14. **TSAs.** TSAs are under the direct command of the regional Brigade Commander, and their role is to advise the County Commandant on Training Safety matters. Their main task is to ensure that all military training is conducted safely, and that timely and effective Range Action Safety Plans (RASPs), Exercise Action Safety Plans (EASPs) and appropriate Risk Assessments (RAs) are produced by Adults for every activity which requires them. They should work closely with the CTOs.

15. **Adults.** Adults are responsible for ensuring the safety of their cadets at all times. Detachment Commanders are directly responsible to the Commandant for the safety of their cadets whilst training is underway within the detachment hut. All Adults must ensure that procedures, including child protection and emergency arrangements, contribute to cadet safety, and that the environment in which cadet activities take place is, so far as is reasonably practicable, free of hazards that present an obvious risk to the young people involved and their supervisors. When on the range or on a training exercise the safety of cadets taking part lies solely with the adult in charge, who must be qualified and authorised to conduct the type of training being carried out. Any safety issue which cannot be handled at local level must be passed up to County/ Contingent HQs for resolution, and the RFCAs must also be informed if the issue is related to the infrastructure.

16. **Cadets.** Cadets should be made aware that they are to take all reasonable care of their own safety, and that of others.

ORGANISATION

17. **Army Organisation.** The management of Safety starts with the Secretary of State for Defence and cascades down the single service chains of command. The Chief Environmental and Safety Officer Army (CESO(A)) in HQ LF provides the Army Safety focus and CRF the fire focus through the Defence Fire Management Organisation (DFRMO). CESO(A) provides policy, audit and advice, and maintains an effective Army Safety Management system. Below this the Safety chain is based on focal points at Division and Brigade level which disseminate information and advice and give direction as necessary. Each brigade has a number of DFRMO Fire Safety Officers who provide advice on all Fire Safety Matters.

18. **Cadet Organisation.**

a. **Chain of Command.** The Safety chain for the ACF/CCF(A) follows the Army system. However ACDS (R&C) provides policy guidance to all the Cadet Forces and coordinates those aspects of national youth policy which affects the Cadets. In the ACF and CCF(A) top level coordination of policy, including safety, is overseen by the Army Cadet Executive Group (ACEG) which meets quarterly, is chaired by COS RF, and is attended by representatives from the chain of command, RFCAs and ACFA/CCFA. Down the chain of command the focus for Safety matters is provided by the dedicated Safety advisors and the G3 Cadets staff officers in Divisional and Brigade HQs.

b. **County Level.** The USA is responsible for all Safety to both the Commandant and to the regional RFCA Secretary. The CTO is the focus specifically for training safety matters and is responsible to the Commandant through the USA. The CTO is assisted by the TSA who advises the Commandant but reports directly to the Brigade Commander.

c. **Company and Detachment Level.** Safety of cadets whilst under training is the responsibility of the Adult in charge and the chain of command. Faults with the infrastructure must always be reported immediately to County HQ and to the appropriate RFCA.

d. **CCFs.** Very few CCFs use facilities run by the RFCAs. Facilities used, less training areas, are almost always exclusive to the school, and the responsibility for safety lies with the Head and his contingent commander.

PLANNING AND IMPLEMENTATION

19. **Courses.** All Adults should have an element of safety training, the level depending on the particular appointment. In addition Adults should be appropriately qualified in their subject, and authorised by the Commandant, before being allowed to train cadets. Full details are at Annex F.

20. **Key Safety Appointments.** Those holding key Safety appointments, such as the USA and CTO, must have terms of reference written by the Commandant stating their responsibilities.

21. **Safety Action Plan.** Management stems from the objectives and organisation given in the Commandants or Contingent Commanders Statement and should be conducted through the medium of a Safety Action Plan. Plans should include the County/Contingent objectives, target dates for their achievement and the person responsible. It is important that the Action Plan reflects what is both practised and practicable in the ACF/CCF environment. An example of a County Safety Action Plan is at Annex G.

22. **Communication.**

a. **Command Group Meetings.** Progress made in achieving the objectives of the County Safety Action Plan and any accidents/incidents should be automatic agenda items at regular Command Group meetings.

b. **Safety Management Committee.** Each County must establish a Safety Management Committee. It reports as necessary to the Command Group. Its purpose is to discuss all aspects of safety within the County, in particular performance review. It must meet at least once a year and be chaired by the Commandant. If necessary it can meet more often, in which case it need only be chaired by the USA. As a minimum, members should include the USA, CTO, TSA, with representatives from the companies, RFCA and, if applicable, any lodger units. Minutes of the meetings should be brought to the attention of Staff and Cadets alike, and displayed on County notice boards.

b. **Detachment Safety Meetings.** Detachment commanders must hold safety meetings with other adults and cadets in the detachment every 4 months to ensure that they continue to be informed of Safety issues, and to give them the opportunity to discuss other safety matters. Issues of concern, or good ideas, should be passed up to the Safety Management Committee.

23. **Safety Briefings.** It is essential that each individual member of the ACF and CCF(A) is clear as to the Safety arrangements that apply to them. Notwithstanding the regular detachment safety meetings, as soon as possible after joining, individuals (cadets and adults) are to be given a brief by the Detachment commander. It should encompass:

- a. The location of the Safety Notice boards.
- b. The Safety Statement that applies to them.
- c. How to raise Safety concerns.
- d. Emergency procedures, and what action is required from them.
- e. Action to be taken in the event of an accident or fire.
- f. How to obtain first aid and the location of first aid boxes.

24. **HSE Law Poster.** The HSE Law Poster (ISBN 07176 2494 5 of 10/99) must be displayed prominently in County and company HQs, and CCF Contingent facilities.

25. **Host and Lodger Units.** There must be a close understanding of Safety issues and the division of responsibilities between host and lodger units. Hosting Cadet Counties must ensure that any lodger units are included in regular Safety briefings and attend the Safety Management Committee meetings. Similarly cadet detachments which are themselves lodger units must ensure that they are included in host unit plans.

26. **Risk Assessments.**

a. **Health and Safety Risk Assessments.** Annex H covers all aspects of Health and Safety Risk Assessments (RAs) comprehensively, with worked examples. This a "general" RA which is used for everyday activities in normal work places. In the ACF/CCF it would apply more to permanent staff who are working in admin offices and QM stores . It should not be used for adults and cadets involved in military and adventure training. For this purpose an RA based on the Safe System of Training (SST) should be used (see para 28c). Annex H is based on Leaflet 39 of JSP 375 Vol 2 which should be read if further details are required.

b. **Site Risk Assessments.** Annex I covers all aspects of Site RAs comprehensively. It is based on Leaflet 23 of JSP 375 Vol 2 which should be read if further details are required.

c. **Fire Risk Assessments.** Although the basic principle of Fire Risk Assessment is included in para 26b above, it is MOD Policy to carry out a 'suitable and sufficient' Fire Risk Assessment in accordance with JSP 426 – MOD Fire Safety Policy, MOD(A) Fire Safety & Fire fighting Regulations (Army Code 60737) and the Regulatory Reform (Fire Safety) Order 2005. This involves the production of a Fire Safety Management Plan (FSMP) from the local DFRMO Fire Safety Officer at Brigade Level and is to be carried out on each cadet detachment and other associated structures / premises, as necessary.

27. **Safety Procedures.** A number of procedures have been provided as a guide to assist USAs and their staff with the implementation of their duties in accordance with HSWA regulations. They do not cover every eventuality, but cover the main occurrences likely to confront Adults in the cadet environment. Any further guidance on procedures can be found in the relevant Directives listed at Annex A, or on advice of Safety advisors. Procedures are given in Annex J.

28. **Military and Adventurous Training.**

a. **General.** A key aim of the Cadet Forces is to develop the personal qualities of, and a responsible sense of adventure in, cadets. This is achieved through the progressive introduction to challenging military and adventurous activities, which by their nature have an inherent or perceived risk. This level of risk must be as low as is reasonably practicable and it is essential it is properly managed through the medium of the Safe System of Training (SST). This procedure, which includes the process of deciding whether or not a RA is needed, must be conducted prior to any adventurous or military training activity taking place. **Knowledge of this procedure is fundamental to Training Safety. Misunderstanding of the process could lead on the one hand to a stifling of training through too much bureaucracy and unnecessary paperwork, and on the other to cadets under training being exposed to risks which have not been properly identified.**

b. **Adventurous Training (AT).** Rules for conducting AT are in JSP 419. Prior to an adventurous training activity a Joint Services Adventure Training Form Alpha (JSATFA) must be completed in accordance with AGAI Vol 1 Chapter 11 Annex A. For an expedition involving cadets, this Form is only to be completed by the Adult in charge, if the activity is due to last more than 48 hours, exclusive of travelling time. Shorter AT activities only require the SST procedure to be carried out, as described in Annex K.

c. **Safety in Military and Adventurous Training.** The SST process is described at Annex K, which is based on Leaflet 11 of JSP 375 Vol 2. It is imperative that this process is used prior to any military or adventurous training involving adults and cadets being carried out. If an RA is required as part of that process, the format to be used is given in the various examples in the appendices to Annex K. Also included are examples of an Exercise Action and Safety Plan (EASP) and Range Action Safety Plan (RASP).

29. **Safety of Visitors and Contractors.** The Adult in charge of a facility or an activity is responsible for the safety of all visitors to that facility or activity, and events under their direct control. All persons authorising visits and contract work are to ensure that visitors/contractors are appropriately briefed and where necessary supervised throughout to ensure their safety. Details should be recorded in a Visitors Book. Further details are contained in LFSO 4600.

30. **Action In the Event of Accidents or Incidents.** The correct and rapid reporting of accidents and incidents, including all outbreaks of fire, and their consequent analysis, is vital to health and safety. Action in the event of accidents and incidents is at Annex L.

31 **Safety Documents.**

a. To assist with the management of Safety, each County must designate a binder to be held in County HQs to hold its Safety related information. It is statutory to keep the following documents:

- (1) Operating Instructions and procedures for Safe Systems of Work.
- (2) Register of Risk Assessments.
- (3) Staff Training.
- (4) Emergency Procedures.
- (5) Accident Reports and Investigations.
- (6) Health and Safety Monitoring Reports.
- (7) Statutory inspection of Ventilations Systems, Lifting Equipment, Pressurised Systems etc (if not an RFCA responsibility).
- (8) Inspection and maintenance of all Fall Arrest equipment (where applicable).
- (9) One copy of the latest Fire Risk Assessment (FSMP).
- (10) Copies of any work services raised to correct fire safety deficiencies highlighted by the FSMP.

b. It is suggested that the following documents are included in the Binder:

- (1) Safety Action Plan and Minutes of Meetings.
- (2) Fire Orders and Fire Practise Register.
- (3) Briefing Notes for New Arrivals.
- (4) Completed MOD Forms 492A/B (must be contained in a lockable container).
- (5) Completed quarterly internal checks on all buildings.
- (6) Visitors Book.
- (7) Asbestos and COSHH Registers (if necessary – see Annex J).

c. The following Fire Safety related documents should be kept in each structure:

- (1) Log books of all fire safety related checks carried out within the structure or premise.
- (2) FSMP Action Plan highlighting current deficiencies within the structure / premise.

MEASURING AND REVIEWING PERFORMANCE

32. **General.** The purpose of measuring and reviewing performance is to determine whether regulations and policy requirements are being adhered to, and are proving effective, through a system of active and reactive systems.

33. **Active Systems.** Active systems include auditing, inspection and monitoring.

a. **Audits.**

(1) **External Audit.** Every ACF County and CCF(A) Contingent will be subject to external audit once every two years by Divisional or Brigade staff, provided resources are available. A programme of audits will be published by divisional HQs well in advance, giving adequate time for preparation.

(2) **Internal Check.** In those years when an external audit is not conducted ACF Counties are to conduct an Internal H&S Question Set. A Question Set, specific to the ACF, has been devised by CESO(A) and is held by Bde HQs. It comprises 2 Sections:

(a) **Section 1.** Section 1 must be completed by the USA, the TSA, and a representative from the RFCA.

(b) **Section 2.** The completion of Section 2 is largely the responsibility of the RFCA with the USA in attendance.

b. **Monitoring.** Safety issues must be monitored constantly through regular meetings of the Command Group, the Safety Management Committee and the Detachment Safety Meetings. If concerns cannot be resolved at local level, they must be raised to the next level up for resolution. If the Command Group cannot resolve an issue, it must be taken up with the RFCA or Brigade HQs for remedial action.

34. **Reactive Systems.** Reactive systems will include the correct reporting of accidents and incidents (Annex L to this Instruction), analysing why they occurred, and taking the appropriate corrective action. In the event of a death or serious injury a Learning Account (LA) is to be produced by the County within 48 hours of the incident and submitted to Bde HQs. The LA is an initial account of the incident, which seeks to be as comprehensive as possible in the timeframe allowed. It should provide a factual record of the incident, identifying initial recommendations and immediate action taken to prevent a recurrence of a similar incident. Full details are in LFSO 3207.

35. **RFCA Inspections.** An internal check by RFCA should be conducted on every detachment hut, training facility or headquarters building once every quarter. A suggested checklist is at Annex M. Faults should be filed in the Safety Binder, and remedial action taken as necessary. Results of Checks should be raised at Command Group Meetings.

VETTING OF ADULTS

36. **Requirement for Criminal Records Bureau (CRB) Disclosure and Security Clearance (SC).** All those whose duties regularly involve training, supervision or being in sole charge of those aged under 18 years are required to undergo a vetting process to determine their suitability to associate with children. This involves being subjected to both CRB and SC. The table below gives the minimum vetting required for each ACF/CCF(A) appointment.

<u>Appointment</u>	<u>CRB Disclosure Requirement</u>	<u>Security Clearance</u>	<u>Responsibility</u>
Cadet Training Team members	Enhanced	SC	MOD
ACF officers	Enhanced	SC	MOD
ACF AIs	Enhanced	BPSS ³⁴	MOD

³ Baseline Personnel Security Standard

⁴ AIs who handle ammunition and weapons must be cleared to SC

<u>Appointment</u>	<u>CRB Disclosure Requirement</u>	<u>Security Clearance</u>	<u>Responsibility</u>
CCF Officers and SSIs	Enhanced	SC	School
AAs	Enhanced	BPSS	MOD
CEOs	Enhanced	SC	MOD
Cadet QMs	Enhanced	SC	MOD
TSAs	Enhanced	SC	MOD
CAOs, CAAs and other RFCA cadet staff	Standard	SC	MOD
RFCA Clerical and secretarial grades	Standard	BPSS	MOD
Contractors at Camps	Standard		Contractor

37. **Contractors.** It is the responsibility of the RFCA (through the CEO or designated person) to ensure that contractors working in County locations and RFCA owned training areas prove that their staff are adequately vetted. On training areas and Camps owned by Army Training Estates the Camp Commandant has the responsibility.

38. **Procedure.** Procedures for CRB clearance and Security vetting are contained in LFSO 2901. CRB Disclosure Application and Verification Forms can be obtained from the DVA, Imphal Barracks, Fulford Road, York, North Yorkshire, YO10 4HD. To avoid delay it is important that applications are completed in exact accordance with the Instructions provided, otherwise the forms will be returned by DVA.

39. **General.** Adults who are not members of the Cadet Forces and who have no supervisory role should not be allowed unsupervised access to cadets or young persons. Potential instructors awaiting CRB clearance may work with cadets provided they are supervised by an Adult who has been cleared. For the protection of both Adults and cadets, all supervisors should avoid situations where they are alone with a cadet.

INSURANCE

40. **General.** The MoD provides Legal Indemnity for all members of CCFs and ACFs whilst they undertake authorised Cadet Activities. The list of "Cadet Activities Authorised by DRFC and Indemnified by MoD" is set out Annex A to Chapter 17 of the Army Cadet Force Manual. The CCFA and ACFA Collective Personal Accident Insurance Scheme also provides cover for the activities shown in the list and will provide benefits if an insured event occurs irrespective of who is to blame.

41. **MoD Liability.** Authorised Cadet Activities is defined as 'all training in support of the CCF/ACF syllabi'. This includes those activities listed in Annex A to Chapter 17 of the ACF Manual. All training activities are to be authorised by the Contingent Commander (CCF) or Cadet Commandant (ACF). All incidents involving injury to a person or damage to equipment must be thoroughly investigated at the earliest opportunity. This is essential to ensure that statements are obtained whilst the incident is fresh in the mind of any witnesses. Moreover, if the incident subsequently results in a claim for compensation against the MoD, it will be necessary to provide proof of negligence etc. In certain circumstances the MoD may be in a position to deny liability, for instance an instructor may have acted outside the laid down procedures resulting in a fatality or injury. Upon subsequent investigation leading to a Criminal Prosecution the chain of command

may not support a Defence at Public Expense. To assist in such cases, where a not guilty plea is made, the CCFA and ACFA hold an insurance scheme to provide Legal Help. This will provide Legal Help at no cost to the individual provided that the Legal Team believes there is a good chance of the case being defended successfully.

42. The MoD does not purchase insurance, but accepts its own risks and acts as its own insurer. The MoD will deal with any claims on the basis of legal liability, which is to say, any claim that arises due to the negligence of the MoD, its service personnel, servants or agents. The MoD cover is without financial limit. It is essential therefore that any claim against the MoD is well documented and proven.

43. **Collective Insurance Schemes.** The CCFA and ACFA operate the following insurance scheme on behalf of all CCFs and ACFs:

- a. A Collective Personal Accident Scheme
- b. A Collective Travel Insurance Scheme
- c. A Collective Legal Help and advice Scheme

These schemes provide extremely good value for money and the premiums and benefits are negotiated rigorously annually. Full details of the scheme and premiums payable are available from the CCFA or ACFA Secretariat.

Annexes:

- A. Civil Regulations and MOD Instructions.
- B. The Triumvirate.
- C. Management of Safety in the ACF and CCF(A).
- D. MOD Health and Safety Policy - The Management of Safety and Environmental Protection in the Ministry of Defence - Policy Statement by the Secretary of State for Defence.
- E. An Example of a Safety Statement for Use by ACF Cadet Commandants and CCF Contingent Commanders.
- F. Adult Appointments and Health and Safety Courses.
- G. Safety Action Plan.
- H. Health and Safety Risk Assessments.
- I. Site Risk Assessments.
- J. Safety Procedures.
- K. Safety in Military and Adventurous Training.
- L. Action in the Event of Accidents and Incidents.
- M. Internal Check List.

CIVIL REGULATIONS AND MOD INSTRUCTIONS

Civil Regulations

1. The Health and Safety at Work etc Act 1974 (HSWA 74), in particular Sections 2,3 and 4. (In Northern Ireland HSWA Order (NI) 1978).
2. The Environmental Protection Act 1990 (EPA 90).
3. The Management of Health and Safety at Work (MHSW) Regulations 1999.
4. The requirements of the Safety and Environment Protection Policy of the Secretary of State for Defence.
5. Health and Safety Guidance (HSG) 65
6. Regulatory Reform (Fire Safety) Order 2005/Fire (Scotland) Act 2005.

MOD Instructions

7. **JSP 317** – Joint Service Safety Regulations for the Storage and Handling of Fuels and Lubricants.
8. **JSP 375 Volume 2** – MOD Health and Safety Handbook
 - a. Leaflet 5 - Substances Hazardous to Health.
 - b. Leaflet 11 - Safety in Military Training.
 - c. Leaflet 14 – Accident/Incident Investigation.
 - d. Leaflet 23 - Site Risk Assessments.
 - e. Leaflet 27 – First Aid at Work.
 - f. Leaflet 35 – Health and Safety of Young Persons.
 - g. Leaflet 39 - Health and Safety Risk Assessments.
 - h. Leaflet 46 – Notifying and Recording of Accidents, Injuries, Diseases and Dangerous Occurrences: Procedures.
 - i. Leaflet 48 – Reporting of MOD Accidents and Incidents to the HSE
9. **JSP 418** – Sustainable Development and Environmental Manual
10. **JSP 419** – Joint Service Adventurous Training (JSAT) Scheme.
11. **JSP 426** – MOD Fire Safety Policy.
12. **JSP 751** – Joint Casualty and Compassionate Policy and Procedures.

13. **JSP 815** – Defence Environment and Safety Management.
14. **LFSO**
 - a. 2901 – Security of Cadet Forces.
 - b. 3202 – Reporting of Incidents and Matters of Public Interest.
 - c. 3207 – Conduct and Management of Service Inquiries, Non–Statutory Inquiries and Learning Accounts.
 - d. 3216 – Organisation and Arrangements for the Management of Safety in Land Forces.
 - e. 4600 – Safety Management of Visiting Workers, Contractors and other visitors on Army Controlled Establishments.
15. **Infantry Training Volume iv Pamphlet Number 21C.**
16. **AGAls**
 - a. Volume 1 Chapter 11 - Adventure Training.
 - b. Volume 1 Chapter 18 - Hazards of Water.
17. **A Commanders Guide to Health Safety and Environmental Risk Management**
18. **MOD (A) Fire Safety & Firefighting Regulations (AC 60737)**

THE TRIUMVIRATE

DRFC-overarching MOD policy
Cadet Forces S&EP WG

46,000 ACF Cadets, 8,500 Adult Volunteers, 1,760 Permanent Staff
28,000 CCF Cadets, 1,300 Adult Volunteers

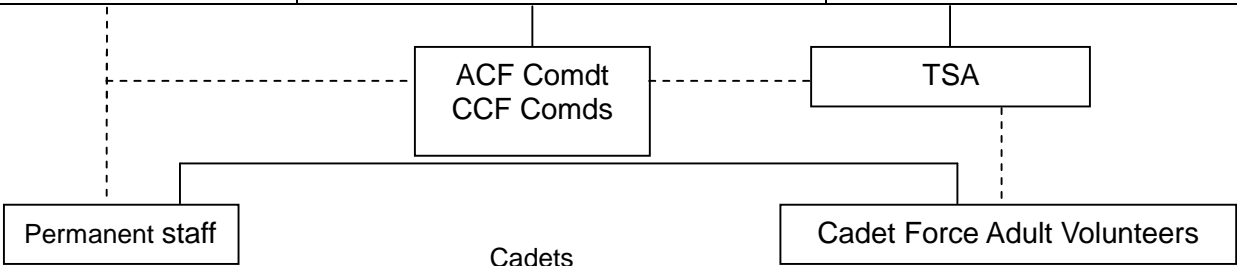
13 x RFCAs

CRF HQLF

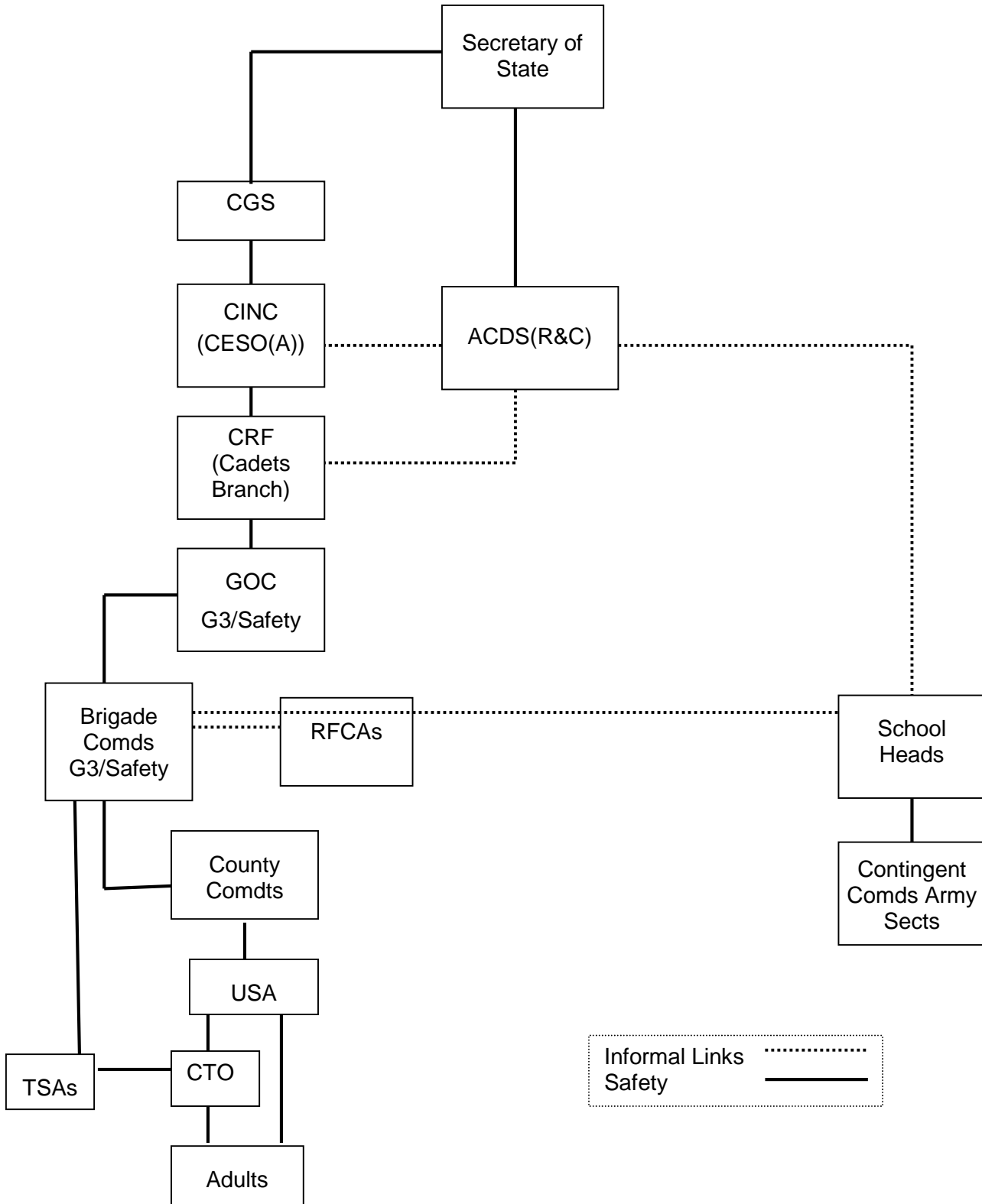
ACFA/CCFA

Army Cadet Executive Group

Administrative Spine Autonomous Bodies	Sponsor of Military Activities – OPCOM of ACF and CCF Army Contingents	Registered Charity – Responsible for activities outside the mil theme
G1 Cadet Admin Employs CEO CQM Appointment of CFAVs Support to Recruiting	ACF Comdts CCF Contg Comds TSAs Recruit Cadets	G1 Regimental Support – ethos
G3	G3 Sponsor Cadet Syllabus Ensures Safe System of Training Sets Training Policy and implements Training Centres	G3 Non-military activities (AT etc) PR website Trg Centre training OUTREACH Programme
G3 H&S Statement Receive audits Monitor Annual audits Propman	G4 H&S Statement Conduct routine inspections Equipment Table	G4 Kit shop



MANAGEMENT OF SAFETY IN THE ACF AND CCF(A)



SAFETY, HEALTH, ENVIRONMENTAL PROTECTION AND SUSTAINABLE DEVELOPMENT IN THE MINISTRY OF DEFENCE

A Policy Statement by the Secretary of State for Defence

Part 1 – Guiding Principles

1. As Secretary of State I am responsible for all safety,¹ environmental and sustainable development matters within Defence.
2. I require that:
 - Within the United Kingdom (UK) we comply with all legislation which extends to the UK (including legislation giving effect to the UK's international obligations).
 - Overseas we apply UK standards where reasonably practicable and, in addition, comply with relevant host nations' standards.
 - Where Defence can rely on exemptions or derogations from either domestic or international law, we introduce standards and management arrangements that are, so far as reasonably practicable, at least as good as those required by legislation.
 - Where there is no relevant legislation, our internal standards aim to optimise the balance between risks and benefits. This does mean avoiding risks but managing them responsibly on the basis of impact and likelihood.
 - We seek to disapply legislation on the grounds of national security as far as possible only when such action is essential to maintain operational capability, or in accordance with applicable laws.
 - Since safety, health and environmental protection are individual as well as line management responsibilities, we play our part by knowing what is expected of us and by following the rules and procedures that apply to what we do.
 - We take reasonable care of our own health and safety, that of others who may be affected by our acts or omissions at work, and of the environment.
 - We report anything likely to endanger individuals or the environment.
 - All managers and commanders promote and provide leadership on safety and environmental matters as part of normal business, and create a culture where everyone understands and delivers their contribution to protecting people and the environment.
 - Targets are set and our safety environmental and sustainable development performance is measured, monitored and reported and is consistent with and support wider Government initiatives.
3. This Policy Statement, which is to be observed throughout Defence, reflects the importance which I attach to the health, safety and welfare of all members of the Armed Forces, civilian

¹ Safety includes occupational health and safety and equipment and materiel safety.

RF/1/7/1/11 Jul 09

employees, contractors, and the public, to protecting the environment, and to implementing sustainable developmental policies.

4. The detailed organisation and arrangements that support this Policy Statement are set out in Part 2 of this statement and in JSP 815.

Des Browne
Secretary of State

18 March 2008

Annex: Policy Statement Part 2 – Supporting Principles and Arrangements.

SAFETY, HEALTH, ENVIRONMENTAL PROTECTION AND SUSTAINABLE DEVELOPMENT IN THE MINISTRY OF DEFENCE

A Policy Statement by the Secretary of State for Defence

Part 2 –Supporting Principles and Arrangements

SCOPE

1. This part of my Policy Statement sets out what I require the Ministry of Defence and the Armed Forces to do and explains the governance arrangements for safety, environmental protection and sustainable development. It builds on the overarching Guiding Principles in Part 1.

STRATEGIC PRINCIPLES

2. To achieve the targets set out in departmental plans, I require the Ministry of Defence and the Armed Forces to:

- a. Avoid work-related fatalities and minimise work-related injuries and ill-health.
- b. Maintain effective emergency arrangements.
- c. Protect the environment.
- d. Deliver against the Government's sustainable development commitments.

3. To achieve the above, I expect the Ministry of Defence and the Armed Forces in their organisation and processes to:

- a. Lead by example in promoting a positive safety and environmental protection culture.
- b. Ensure clear links between top level strategy and the management activities required to comply with it.
- c. Implement and maintain coherent safety and environmental management systems which conform to relevant good practice with clear measures of performance and with regular systematic review.
- d. Ensure that responsibility and accountability for safety, environmental protection and sustainable development, including sustainable procurement, are clearly defined through a robust system of delegations.
- e. Ensure that in the acquisition of materiel, services and equipment of all kinds, safety and environmental management begins at the requirement definition stage and is carried forward through life to disposal. This includes all aspects of maintenance and operation.
- f. Ensure that suitable expertise is available and brought to bear to identify the hazards and understand the risks arising from Defence activities.
- g. Devise and implement workplace precautions and systems to control risks effectively within and across organisational boundaries and from the earliest stages of planning an undertaking.

- h. Make provision for all accidents, near misses and failures of safety or environmental controls to be reported and investigated to a suitable depth in order that causes are understood and lessons identified, promulgated and implemented.
- i. Ensure that audit and similar mechanisms are aimed not just to ensure compliance with procedures but also to drive effectiveness and improvement.
- j. Work collaboratively with our regulators, other Government departments, statutory bodies, non-Government organisations, industry and contractors to achieve safety and continuous improvement in safety, environmental protection and sustainable development.
- k. Embed sustainable development considerations into spending and investment decisions.
- l. Carry out sustainability appraisals and environmental assessments, as appropriate, for new or revised policies, programmes (including acquisition programmes) office relocations, new projects and training activities.
- m. Ensure that, before being introduced, change to organisational arrangements, processes or equipment is properly assessed for its impact in safety, the environment and sustainable development, and is suitably managed.

GENERAL DUTIES

4. All TLB Holders and Training Fund Agency Chief Executives are to ensure that adequately detailed statements setting out the organisational structures and management arrangements for discharging their duties in accordance with this Policy Statement, including identifying hazards and controlling potential risks, are in place. They are also to set up processes for monitoring the effectiveness of such arrangements. Commanding Officers and Heads of Establishment are to ensure that they put in place similar statements detailing their local organisation and arrangements. Taken together with this Policy Statement, these statements will meet the legal requirement for a health and safety policy to be in place in each management area. The relevant statements are to be brought to the attention of all members of the Armed Forces, civilian employees and others, including contractors, who might be affected by them.

GOVERNANCE

5. I require the Parliamentary Under Secretary of State for Defence to act as the ministerial focus for health and safety at work, equipment and materiel safety, nuclear safety, and environmental protection issues, and to be the Department's Sustainable Development Minister. Minister (AF) will have responsibility for nuclear accident response.

6. I delegate to the Permanent Under Secretary (PUS) the duty of ensuring that effective management arrangements are in place for ensuring compliance with this policy. Under his direction, I expect the Defence Board (DB) to ensure that we achieve and maintain high standards by reviewing safety, environmental and sustainable development performance and demonstrating their commitment by words and action. I require PUS to delegate authority for implementing my policy to Top Level Budget Holders through their Service Delivery Agreements (SDAs), and to Chief Executives of ~Trading Fund Agencies through their Training Fund Agreements. I expect them to delegate further as necessary and on a personal basis to Commanders, Directors and Chief Executives of Defence Agencies. I further expect them to ensure that managers and Commanding Officers at every level receive appropriate training, and have at their disposal adequate resources to deliver high standards in safety and environmental performance.

7. I require the PUS to appoint the Second (2nd PUS) to develop and maintain a consistent system of policies, standards, regulation and work practices. 2nd PUS will chair a Defence Environment and Safety Board (DESB) which will provide direction, set objectives, monitor and

review performance, and provide assurance to the Defence Board on the effective operation of risk management and internal control systems. 2nd PUS will appoint specific individuals to chair Functional Safety Boards to provide end-to-end assurance on safety and, where appropriate, environmental issues and, where appropriate, to assist in the development of policy, the setting of standards, and ensuring that appropriate scrutiny and regulation is applied to all Defence activities.

8. These individuals will also be members of the DESB and will report annually to it. 2nd PUS will ensure that there is proper separation of responsibility and accountability between those who provide the policy, standards and regulation, and those who are required to deliver Defence capability.

9. 2nd PUS will be responsible for advising Ministers and senior officials on safety, environmental protection and sustainable development matters in conjunction with specialist staffs, as appropriate; and reporting directly to me any evidence of significant failure to discharge my safety, environmental and sustainable development responsibilities in any part of the MOD.

10. This policy has been fully equality and diversity impact assessed in accordance with the Department's Equality and Diversity Impact Assessment Tool against: Part 1 Assessment Only (no diversity impact found). This aspect will be reviewed in December 2010.

AN EXAMPLE OF A SAFETY STATEMENT FOR USE BY ACF CADET COMMANDANTS AND CCF CONTINGENT COMMANDERS

1. I am conscious of and accept my duties as Commandant inACF/CCF to maintain a safe and healthy environment as detailed in the Secretary of State's Safety, Health, Environmental Protection and Sustainable Development Policy.
2. I am personally committed to the provision of safe facilities and equipment, necessary information, training and supervision to ensure the safety of all participants and those who might be affected by our activities so far as is reasonably practicable.
3. I demand the same personal commitment from all Adults involved with Cadets to ensure their health and safety whilst in our care.
4. I require all staff to:
 - a. Read, understand and comply with all standing instructions relating to health and safety and training safety. They are circulated as necessary and held by.....
 - b. Understand the requirement that the prevention of harm, injury, loss and ill health are based on the systematic identification of significant health and safety/fire hazards and the assessment and control of the associated risk.
 - c. Be familiar with the emergency procedure in the event of a fire or other incident.
5. I am to be informed immediately in the event of:
 - a. An accident, incident or near miss that has the potential or has caused actual harm to an Adult or Cadet, or to other persons in or around the cadet premises, including visitors and contractors.
 - b. A potentially hazardous situation involving the building and/or its fixtures, equipment or work practices by our own or other staff.
6. In addition I require each member of staff to:
 - a. Take reasonable care of his or her own health and safety and that of other persons who may be affected by his or her acts or omissions at work, and to report any situation giving rise to serious or immediate danger to individuals or the environment or of any shortcoming in arrangements that may create danger.
 - b. Follow cadet instructions and cooperate positively in achieving a healthy and safe work environment and a safe training regime.

ORGANISATIONAL ARRANGEMENTS

7. **Responsibilities.** All personnel are to cooperate with the person in charge and the supervisors in order to achieve a healthy and safe environment. They are to take care of themselves and others who may be affected by their activities. Personnel are to report promptly health and safety problems to one of the persons identified below:

Ser	Responsibility	Name	Title/Appt	Remarks
(a)	(b)	(c)	(d)	(e)
1	Head of Establishment or Commandant		Commandant	Point where overall responsibility for all SHEF and TS matters rests.
2	Safety		Unit Safety Advisor (USA)	Exercises the responsibility on behalf of the Commandant
3	Training Safety		County Training Officer (CTO)	Reports training safety matters to the USA/TSA
4	Training Safety		Training Safety Advisor (TSA)	Advises Commandant and CTO. Reports to Bde HQs.
5	Handling of Hazardous Material		QM/RQMS	Authorised Representative for carriage of HAZMAT
6	Safety in detachment huts		Detachment Commander	
7	Fire Prevention		Unit Fire Safety Officer	Should be separate from USA
8	Reporting of Accidents, Incidents and Near Misses		All Adults	Report to AINC 01980 628458 or 94321 8458

8. **First Aid.** The first aid kit and accident book are located in
 Personnel have a duty to report all accidents and incidents.

a. Trained/qualified first aiders are:

Ser	First Aid	Name	Title/Appointment
(a)	(b)	(c)	(d)
1			
2			
3			
4			

b. Appointed person responsible for first aid kit:

Ser	First Aid Kit	Name	Title/Appointment
(a)	(b)	(c)	(d)
1			

Head of Establishment or Commanding Officer	
Appointment/Rank/Grade	
Date	Signed
Date Due for Review	

ADULT APPOINTMENTS AND HEALTH AND SAFETY COURSES

Ser	Appointment	Owner	Responsibility	General H&S Standard Required	Remarks
(a)	(b)	(c)	(d)	(e)	(g)
1	Cadet Comdt	CRF	Endorsement of all training activities	IOSH Directing Safely	One day course at a civilian institute
2	CEO	RFCA	Day to day administration. May be required to provide Safety advice. May be appointed as USA	IOSH Managing Safely as a minimum	Three day course at a civilian training centre. If appointed as USA trained to USA standard (NEBOSH/BSC Level 3 National General Certificate) at DLSS Deepcut or civilian institute
3	QM/USA	RFCA	Safety/Fire Safety ¹	National General Cert Level 3 NEBOSH/BSC	Two week USA course at DLSS Deepcut or NEBOSH/BSC Level 3 National General Certificate at civilian institute
4	CTO	CRF	Training	IOSH Managing Safely as a minimum	Three day course which can be taught by anyone who has qualified on a NEBOSH/Level 3 course, and licensed to run the course
5	TSA	CRF	Training advice	National General Cert Level 3 NEBOSH/BSC	Two week USA course at DLSS Deepcut or NEBOSH/BSC Level 3 National General Certificate at civilian institute
6	CTT Comd /2IC	CRF	Training	National General Cert Level 3 NEBOSH/BSC	Two week USA course at DLSS Deepcut or NEBOSH/BSC Level 3 National General Certificate at civilian institute
7	CAAs	RFCA	Admin support to areas incl Safety and range safety management	IOSH Working Safely	Two day course which can be taught by anyone who has qualified on a NEBOSH/Level 3 course, and licensed to run the course
8	ACF Detachment Comds ²	CRF	Admin and training	IOSH Managing Safely	Two day course which can be taught by anyone who has qualified on a NEBOSH/Level 3 course, and licensed to run the course
9	ACF Adults ³	CRF	Admin and training	IOSH Working Safely	Three day course which can be taught by anyone who has qualified on a NEBOSH/Level 3 course, and licensed to run the course
10	CCF Adults				School arrangements

¹ One week Unit Fire Safety Managers Courses and Fire NCO Courses are held at the DFRMO Fire Training School, Manston. These courses are not mandatory but, where possible, Comdts are recommended to nominate suitably appointed personnel (QM/CAA) to attend.

² It is intended eventually to integrate this course into the KGVI and Area Comds Course at CTC. In the meantime Counties should make every effort to conduct it, or a shortened version of it, internally. As a minimum det comds should receive half a days training.

³ It is intended eventually to integrate this course into the AI Course at CTC. In the meantime Counties should make every effort to conduct it, or a shortened version of it, internally. As a minimum AIs should receive 2 hours training whilst on the Initial Training Course.

SAFETY ACTION PLAN

Ser	Heading	Objective	Date	Responsibility
(a)	(b)	(c)	(d)	(e)
1	Policy	Ensure Sec of States Policy Statement is displayed in County HQs, along with HSE Work Poster ISBN 0 7176 2494 5 OF 10/99.	Ongoing	USA
2	Organisation	Ensure Commandants Statement is displayed in all buildings and its contents brought to the attention of adults and cadets at detachment safety meetings.	4 Monthly	USA/Det comds
3	Management	Ensure a system of keeping up to date with H&S guidance from Div/Bde HQs and MOD Instructions, in particular JSP 375.	Ongoing	USA
4		Communicate Safety to PS, AIs and cadets.	Ongoing	Through briefings and on Notice Boards. Minutes of Meetings distributed to coys.
5		Ensure new arrivals are given a full briefing on Safety issues	Induction weekends	USA
6		Ensure action points from Safety Management Committee meeting held on xxxx are implemented by	1 Dec xx	USA
7		Ensure Capt Smith attends USA course at Deepcut prior to his taking over appointment of USA	1 Dec xx	USA
8		Ensure all adults have attended the required courses commensurate with their appointment in accordance with the Cadet Safety Manual by	1 Jan xx	Two year program.
9		Ensure RFCA conduct checks on all buildings and sites in the County. Produce a program	4 monthly	USA/RFCA

Ser	Heading	Objective	Date	Responsibility
(a)	(b)	(c)	(d)	(e)
10		Maintain Fire Orders, Fire Practice Register, raise & complete Work Services to rectify fire safety related deficiencies as identified in the FSMP Action Plan, Incident Register, completed Forms 492A and B and RA Register.	Ongoing	USA/TSA
11		Monitor COSHH and Asbestos procedures (if relevant).	Ongoing	QM
12	Training Safety	Maintain Register of generic RAs and keep updated.	Ongoing	CTO/TSA
13		Maintain Register of EASPs and RASPs.	Ongoing	CTO/TSA
14	Performance Review	Complete next internal H&S Audit Question Set and submit to Bde HQ.	1 Apr xx	QM

Signed: _____

Date: _____

Print Name: _____

Review Date: _____

Rank: _____

HEALTH AND SAFETY RISK ASSESSMENTS

Background

1. This annex is based on Leaflet 39 (Health and Safety Risk Assessment) of JSP 375 Volume 2.
2. The aim of this annex is to provide a system for assessing risks across all work activities involving adults and cadets, equipment, buildings and land.
3. The term "Line Manager" is used throughout this annex to mean the person with direct responsibility for the safe conduct of the work activity.

Risk assessments

4. A Risk Assessment is simply a careful examination of what, in your work, could harm people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm to yourself, your colleagues, contractors, visitors or anyone else who may be affected by your work.

Types of risk assessment

5. All significant risks shall be assessed, however, although the principles of assessment remain the same their application can differ. There are 3 recognised methods of assessment:
 - a. **Dynamic.** A mental assessment of risk for use when any delay would increase the risk of harm. Dynamic assessment can also be used as the initial step in formal risk assessment.
 - b. **Formal.** A written method of evaluating the risk of harm eg in accordance with MOD Form 5010a (Enclosure 3 to this Annex).
 - c. **Generic.** An evaluation of risk that can be applied to common tasks.
6. Dynamic risk assessment allows for immediate mental safety assessments to be made without implementing the formal risk assessment process eg the decision to tackle a small fire, a task with obvious safety risks which would increase if delayed by formal assessment. Therefore dynamic risk assessment can be effectively used in emergencies where any delay increases the risk of harm, it is not to be used purely to save time or avoid additional work.
7. Dynamic risk assessment can be used as an initial step in establishing which risks are significant and require further assessment. It can also be used prior to the use of generic assessments to identify if the assessment is suitable and sufficient for the task in hand.
8. Formal risk assessment is a documented process of assessing risks and involves a process of measuring the likelihood of an event occurring with its likely consequences.
9. Some common tasks, tasks that share the same hazards and controls eg routine maintenance or cleaning activities, can be assessed and a generic risk assessment produced. These assessments can only be used when the influencing factors are the same and the Line Manager considers that the control measures identified and implemented adequately reduce the risk of harm.

10. Guidance on which method of assessment is appropriate is provided in the flow diagram at Enclosure 1.

The five steps of a risk assessment

11. Risk assessment is a subjective but logical process which can be broken down into 5 Steps:

- a. **Step 1.** Identify the hazard.
- b. **Step 2.** Decide who might be harmed and how.
- c. **Step 3.** Evaluate the risks and decide on precautions.
- d. **Step 4.** Record your findings and implement them.
- e. **Step 5.** Review your assessment and update if necessary.

12. When conducting a risk assessment involvement of staff or their representatives will provide useful information about how the work is done, this will make assessment of the risk more thorough and effective. Advice and guidance may also be available from the unit safety manager or safety committee representatives.

Identify the hazards

13. Review the task and or work area, talk with the persons involved and identify any hazards. Assessment is not limited to normal work activities. Open days, displays etc if organised by a MOD department or taking place on MOD property or using MOD owned equipment, shall be subject to risk assessment. Remember to include hazards arising from normal activities and potential hazards if things go wrong. Focus on the reasonably foreseeable (that is an event that can logically be predicted to occur and which could result in harm) not remote possibilities. Tasks/activities that pose trivial safety consequences should not be subject to risk assessment. It is helpful to record the hazards, the Hazard Survey Form (MOD Form 5010b - enclosed) is an acceptable template for recording, this will help ensure hazards are not missed during the risk assessment process.

Decide who might be harmed and how

14. For each hazard establish who might be harmed, it will help to identify the best way to manage the risk. This does not mean listing everyone by name, but rather identifying groups of people, eg store room staff, visitors, members of the public etc.

15. In each case decide how they might be harmed, ie what type of injury or ill health might occur. For example, stores personnel may suffer back injury from repeated lifting of boxes.

16. Some workers have particular requirements, eg new and young workers, women of child-bearing age, new or expectant mothers and people with disabilities may be at particular risk.

17. Shared workplaces present particular problems. Risk assessments should consider the effect of the activity on other workers. Line Managers should also ensure that they are familiar with the risk assessments produced by other groups within the workplace that may affect their staff.

Evaluate the risks and decide on precautions

18. Evaluating the risk is a subjective process which becomes easier with experience. To help assessors a 'Risk Rating' calculation matrix is provided on the MOD Form 5010a (enclosed)

and is shown at Table 1. Tables 2 and 3 provide guidance on definitions of ‘likelihood’ and ‘consequence’.

Table 1 – MOD risk matrix

Hazard Consequence	3	3 MED	6 HIGH	9 HIGH
	2	2 LOW	4 MED	6 HIGH
	1	1 LOW	2 LOW	3 MED
Risk Rating (Consequence X Likelihood)		1	2	3
		Likelihood of occurrence		

Table 2 – likelihood criteria

Likelihood		Criteria
High	3	Common, regular or frequent occurrence
Medium	2	Occasional occurrence
Low	1	Rare or improbable occurrence

Table 3 – consequence criteria

Consequence		Criteria
High	3	Fatalities, major injury or illness
Medium	2	Serious injury or illness
Low	1	Minor injury or illness

19. If the product of the hazard severity and likelihood of occurrence is 1 or 2, then the item being assessed is categorised as Low risk. Similarly if the score is 3 or 4 then the risk category is Medium while scores of 6 or 9 signify a High risk category. When recording the Risk Rating include the individual “Likelihood” and “Consequence” scores, this allows resources to be targeted at the right areas.

20. Table 4 identifies the actions to be taken depending on the severity of the Risk Rating.

Table 4 – Action to be taken

Risk Rating	Action to be taken
High	Improve control measures; consider stopping work. Conducting work at this level of risk is to be reported up the Line Management/ Command chain.
Medium	Review control measures and improve if reasonably practicable to do so, consider alternative ways of working.
Low	Maintain control measures and review if there are any changes.

21. The legal requirement for most health and safety Regulations is to reduce the risk of

harm so far as is reasonably practicable¹. The level of acceptable risk is dependent on circumstances, and it is the Line Managers responsibility to decide when the level of risk is acceptable, a well constructed risk assessment will aid in this decision.

22. The first step in evaluating the risk is to establish what controls are currently in place, it is important that this is based on what is actually being done not what is thought to be done. The second step is to decide whether anything else can and needs to be done, this could involve the introduction of additional control measures or better implementation of existing control measures.

23. If the need for additional control measures is identified their implementation needs to be managed, this will require identification of ownership and the setting of implementation dates. Large numbers of additional control measures should be addressed in priority order, the most effective being implemented first. Once additional controls have been identified the risk rating is to be recalculated and recorded in the "Residual Risk" column. If existing controls are considered adequate the "Additional Controls" section of MOD Form 501 0a should be marked "Controls Adequate".

24. When assessing risks the following points should be considered:

- a. Can the hazards be eliminated altogether?
- b. Can the risks be controlled so that harm is 'most unlikely'?
- c. Is there a less risky option?
- d. Can access to the hazard be eliminated or reduced e.g. barriers, guards etc?
- e. Can the work be reorganised to eliminate or reduce the risks?
- f. Are additional welfare facilities required eg first aid or washing facilities for removal of contaminants?
- g. Is Personal Protective Equipment (PPE) required? The use of PPE is a last resort and should not be preferred to other forms of risk elimination or reduction.

Record and implement findings

25. On completion of the risk assessment the details shall be recorded and the assessment brought to the attention of all those who are at risk or are responsible for implementing the control measures.

26. The recording of the risk assessment shall be clear and concise, it is to be easily read with the minimum use of acronyms. Control measures should be clearly identified without excessive reference to large documents with embedded information which is difficult to extract. MOD Form 501 0a provides an acceptable format for recording the assessment.

27. It is best practice to record dynamic risk assessments retrospectively and at the earliest opportunity. By recording these assessments it may be possible to use the findings as a starting point for future similar tasks, thus improving the control of risks and reducing workloads. It also provides an auditable record of decisions allowing for more effective accident investigation and helps provide assurance during the audit of safety management systems. MOD Form 501 0a can be used for the recording of dynamic risk assessments.

¹ Some Regulations, such as¹ the Electricity at Work Regulations, require a higher degree of compliance and therefore do not allow the use of 'so far as is reasonably practicable'. These Regulations are limited to high risk activities and guidance should be sought if there is any doubt regarding compliance.

28. The most important part of any risk assessment is effective implementation of the control measures. Once implemented Line Management is to ensure that the control measures remain effective and that staff are compliant with the risk assessment requirements.

Review and update

29. Risk assessments are to be regularly reviewed to ensure they remain suitable and sufficient.

30. A review is to be conducted:

- a. Annually.
- b. If there is reason to doubt the effectiveness of the assessment.
- c. Following an accident or near miss.
- d. Following significant changes to the task, process, procedure or Line Management.
- e. Following the introduction of more vulnerable personnel, e.g. persons who are not familiar with the process, task or environment, persons who may have special needs.

31. If following review there are no changes to be made to the assessment, the Line Manager is to sign and date the original assessment confirming that it is suitable and sufficient.

Definitions

Common Tasks	Common repeatable tasks that share the same hazards.
Competence safe	Competence requires sufficient practical experience and technical knowledge and understanding to carry work in a and efficient manner to a recognized standard on a regular basis. It requires the ability to communicate understanding to all people in a clear and comprehensible manner, and the awareness of personal limitations.
Consequence	Effect or outcome.
Control Measure	An item, procedure or system introduced to eliminate or reduce risk.
Dynamic Risk Assessment	A mental assessment of risk for use when any delay would increase the risk of harm or as an initial step in identifying significant risks.
Formal Risk Assessment	A written method of evaluating the risk of harm.
Generic Risk Assessment	An evaluation of risk that can be applied to common tasks.
Harm environment.	Injury to persons or damage to equipment or the
Hazard	Something with the Potential to cause harm.
Line Manager	A person, military or civilian, with direct responsibility for the safe conduct of the work activity.

Reasonably Foreseeable	Something that should be apparent to a reasonable person who has knowledge and experience of the work to be undertaken.
Risk	Likelihood that harm will occur and its consequences.
Risk Assessment	A process for evaluating risk.
Significant	Important, noteworthy not trivial.
Significant Risk	Risks that if not properly controlled are likely to cause harm.
So far as is reasonably practicable	The degree of risk in a particular situation which must be balanced against the time, trouble, cost and physical difficulty of taking measures to avoid the risk.

Enclosures:

1. Risk Assessment Flow Diagram
2. MOD Hazard Survey Form (MODF 5010b)
3. MOD Risk Assessment Form (MODF 5010a)

RISK ASSESSMENT – FLOW DIAGRAM

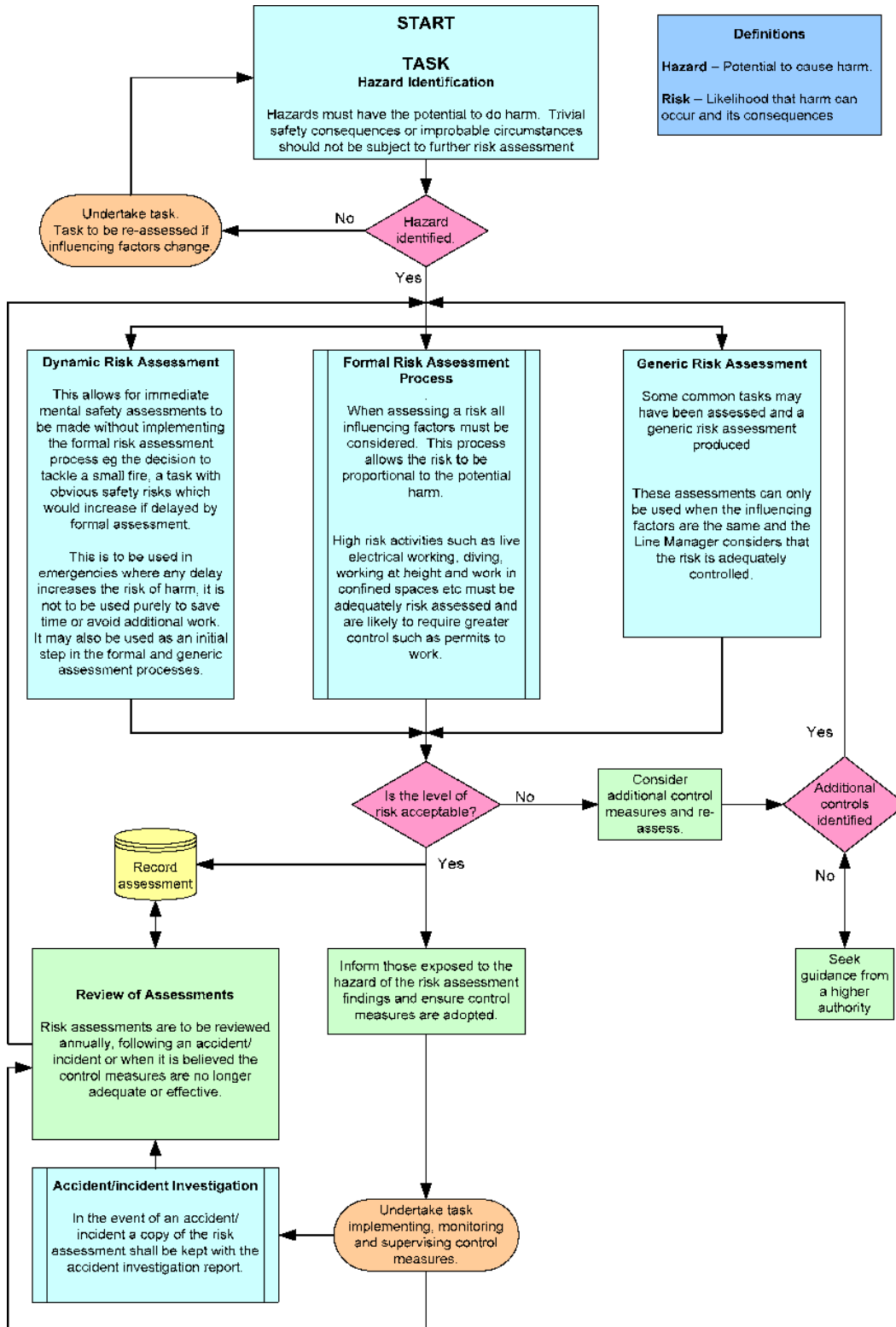


Fig 1

MOD HAZARD SURVEY FORM

MOD Form 5010b

Establishment/Unit/Ship:								
Section/Department:								
Activity/Process:								
Hazard Survey Reference Number:								
Person conducting the survey				Line Manager				
Name:				Name:				
Date:				Date:				
Hazard				RA Req		Priority²		
						1	2	3
1		Y	N					
2		Y	N					
3		Y	N					
4		Y	N					
5		Y	N					
6		Y	N					
7		Y	N					
8		Y	N					
9		Y	N					
10		Y	N					
11		Y	N					
12		Y	N					
13		Y	N					
14		Y	N					
15		Y	N					

The following list includes potential hazards that may be encountered in the workplace, however it is not exhaustive and assessors and Line Managers need to stay alert to other hazards that may be present or that can develop.

- Manual handling.
- Exposure to hazardous substances.
- Noise.

² The priority score should be used to identify which hazards need to be assessed first.

- Vibration.
- Working at height.
- Lifting operations.
- Confined spaces.
- Exposure to electricity.
- Transport.
- Exposed machinery.
- Construction activities.
- Radiation.
- Excessive stress.
- Pressure systems.
- Exposure to blood borne viruses.
- Explosive atmospheres.
- Fatigue.
- Excessive heat or cold.
- Storage systems, racking etc.
- Fire.
- Lighting levels.

MOD RISK ASSESSMENT FORM

Establishment/Unit/Ship:				Assessment No:		Assessment Date:		
Section/Department:				Assessment Type <i>(Delete as appropriate; see Note 1)</i>				
		Specific		Generic		Record of Dynamic Assessment		
Activity/Process:								
Assessor				Line Manager Acceptance (See Note 2)				
Name:				Name:				
Rank/Grade:				Rank/Grade:				
Signature:				Signature:				
Hazards <i>(Include Hazard Survey Number where applicable)</i>	Who is at Risk?	Control Measures <i>(Specific existing Control Measures)</i>	Risk Rating <i>(Likelihood X Consequence)</i> <i>(See Note 3)</i>	Additional Controls <i>(Each Control Measure is to be specific and managed)</i>	Residual Risk Rating <i>(See Note 4)</i>	Management Plan		
						Owner	Target Date	Comp Date

Line Manager Assessment Review							
(See Notes 2 and 5)							
Review Date:		Review Date:		Review Date:		Review Date:	
Name:		Name:		Name:		Name:	
Rank/Grade:		Rank/Grade:		Rank/Grade:		Rank/Grade:	
Signature:		Signature:		Signature:		Signature:	

Notes:

1. If using a 'Generic' risk assessment, Assessors and Line Managers are to satisfy themselves that the assessment is valid for the task and that all significant hazards have been identified and assessed. If additional hazards are identified they are to be recorded and attached to the Generic assessment.
2. Line Managers are to note that they are responsible for production of the risk assessment and that they are signing to indicate that the risk assessment is suitable and sufficient and they consider the risks to be acceptable

High	Common, regular or frequent occurrence.	3	3 Med	6 High	9 High
Medium	Occasional occurrence.	2	2 Low	4 Med	6 High
Low	Rare or improbable occurrence.	1	1 Low	2 Low	3 Med
Risk Matrix			1	2	3
Likelihood X Consequence			Minor injury or illness.	Serious injury or illness.	Fatalities, major injury or illness.
			Low	Medium	High

3. When recording the Risk Rating ensure that both the Likelihood and Consequence scores are included.

High	Improve control measures; consider stopping work. Conducting work at this level of risk is to be reported up the Line Management / Command chain.
Medium	Review control measures and improve if reasonably practicable to do so, consider alternative ways of working.
Low	Maintain control measures and review if there are any changes.

4. Record the residual Risk Rating to demonstrate that the risk has been reduced to an acceptable level; record Likelihood and Consequence scores.
5. Risk Assessments are to be reviewed:
 - a. Annually.
 - b. If there is reason to doubt the effectiveness of the assessment.
 - c. Following an accident or near miss.
 - d. Following significant changes to the task, process, procedure or Line Management.
 - e. Following the introduction of more vulnerable personnel.
 - f. If "Generic" prior to use.

SITE RISK ASSESSMENT

Background

1. This annex is based on Leaflet 23 of JSP 375 Vol 2

Site hazard survey

2. The first step in conducting a Site Risk Assessment, as with any risk assessment, is to document a comprehensive record of the hazards associated with the site. Appendix 1 contains a set of Site Hazard Survey Forms that cover common Site Hazards, and these can be used to form the basis of a formal Hazard Survey to initiate the Site Risk Assessment process. The survey is best undertaken by conducting a site tour, this should be carried out by the USM and a safety trained representative from the Regional RFCA. The survey should encompass all areas of the site that are the responsibility of the Commandant, including lodger units.

3. The Site Hazard Survey forms carry a field entitled "Detailed Aspects/Standard Controls", this lists the factors that should be considered in deciding whether the controls that are in place for the hazard are adequate. In the main they represent a set of standard controls that should be employed to reduce the risks associated with the hazards. If the survey identifies that the hazard is applicable, the subsequent risk assessment should address the detailed aspects and, for any shortfalls, recommend additional control measures.

4. The Site Hazard Survey forms cover many common site hazards but they may not cover all the hazards peculiar to a particular site, it is important that all such hazards are identified at this stage.

Site risk assessment

5. Where the survey indicates that a hazard exists in the subject site/area, a separate Site Risk Assessment form should be completed to cover each site hazard. If the survey found that hazards exist within the 20 "Standard" site hazards detailed in the Site Hazard Survey forms at Appendix One then 20 risk assessments should be generated. The Site Risk Assessment pro forma to be used is at Appendix 2 it follows the same principles, outlined in the Leaflet – Health and Safety Risk Assessment. A worked example of a completed Site Risk Assessment is at Appendix 3.

6. Where a Site Risk Assessment indicates major levels of risk remaining, the Assessor should recommend further control measures. This assessment should then be submitted to the Commandant who should detail the action he authorises to be taken to reduce or eliminate the risks identified in the assessment.

Action plan

7. Due to the nature of the remedial work that a Site Risk Assessment is likely to generate, the costs involved can be considerable. It is recommended, therefore, that the recommendations resulting from Site Risk Assessments are absorbed into an overall Action Plan that assigns responsibilities, priorities and time scales, dealing with the most significant risks as a priority. This Action Plan should be regularly reviewed by the Unit/Site H&S Committee.

Site risk assessment review

8. Site Hazards are less liable to change than those associated with activities or processes but the Site Risk Assessment should be reviewed periodically. A 2 yearly interval between

reviews should be adequate but where new hazards are introduced onto the site, the risk assessment covering that aspect should be reviewed or a new assessment made.

Retention of site risk assessments

Where a Site Risk Assessment identifies a potential for employees to be exposed to a prescribed disease, impulsive noise, or radiation, health screening or surveillance is necessary and the resulting medical records should be kept for 40 years. Risk assessments relating to the work concerned need be held only for as long as they are current; medical records should be referred to for longer-term cases.

Risk assessments relating to an injury should be kept with the accident investigation papers for 5 years from the date of the incident, after which they may be destroyed. Risk assessments which do not relate to specific cases of disease or injury may be destroyed as soon as they are no longer effective. Budget areas are free to retain these risk assessments for as long as they wish, and where they have their own insurance arrangements they should consult their insurers on the matter.

Appendices:

1. Site hazard checklist.
2. Site risk assessment.
3. Example site risk assessment.

SITE RISK ASSESSMENT

SITE HAZARD CHECK LIST

Site Hazard	Detailed Aspects/Standard Controls	Applicable (Y/N)	Survey Notes
1. Site Security	<ul style="list-style-type: none"> a. Perimeter fences, gates sound and maintained, known hazards fenced. b. Access by children to hazards prevented from Married Quarters/ crèches etc within the wire. c. Signs and Notices posted. d. Site regularly patrolled especially hazard areas – water courses etc (are patrols "lone workers"?). e. Security cameras operated. f. Security lights installed. g. Alarms installed. h. Unused buildings locked, windows shuttered and key control in operation. i. H&S performance considered in selection of private guards. j. Control of guard dogs. 		
2. Fire	<ul style="list-style-type: none"> a. Fire patrols/fire wardens established. b. Liaison with local brigade established – contact telephone numbers available to Duty Staff and in Guard Room. c. No Smoking policy initiated. d. Fire exits indicated and emergency lighting operable. e. Alarms, sprinklers etc maintained. f. Secure storage of flammable materials. g. Extinguishers available and maintained. h. "Housekeeping" maintained to prevent flammable/combustible materials accumulating. i. Emergency water supply tanks provided. j. Signs and Notices posted. k. Access to high places restricted/controlled. 		

Site Hazard	Detailed Aspects/Standard Controls	Applicable (Y/N)	Survey Notes
3. Explosive	<ul style="list-style-type: none"> a. The site licensed. b. Signs and Notices posted. c. Policies for disposal/removal established. d. Records of type/quantities of explosives used. e. Records available of Explosives Inspections/Audits. 		
4. Chemicals/Fuels/Oils	<ul style="list-style-type: none"> a. List of substances held, stored or used. b. Policy for further chemical holdings/storage. c. Signs and Notices in place. d. COSHH Assessments available on site for substances held/used and arrangements to review and maintain records of assessments. e. Emergency procedures formulated. f. Any chemically contaminated areas identified. g. Chemicals segregated where appropriate. 		
5. Biological	<ul style="list-style-type: none"> a. Activities involving biological agents carried out on site. b. Organisms involved and location of activity. c. Contaminated areas identified. d. Signs and Notices posted. e. Organic waste disposal areas on site identified and controlled. f. COSHH Assessments available on site and arrangements in place to maintain and review assessments. g. Sewage tanks identified and policy for emptying/cleaning formulated. h. Standing water treated/drained. i. Cooling towers, showers etc treated for legionella. 		
6. Asbestos	<ul style="list-style-type: none"> a. Asbestos register maintained. b. Signs and Notices posted. c. Policy formulated for removal/retention. d. Licensed contractors used for removal. e. Information available to Contractors and Maintenance workers. 		

Site Hazard	Detailed Aspects/Standard Controls	Applicable (Y/N)	Survey Notes
7. Radiation	<ul style="list-style-type: none"> a. Activities carried out on site involving the use/production of radioactive material. b. Registers and records maintained. c. Disposals recorded. d. Signs and notices posted. e. Radioactive contaminated areas identified. f. Exclusion zones/control of access. 		
8. Pathways and Roads Access and Egress	<ul style="list-style-type: none"> a. Condition of roads, paths, gangways, stairs, bridges, etc maintained. b. Signs and Notices posted. c. Emergency access routes operable and maintained. d. Trip hazards and protruding object hazards removed. e. Access to high places restricted. f. Speed limits posted. g. Street lighting. h. Condition of doors, gates etc. monitored and maintained. i. Hedges and ditches maintained. j. Essential paths and roads included in ice and snow clearance plans. k. Speed reduction measures, traffic lights, controlled access onto main roads where appropriate. 		
9. Outdoor Plant and Equipment	<ul style="list-style-type: none"> a. Ownership of plant identified and all plant included in Risk Assessments. b. Accessible and/or decommissioned plant made safe/fenced/sealed – especially from children. c. Measures to reduce plant noise where appropriate. 		
10. Condition of Buildings and Estate	<ul style="list-style-type: none"> a. Inspection and maintenance programme in place. b. Maintenance work monitored. c. Signs and Notices posted. d. Emergency procedures notified. e. Derelict/demolished buildings secured against access especially by children Dangerous/hazardous trees or shrubs (fire/falling). 		

Site Hazard	Detailed Aspects/Standard Controls	Applicable (Y/N)	Survey Notes
11. Site House-keeping	<ul style="list-style-type: none"> a. Site clearance policy. b. Approved waste removal Contractors employed c. Ground maintenance programme. d. Shelves, racking and stacked/stored items maintained safely especially in open spaces accessible to children. 		
12. Confined Spaces	<ul style="list-style-type: none"> a. Register of confined spaces maintained. b. Unauthorised entry prevented by security and permit to work. c. Policy formulated for removal/opening up. d. Inspection/maintenance programme instituted with permit to work control e. Emergency procedures devised. f. Signs and Notices posted. 		
13. Electrical	<ul style="list-style-type: none"> a. Position of below ground supply cables recorded. b. Overhead supply cable runs maintained/protected. c. Isolation/shut off procedures effective. d. Inspection/maintenance programme in place. e. PCBs identified and control/removal policy formulated. f. Lightning conductors maintained. g. Signs and Notices posted. 		
14. Water	<ul style="list-style-type: none"> a. Effective shut off method whereabouts known and available. b. Underground pipe runs recorded. c. Inspection/maintenance procedures in place. d. Access to deep storage tanks strictly controlled. e. Signs and Notices posted. f. Liaison with Water Board maintained. 		
15. Gas	<ul style="list-style-type: none"> a. Effective shut off method whereabouts known and available. b. Underground pipe runs recorded. c. Inspection/maintenance procedures in place. d. Signs and Notices posted. e. Liaison with Gas Authority maintained. f. Emergency plan formulated. 		

Site Hazard	Detailed Aspects/Standard Controls	Applicable (Y/N)	Survey Notes
16. Pressurised Gas	<ul style="list-style-type: none"> a. Quantities held and location of pressurised gas holdings recorded. b. Storage methods secure and adequate. c. Inspection/maintenance programme in place. d. Emergency procedures formulated. e. Policy for removal formulated. f. Signs and Notices posted. 		
17. Storage Tanks	<ul style="list-style-type: none"> a. Position of, substances and quantity held recorded. b. Policy for emptying/removal/making inert. c. Inspection/maintenance programme in place. d. Condition of containment bunds monitored. e. Emergency plan formulated. f. Signs and Notices posted. 		
18. Falls and Falling Objects	<ul style="list-style-type: none"> a. Access to roofs, towers etc. strictly controlled. b. Inspection/maintenance programme for stairs, towers, masts etc Inspection pits filled, fenced, or securely covered. c. Drain covers secure. d. Crawler board areas of roofs identified. e. Stability of towers/masts assured. f. Signs and Notices posted. g. Storm drains Risk Assessments completed and any necessary action taken. 		
19. Contractors and Visitors	<ul style="list-style-type: none"> a. Control/record of Contractors/Visitors coming on to site exercised at point of entry. b. Contractors/Visitors informed of emergency procedures. c. Risk Assessments completed for Contractors' work involving significant hazards. d. CDM Regulations 1994 applied for Contractors where applicable. e. Permit to Work and written Safe Systems of Work for Contractors strictly applied. f. Contractors' compounds are included in Site Safety Tour programme and meet requirements of Workplace Regulations. g. Exchange information with contractors(including, where appropriate, risk assessments). 		

Site Hazard	Detailed Aspects/Standard Controls	Applicable (Y/N)	Survey Notes
20. Emissions and Processes	a. Hazardous/polluting Emissions identified: Air Land Water b. Emission control policy established and in operation. c. Process waste identified and controlled. d. Records of all transactions concerning waste. e. Monitoring of emissions/waste.		
21.			
22.			
23.			

SITE RISK ASSESSMENT

ESTABLISHMENT:	SER/REF No:
HAZARD SURVEY TOPIC:	
DESCRIPTION OF HAZARDS:	
EXISTING CONTROL MEASURES:	
RISK OUTSTANDING:	LIKELIHOOD X SEVERITY = RISK RATING

RISK RATING		RATING ACTION BANDS	
LIKELIHOOD	SEVERITY OF INJURY	RATING BANDS	ACTION REQUIRED
1 Most unlikely	1 Trivial injury/ies	1&2 Minimal Risk	Maintain control measures
2 Unlikely	2 Slight injury/ies	3&4 Low Risk	Review control measures
3 Likely	3 Serious injury/ies	6&8 Medium Risk	Improve control measures
4 Most Likely	4 Major injury/ies or death	9, 12 & 16	Improve controls immediately/ consider stopping work

To establish Risk Rating, multiply "Likelihood" by the "Severity"

FURTHER ACTION/MEASURES RECOMMENDED:		REVISED RISK RATING:
ASSESSOR:		
Name:	Signature:	Date:
ESTABLISHMENT HEAD/COMMANDING OFFICER'S REMARKS:		
I agree with the Health and Safety Assessment recorded above. * There are no out standing actions/I have taken the following actions: (* Delete as appropriate)		
Date to be Reviewed:	Reason for Review:	*Follow up action/Annual/Task Change: (*Delete as appropriate)
Name:	Signature:	Date:

FURTHER ACTION/MEASURES RECOMMENDED: <i>Outer Area</i> <i>Notices prohibiting access</i> <i>Fencing off MQ areas (Wellington Place)</i> <i>Manning of HGV Gate (Call up system for HGV drivers to RN Distribution Point when gate opening is required).</i> <i>Fencing off hangars adjacent to Wellington Place.</i> <i>Increased frequency of patrols and regular Site Safety Tours.</i>		REVISED RISK RATING: <i>Hazard Awareness Programme.</i> <i>Lodger Units - complete Risk Assessments (use of lorries/unauthorised burning etc)</i> <i>Fence off grouse wood</i> Revised Risk Rating 1 x 4 = 4	
ASSESSOR:			
Name: R BLOGGS		Signature:	
		Date: June 1998	
ESTABLISHMENT HEAD/COMMANDING OFFICER'S REMARKS: I agree with the Health and Safety Assessment recorded above. * There are no outstanding actions/I have taken the following actions: (* Delete as appropriate)			
Date to be Reviewed:		Reason for Review:	
		*Follow up action/Annual/Task Change: (*Delete as appropriate)	
Name:		Signature:	
		Date:	

SAFETY PROCEDURES

The following procedures are outlined in this Annex.

Procedure 1	Manual Handling Operations
Procedure 2	Electricity
Procedure 3	Control of Substances Hazardous to Health (COSHH)
Procedure 4	Fire Example of Fire orders
Procedure 5	Personal Protection Equipment
Procedure 6	Asbestos
Procedure 7	First Aid

SHEF PROCEDURE 1 - MANUAL HANDLING OPERATION

1. **Introduction.** By their nature, some activities provide a potential for manual handling injury. Where cadets and staff are involved in the movement of items, people and equipment eg on an initiative exercise course, loading and unloading of vehicles and display days a potential for a strained back or pulled muscle due to poor manual handling is ever present. The following guidance is provided for implementation by all members of the ACF/CCF(A).

2. Primary Concerns

a. Prevent injuries by implementing the following safe lifting practice:

(1) **ASSESS** the situation:

- (a) Can mechanical aid be used?
- (b) Can someone else assist?
- (c) Share the task with others.
- (d) Are you wearing the right equipment?

(2) **EXAMINE** the object(s):

- (a) Examine the object.
- (b) Check weight, centre of gravity, stability.
- (c) Are there any sharp edges?

(3) **PLAN** the task:

- (a) Plan a route free from tripping or slipping hazards.
- (b) Provide opportunities for rest and recovery.
- (c) Know where to unload.

(4) **METHOD**

- (a) Decide in advance how to hold the load.
- (b) Grasp firmly and with both hands.
- (c) Attain a good posture.
- (d) Wear suitable gloves.
- (e) Watch your fingers.

3. Safe Lifting Precautions

a. The following rules should be applied for safe lifting:

(1) Assess the load first and make sure that the area is clear of hazards.

- (2) Keep back straight in a natural way, bend the knees, stand close to load and spread feet - DO NOT twist trunk.
- (3) Raise your head, lift using your legs, grasp the load firmly, arms close to body.
- (4) Hold close to centre of body when stable, make sure load is clear from hazards.

SHEF PROCEDURE 2 - ELECTRICITY

4. There are 2 main risks with electricity:
 - a. Electric Shocks - when electricity passes through the body it causes shocks, burns and can kill.
 - b. Fires - many fires are started by electrical appliances.
5. Note: The Electricity at Work Regulations 1989, are the main set of regulations applicable to electrical safety for ACF/CCF(A) activities. Even people who are not directly involved with electricity need to understand the dangers.
6. There are a few sensible rules which if followed will reduce the possibility of an accident:
 - a. Ensure all visual checks have been carried out before use.
 - b. Remove the risk (eg replace with battery powered tools or reduced voltage tools).
 - c. Use only tools which are electrically insulated.
 - d. Firmly clamp the outer layers on the ends of flexible cables to stop the wires pulling out of the terminals.
 - e. Use only proper connectors.
 - f. Prohibit the wearing of metal jewellery (which might come into contact with electricity).
 - g. Use appropriate PPE when identified.
 - h. Ensure there are sufficient electrical sockets for needs.
 - i. Turn off the power before inserting a plug.
 - j. Replace damaged/frayed cables.
 - k. Switch off and unplug before cleaning (to avoid shock).
 - l. Never touch electrical appliance with wet hands.
 - m. If switches/sockets become hot - have them checked by a competent person.
 - n. Ensure that there are no pools of liquid, which might cause a short circuit.
 - o. Ensure equipment is clear of obstruction to prevent overheating.
 - p. Use Residual Current Devices (RCD), Low Voltage appliances and Battery powered tools where possible.
7. **Only Competent Persons are Authorised to Work Upon Electrical Equipment.** Where adult staff are authorised to maintain equipment (eg radios) a suitable and sufficient RA must be provided.
8. Should the activity be a necessary part of the training, the RA must be re-visited to include the young person's experience and reduced perception of risk. The outcome of the RA must be

clearly communicated to all concerned (parents also), including control measures to be applied and the extra supervision required where young people are involved.

9. **Portable Electrical Equipment**

a. All portable electrical equipment must be safe for use. Each appliance will require the following actions:

- (1) Placed upon the County/Contingent Inventory/Property Book (to ensure that it will be inspected).
- (2) Initial visual inspection iaw the manufacturers guidance.
- (3) Daily use visual inspection to ensure that it is fit for use.
- (4) Annual inspection by a competent person.

10. Where an item of electrical equipment has been placed upon the County/Contingent Inventory/Property Book, regular servicing must be carried out in accordance with manufacturers instructions.

11. **User Checks**

a. The following basic user checks must be carried out before using electrical equipment.

- (1) Check for damage such as cuts or abrasions to cable coverings and damage to plugs (eg bent pins or cracks).
- (2) Check for damage to the equipment and loose parts or screws.
- (3) Ensure that the cable is tightly gripped where it enters the plug or equipment.
- (4) Check for signs of overheating, either burn marks or staining.
- (5) Make sure that electrical sockets are not overloaded.
- (6) Ensure that equipment has not been used in unsuitable conditions.
- (7) Ensure wherever possible, that an RCD is used.

12. **Emergency Procedures**

a. The risks posed by electricity can be significantly reduced by selecting suitable equipment and ensuring that it is safely used and properly maintained. However, it is still possible that an accident might occur; therefore everyone must be aware of the procedures to follow in the event of an emergency. If someone comes into contact with electrical current, the following must be applied:

- (1) The power must be switched off.
- (2) First aid must be applied immediately (check for breathing, pulse and burns).
- (3) Medical assistance must be called immediately.

SHEF PROCEDURE 3 - CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

13. Introduction.

- a. Substances may enter the body by ingestion (orally), inhalation (breathing in), or absorption (through the skin). As well as the potential for acute effect such as fainting or sickness, these routes may also lead to longer-term problems such as:
- b. Skin irritation or dermatitis as a result of skin contact.
- c. Asthma as a result of developing allergy to substances used at work.
- d. Losing consciousness as a result of being overcome by toxic fumes.
- e. Cancer, which may appear long after the exposure to the chemical which caused it.
- f. Infection from bacteria and other micro-organisms (biological agents).

14. Routine Activities. Under routine circumstances, the quantities used and the exposure times should not present a problem if the manufacturers guidance regarding any hazards presented and precautions to protect the user are followed (eg disinfectants, washing up liquids, soaps, adhesives and projects such as photographic development and practical work with engineering components). Particular attention must be given to the compatibility between substances, as the mixing of incompatible chemicals may release toxic fumes with the potential to cause burns, irritate skin, respiratory system and damage eyes.

Note: Although not covered by a manufacturers material safety data sheet, caution needs to be exercised when conducting rimfire range cleaning operations because of the potential for lead particulate ingestion/contamination. Guidance is provided within Range Standing Orders. All range users must wash their hands as soon as is practicable after leaving the range.

15. Non-Routine Activities. Certain activities such as glass fibre repairs, dopes from modelling and cleaning fluids may present a hazard. Before starting any such activity, the manufacturer's directions must be read, understood and applied. Where protective clothing or ventilation is advised, this must be implemented, with strong supervision to ensure that all controls are valid at all times.

16. Control Measures

- a. The prevention of harm and control measures for substances is as follows:
 - (1) Remove the need to use the substance (ie don't do the task).
 - (2) Replace with less harmful substance.
 - (3) Substitute (eg brushing instead of spraying).
 - (4) Reduce the quantities involved.
 - (5) Protect those involved (ventilation and/or Personal Protective Equipment (PPE), through the RA process).
 - (6) Reduce exposure time.
 - (7) Safe storage of substances.

Note: Liquid substances should not be stored above shoulder height to avoid the possibility of spillage which may result in injury to the person concerned and/or others.

(8) Eating and drinking policy (and enforce).

(9) Personal Protective Equipment (PPE) [but as a last resort after other protection has been considered].

17. COSHH Assessment

- a. Where non-standard activities take place ie larger quantities or new and/or toxic chemicals are used, proposed substances may be subjected to higher standards of controls eg a Maximum Exposure Limit (MEL) or an Occupational Exposure Standard (OES). When such activities are planned, a comprehensive RA must be produced in accordance with the COSHH Regulations 1999.
- b. To assist this assessment, a Safety Data Sheet must be obtained from the supplier prior to use and advice sought through the chain of command.
- c. Where such a project requires the use of a substance requiring a COSHH assessment, **professional support and advice must be requested through the chain of command** or the RFCA.
- d. Where control measures have been implemented, the operation must be monitored to ensure that all control measures remain valid. This must include PPE, which should be suitable and sufficient for the purpose, worn correctly, maintained in accordance with the manufacturers guidance and stored appropriately.
- e. The reasons for and the use of, control measures must be communicated to all involved in the activity and enforced by those supervising the activity, at all times and by example. They must be told and understand the following:
 - (1) The nature and degree of risk.
 - (2) Factors which may increase the risk (eating and drinking).
 - (3) What to do (precautions and timing).
 - (4) Emergency procedures.
 - (5) Suitable and sufficient training must be provided.
- f. Where a COSHH assessment has been raised, it must be reviewed when there:
 - (1) Is a reason to believe that the assessment is no longer valid.
 - (2) Has been significant change in the activity to which the assessment relates.
 - (3) As a result of a review, changes in the assessment are required.
- g. Reviews are to be carried out every 12 months.

SHEF PROCEDURE 4 - FIRE

18. Introduction

a. Fire safety is paramount. Many people are killed each year in fire both in the workplace and in the home. In many cases, these fires could have been avoided, or if an early warning had been received, may have escaped. It is the responsibility of the CEO/Contingent Commander, to ensure that a competent person has carried out Fire Risk Assessments of the relevant structure/premises (Fire Safety Management Plan). The local DFRMO Fire Safety Officer should be contacted to carry out this task.

b. The CEO/Contingent Commander is to ensure that in all structures/premises:

(1) That Fire Orders are up to date and on display (Appendix 1).

(2) That Fire Inspections are carried out.

(3) That Fire Drills are carried out monthly and recorded.

(4) That fire can be detected in a reasonable time.

(5) That the appropriate evacuation signage (with pictogram) are displayed at exit routes.

(6) All personnel can be warned.

(7) Everyone in the building will be able to leave safely.

(8) All personnel know what to do if there is a fire by providing appropriate information.

(9) That safety equipment is checked and maintained.

(10) Appropriate fire fighting equipment is available.

(11) That all flammable materials are correctly and clearly identified.

(12) That all flammable materials are stored correctly.

(13) Any deficiencies recorded on Fire Risk Assessment action plan are to be communicated with relevant persons in the premises.

19. Personal Actions.

a. Know the action to take in the event of a fire, for example, how to raise the alarm and call the fire brigade.

b. Read your 'Fire Action Notice, MOD Poster 2 or equivalent ' if one is provided in the building.

c. Know all the escape routes from the building.

d. Never obstruct escape routes, gangways or passages.

- e. Do not secure fire exit doors in a way that could prevent them from opening quickly.

20. Fire Prevention

- a. The following fire prevention activities must be implemented at all times:
 - (1) Keep the building clean and tidy.
 - (2) Regularly clear away waste materials which could burn easily.
 - (3) Only smoke in designated safe areas where suitable ashtrays are provided.
 - (4) Know the location of your fire-fighting equipment, how it works and upon which type of fire it should be used.

21. Fire Safety

- a. If a fire is discovered, the following actions should be carried out:
 - (1) Implement the procedures from your fire orders and notices.
 - (2) Sound the alarm and evacuate the building (life is the most important thing to save).
 - (3) Know the location of your designated fire assembly point and go there after evacuating.
 - (4) Remain there until you are given further instruction.

Note: In many cases it is the toxicity of fumes, which kills or injures people. The need to evacuate a burning building quickly and without panic is of primary importance.

22. Fire Extinguishers

- a. Portable fire extinguishers are only designed to be used to tackle fire in its very early stages, and you should ensure that the fire brigade has been called. A fire should not be tackled if it has started to spread to other items in the room or if the room is filling with smoke. If you cannot put out a fire or the fire extinguisher becomes empty, move away from the fire closing any doors behind you.
- b. New fire extinguishers should conform to BSEN3, coloured red with a zone of colour which indicates the contents.
- c. However the older type of extinguishers conforming to BS 5423:1987 are still acceptable until such time as they are replaced.
- d. Portable fire extinguishers can be categorised by their contents. This may make them particularly suitable for use on a particular type of fire and dangerous on others. Portable fire extinguishers must never be used on oil or fat pan fires as the jet from the extinguisher may force burning fat out of the pan (a fire blanket is recommended for this type of fire).
- e. Portable fire extinguishers should be fixed to the wall at a convenient height, on escape routes and close to specific risks (Fire Blankets should conform to BS 657).

f. **Do's and Don'ts**

- (1) **Don't** use a fire extinguisher unless trained to do so.
- (2) **Don't** put yourself in danger and always keep yourself between the fire and the exit.
- (3) **Don't** place extinguishers over cookers, heaters or places of extreme heat.
- (4) **Do** read the instructions.
- (5) **Do ensure** extinguisher is recharged if fully or partially discharged.
- (6) **Do** ensure extinguishers are serviced properly once a year or in accordance with the manufacturer's recommendations.

Remember - don't let fires extinguish your life!

EXAMPLE OF FIRE ORDERS

1. HQ _____ is located at _____
2. The County Fire Officer is _____
3. The Detachment Register is located in _____ and in the event

of fire will be taken to the muster point by _____. To enable an accurate check to be made of the whereabouts of building occupants in the event of an evacuation **it is essential that staff and cadets are recorded on the appropriate register.**

4. Action to be Taken on Discovering a Fire.
 - a. Raise the alarm by shouting **“Fire, Fire, Fire”**.
 - b. Operate the nearest internal **Fire Alarm**. (AIs/PS will brief you on where the alarms are located and how to operate the alarm).
 - c. Telephone 999 and advise the operator of **'location and type of fire in (insert address) _____, known casualties, and your name.**
 - d. **DO NOT ATTEMPT TO FIGHT THE FIRE - SOUND THE ALARM AND LEAVE THE BUILDING IMMEDIATELY.**
5. Action to be Taken on Hearing the Fire Alarm.
 - a. “Make safe” your activity.
 - b. Leave lights on.
 - c. Close (but do not lock) all windows and doors.
 - d. Evacuate - all personnel **(using the nearest exit)**.
 - e. Designated person(s) - take register(s).
 - f. Report to the **Assembly Point which is** (insert information).

 - g. Remain at the Assembly Point until given further instructions.
6. **Staff Action.** The senior AI/PS in the building is to:
 - a. Assume the role of Incident Commander.
 - b. Ensure that an emergency telephone call has been made.
 - c. Instruct a member of staff to open any gates (to allow unimpeded access by Fire Brigade vehicles).

- d. Carry out a Roll Call using the Register(s) and brief the result to the Fire Service on arrival (specifically whether or not there are any missing persons who may still be in the building).
- e. Ensure that first aid is given to any casualties and maintain order until the arrival of the Fire Brigade.

7. Individual Responsibilities.

- a. PS hosting visitors are to ensure that they are aware of the Fire Orders. They are responsible for supervising the safe evacuation of their visitors in the event of fire and confirming their whereabouts to the Incident Commander.
- b. It is the responsibility of all personnel to minimise the risk of fire by observing basic precautions:
 - (1) Provide ashtrays when smoking is permitted and dispose of their contents safely.
 - (2) Use electrical appliances iaw the manufacturers guidance.
 - (3) Do not bring petrol, oil or other flammable substances into the building.
 - (4) Keep corridors clear and Fire Doors shut.
 - (5) Do not let rubbish accumulate in offices, storage areas or passageways.

8. Remember.

- a. **ALWAYS** - Know where Fire Appliances, Fire Alarms and Fire Exits are located and report any deficiencies immediately.
 - b. **ALWAYS** - Report a fire by telephone (insert 999 or Tel No).
-
- c. **NEVER** - Stop to collect personal belongings before evacuating the building.
 - d. **NEVER** - Re-enter the building to retrieve forgotten items.
 - e. **NEVER** - Leave the Assembly Point until authorised to do so by the Incident Commander.

SHEF PROCEDURE 5 - PERSONAL PROTECTIVE EQUIPMENT

23. Introduction

- a. The Personal Protective Equipment (PPE) Regulations 1992 require PPE to protect the wearer when no other control measures can effectively mitigate the risk.
- b. PPE should be looked upon as a last resort in the hierarchy of control measures. However, it is recognised that there are occasions when PPE is a reasonably practicable option. Where PPE is identified by the risk assessment (eg hard-hat, gloves, footwear, respiratory protection, hearing protection), all personnel must comply. PPE must provide the appropriate level of protection and the wearer must know why it is necessary, how to wear the equipment and how to maintain and store PPE, to prevent any contamination or deterioration.

24. Manufacturer's Responsibilities

- a. The manufacturer is required to provide the following information:
 - (1) Storage, use, cleaning, maintenance and servicing.
 - (2) The level of protection provided.
 - (3) The level of accessories and spare parts available.
 - (4) The expiry date of the PPE and any specific components.
 - (5) The significance of any markings.

25. Supervisor's Responsibilities

- a. Prior to carrying out an activity, the supervisor must ensure that the PPE:
 - (1) Gives protection against the risk(s) involved with the activity.
 - (2) Is suitable for the wearer (including fitting correctly).
 - (3) Is compatible with the work.
 - (4) Complies with the relevant EU provisions on design and manufacture (look for the "CE" mark).

26. Wearer Responsibilities

- a. This legislation requires all personnel to:
 - (1) Wear the PPE correctly.
 - (2) Inform the supervisor if PPE is damaged or unsuitable.

SHEF PROCEDURE 7 - ASBESTOS

27. **Introduction.** Asbestos may be found in 3 forms, Crysotile, Amosite and Crocydolite. Where undisturbed and identified the material presents no harm. However, should the material be damaged, fibres may become airborne, presenting a significant hazard to health. Where identified, the appropriate control measures must be introduced and maintained. Asbestos related diseases (mesothelioma, asbestosis and lung cancer) are thought to kill up to 3,000 people a year, with this figure expected to rise to 10,000 by 2010.

28. **Identification.** The identification of asbestos within an ACF/CCF(A) building and survey if required is the responsibility of the RFCA. Where asbestos has been found, the location must be identified with an appropriate label (this will be actioned by the RFCA) and the CEO informed.

29. **Actions.** Where a known source of asbestos (ie labelled) has been damaged, or a new source of asbestos is suspected, the building is to be cleared of all personnel and the local RFCA informed as a matter of urgency. **The building must not be re-entered until the all clear has been given by a competent person.**

SHEF PROCEDURE 7 - FIRST AID

30. Introduction.

a. The minimum level of first-aid equipment for each ACF/CCF(A) building is a suitably stocked and properly identified first-aid container. Where outdoor activities are planned portable first-aid kits should be carried. The content of a first-aid kit must be compatible with the risk, for example, the detachment first-aid kit would be expected to contain items to treat burns, sprains and cuts, whereas the expedition first-aid kit would be geared to include the treatment of broken bones.

b. The following list is provided as a starting point for the contents of a first-aid kit:

- (1) This procedure.
- (2) Individually wrapped sterile adhesive dressings (assorted sizes).
- (3) Sterile eye pads.
- (4) Individually wrapped triangular bandages (preferably sterile unmedicated wound dressings).
- (5) Safety pins.
- (6) Medium sized (approximately 12 cm x 12 cm) individually wrapped sterile unmedicated wound dressings.
- (7) Large (approximately 18 cm x 18 cm) sterile individually wrapped unmedicated wound dressings.
- (8) Pairs of disposable gloves.

31. **Appointed Person.** An appointed person is someone you choose to "take charge" when someone is injured or falls ill (this may include calling an ambulance if required). The appointed person may also look after the first-aid equipment (eg restocking the first-aid box). Appointed persons should not attempt to give first aid, for which they have not been trained, though short emergency first-aid training courses are available. Remember that an appointed person should be available at all times activities are underway - this may mean appointing more than one.

32. **First Aider.** A first aider is someone who has undergone a training course in administering first aid and holds a current first aid certificate. The training has to have been approved by the HSE. Following the risk assessment, it may be decided that more than one first aider is required. (Note: A first aider can undertake the duties of an appointed person).

33. **Record Keeping.** An accident record register must be kept to record any incidents involving injuries or illness, which have occurred during activities. MOD Form 492 should be reproduced and placed securely in a folder within the County Safety binder, to enable the first-aider to insert the appropriate information soon after treatment. This is required as a record, to assist further investigation of the accident and to provide inspection and audit evidence, when requested.

SAFETY IN MILITARY TRAINING AND EXERCISES

Background.

1. This annex is based on Leaflet 11 of JSP 375 Vol 2.

Definitions

1. **Hazard.** Hazard is the actual or potential condition that can cause injury, both immediate and delayed, illness or death of personnel or damage or loss of equipment or property.
2. **Severity.** Severity is the degree of injury, numbers of personnel affected, property damage, or other factors that could occur as a result of a hazard.
3. **Risk.** Risk is the probability of exposure to injury or loss from a hazard. This annex is concerned with the risk of accidents occurring during training, and risk management by the Commandant and his Adults.
4. **Controls.** Controls are actions taken to eliminate hazards or reduce their risk.
5. **Residual risk.** Residual risk is the level of risk remaining after controls have been applied for hazards.

Background

6. This annex is concerned with assisting commandants with managing the balance between the risks faced and the benefits that may accrue, and indicates how they must integrate risk management into their planning and estimates. The need to balance the safe working practices and the safe environment requirements of legislation with cadet activities is recognised. Military and Adventurous training activities must be managed to ensure that cadet activities are challenging, whilst keeping the risks as low as reasonably practical, and to ensure that the MOD complies with the law.

Duties

7. **Persons undergoing training.** Personnel undergoing training shall adhere to any instructions supplied before or during training, and recognise any hazards they will face during training.
8. **Commandants.** Commandants at all levels have a personal responsibility for ensuring that activities are undertaken in as safe a manner as is reasonably practicable, taking due regard to any risks to personnel. This responsibility cannot be delegated. The mechanisms for discharging this duty may be delegated and assistance and support obtained, but legal responsibility remains with the MOD through its chain of command and respective commanders.
9. Commandants who direct training are to ensure that:
 - a. Such training takes place in a manner that is as safe as is reasonably practicable, in accordance with current Service instructions, regulations and directives.
 - b. Service instructions, regulations and directives applicable to the training

activities are communicated to those undergoing training and are followed.

- c. The safe system of training applies to the activity, and if it does not, ensure that a risk assessment has been undertaken and that any control measures required to reduce risk have been implemented.
- d. Those being trained are informed of the hazards they will face during the training.
- e. When as a result of an activity risk assessment the residual risk cannot be adequately controlled that activity should not take place.
- f. The effects of any changes to proposed exercises, particularly exercises in progress, be subjected to risk assessment.

Retention of records

- 10. Risk assessments and relevant control measure instructions are living documents. Reviews should be carried out:
 - a. If there is reason to suspect that the risk assessment is no longer valid.
 - b. If there are significant changes to the activity.
 - c. Annually.
- 11. Risk assessments should be retained for 7 years.

The Safe System of Training

- 12. The Safe System of Training (SST) consists of 4 separate elements where the hazards have been assessed and the consequent controls have been integrated at the highest level into formal procedures in order to reduce the risks to as low as is reasonably practicable. The 4 elements are safe persons, safe equipment, safe practice and safe place.
- 13. **Safe persons.** Safe persons are persons who have received appropriate information, instruction training and supervision in order to carry out a specific task eg sailors, soldiers and airmen under training. A competent person within the SST is deemed competent by virtue of his qualifications, currency, experience and maturity eg instructors. It is essential that Commandants provide an appropriate level of supervision, and those conducting the training take the necessary time and pay sufficient attention to detail in order to eliminate mistakes.
- 14. **Safe equipment.** Equipment, including explosives and ammunition, is brought into service following a safety case, with appropriate documentation defining the safe operation and maintenance of the equipment under Service conditions. Commandants must ensure that their subordinates have, and make use of, the correct equipment to carry out an activity. Commandants must ensure that equipment is used and maintained as laid down and ensure that only competent persons are allowed to operate and service the equipment. Complete training and maintenance records must be kept.
- 15. **Safe practice.** Practices are conducted in accordance with drills and instructions laid down by the Service authorities. Drills and procedures are identified by the equipment safety case and by the training imperative in accordance with the systems approach to training. Safe practices include following correct procedures, the presence of adequate training and supervision, the provision of warnings, and the use of Personal Protective Equipment (PPE) and special clothing. It is essential that all training be monitored to ensure that procedures are strictly adhered to.

16. **Safe place.** A safe place is one in which the controls necessary to enable authorised training to be conducted safely have been identified by a site specific risk assessment and directed through appropriate standing orders such as range standing orders.

Persons at risk during military training

17. There are 3 categories of people at risk in training:

- a. **Adults and Cadets.**
- b. **Controlled personnel.** Civilian staff employed in support of training.
- c. **General public.** This includes those unaware of cadet training activity and in the worst case, the trespasser, who deliberately disregards warnings or is unable to interpret warning signs through age or lack of knowledge.

Confirmation that the safe system of training is applicable

18. It is not within a commandant's authority to deviate from Service instructions and regulations. The first step therefore, prior to carrying out a risk assessment in training, is to establish whether or not all elements of the SST are in place. **If all elements of the SST are in place, there is no need to proceed further with a risk assessment** (see also Paras 27 and 32 below).

Risk assessment

19. The aim of risk assessment in training is to:

- a. Establish, if all elements of the SST are not in place, whether there are any hazards not covered by the SST and consequently if there is any residual risk.
- b. Analyse the residual risk to decide if the residual risk is:
 - (1) Adequately controlled, where the risks are deemed to be acceptable by the Adult in charge of the training activity, in which case the activity can be carried out.
 - (2) Not adequately controlled, where there are unacceptable risks, in which case further measures are to be introduced to control adequately the risks.

20. Where residual risks cannot be adequately controlled the activity is not to proceed unless dispensation is granted by the Commandant.

21. A risk assessment must be carried out when:

- a. Instructions for the activity proposed are not covered by, or are contrary to, drills and instructions issued by the appropriate Service authority.
- b. Risk assessments for activities at a specific site are not provided, and endorsed, by the appropriate authority, together with the controls required to reduce the risk to being as low as reasonably practicable to the categories of people listed above.

22. **Proposed changes to training exercises.** It is essential that the effects of any proposed changes to training exercises be subjected to risk assessment. The Health and Safety Executive have pointed out that many military training accidents are the result of last minute changes to exercises, the consequences of which have not been fully thought through.

Generic Risk Assessment (GRAs)

23. GRAs are employed where similar activities are undertaken or repeated. These assessments describe the hazards involved and a standard set of control measures that should be routinely employed to reduce the associated risks. Repetitive training activities carried out in training units lend themselves particularly to GRAs. The methodology for carrying out generic risk assessments in military training is the same as the risk assessment process set out below.

24. However, given infinitely variable factors present in training activities, for example the location of training, the weather or the level of training of cadets, generic risk assessments will require careful scrutiny to ensure that they are applicable to the specific **activity** at that specific time and **location**. Where the officer or person carrying out the training risk assessment considers that there are hazards requiring additional control measures, he should list them on the risk assessment form.

Exercise instructions

25. Exercise instructions, both written and verbal, should contain within the Coord Paragraph, the heading Exercise Risk Assessment. The latter is the result, essentially, of a military estimate, using the following factors:

- a. Personnel. Adults, cadets, civilian staff and the general public.
- b. Equipment.
- c. Material. Food, water, fuel, etc.
- d. Procedures.
- e. The environment. The most important factors are likely to be climate, weather and terrain.
- f. Service publications, drills and instructions.

26. If all the elements of the SST are in place, the Exercise Risk Assessment sub-paragraph would simply state 'SST in place'. If not, the detail in the Exercise Risk Assessment sub-paragraph may be conveniently relegated to an annex to the exercise instruction in the standard format for risk assessment.

Changes/amendments to exercises

27. Exercise instructions should state who is authorised to make changes to the exercise.

The risk assessment process in military training

28. The steps to be taken in carrying out a training risk assessment are:

- a. Step 1 – Describe the Activity – the subject of the risk assessment.
- b. Step 2 – Identify the Hazards associated with the Activity.
- c. Step 3 – Identify any Existing Controls.
- d. Step 4 – Identify any Residual Risks taking into account Existing Controls.
- e. Step 5 – Identify the need for any Further Controls.

- f. Step 6 – Identify any Residual Risks taking into account the Further Controls.
- g. Step 7 – Communicate and Implement the Controls.
- h. Step 8 – Review the Risk Assessment.

29. The risk assessment process is set out in detail below. Generic Risk Assessments for military training activities are also carried out using the process set out below.

Step 1 – describe the activity – the subject of the risk assessment

30. The activity may consist of one single training practice such as top roping and abseiling or a complex series of events during a Joint Service exercise. It is important that the whole scope of the exercise is taken into account. Describe the activity in column b of the risk assessment proforma at Appendix 1.

Step 2 – identify the hazards associated with the activity

31. Identify whether or not all the elements of the SST are in place. If they are, there is no need for a further risk assessment.

32. If they are not, identify if there are any hazards not covered by the SST. Six factors should be considered in the identification of hazards:

- a. People – Adults, cadets, controlled personnel and the general public.
- b. Equipment.
- c. Material – food, water, fuel, etc.
- d. Procedures.
- e. The environment – the most important factors are likely to be climate, weather and terrain.
- f. Relevant Service publications, drills and instructions.
- g. List the hazards in column c of the risk assessment proforma at Appendix 1.

Step 3 – identify any existing controls

33. Existing controls are in the main to be found in the close observance of drills and instructions laid down by the Service authorities, by range standing orders, by site specific risk assessments, or in generic risk assessments. Existing controls should be listed in column d of the risk assessment proforma at Appendix 1.

Step 4 – identify any residual risks taking into account existing controls

34. Taking into account the hazards identified and the existing controls, decide whether there is any residual risk remaining and whether that risk is Acceptable (the risks are adequately controlled) or Not Acceptable (the risks are not adequately controlled).

35. Answer the question 'Is the residual risk acceptable?' Enter Yes or No in column e of the risk assessment proforma at Appendix 1.

36. If the answer is No, proceed to Step 5. If the answer is Yes, proceed to Step 7. The risk assessment should be signed and dated by the officer in charge of the exercise or the activity.

Step 5 – identify the need for any further controls

37. Hazards categorised as having residual risks Not Acceptable will need further control measures applied. The additional control measures required should be listed in column f of the risk assessment proforma at Appendix 1.

Step 6 – identify any residual risks taking into account the further controls

38. Taking into account the controls identified at Step 5, decide whether there is any residual risk remaining and whether that risk is Acceptable (the risks are adequately controlled) or Not Acceptable (the risks are not adequately controlled).

39. Answer the question 'Is the residual risk following the application of the additional controls acceptable?'. Enter Yes or No in column g of the risk assessment proforma at Appendix 1.

40. If the answer is No, the activity must not continue.

41. The risk assessment should be signed and dated by the officer in charge of the exercise or the activity, and further endorsed once the additional controls required have been effected.

Step 7 – communicate and implement the controls

42. Risk controls are implemented to manage the risk in order to reduce its likelihood and severity. These should include both existing controls and any additional measures identified by the risk assessment. It is essential that specific instructions are issued regarding the hazards and the control measures to be implemented by those conducting the training and communicated to those affected by the training.

Step 8 – review the risk assessment

43. Reviews should be carried out:

- a. If there is reason to suspect that the risk assessment is no longer valid.
- b. If there are significant changes to the activity.
- c. Annually.

Worked examples

44. Examples of risk assessments are attached as follows:

- a. Appendix 1 – Risk Assessment proforma.
- b. Appendix 2 - Risk Assessment proforma – Example of a Military Training Activity.
- c. Appendix 3 – Risk Assessment proforma – Example of Adventure Training Activity.
- d. Appendix 4 – Risk Assessment proforma – Example of a Military Facilities Risk Assessment.

- e. Appendix 5 - Example of an Exercise Action Safety Plan (EASP).
- f. Appendix 6 - Example of a Range Action Safety Plan (RASP)

RISK ASSESSMENT PROFORMA

Unit/Formation:

Assessor:

Activity/Exercise:

Date of Assessment:

Relevant Publications/Pamphlets/Procedures:

Review Date:

Required Adult/Cadet Ratio:

Generic Risk Assessment: Yes/No

Ser	Activity/Element (Step 1)	Hazards Identified (Step 2)	Existing Controls (Step 3)	Residual Risk Acceptable Yes/No (Step 4)	Additional Controls Required (Step 5)	Residual Risk Acceptable Yes/No (Step 6)
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1						
2						
3						

	Name	Post	Date	Signature
Additional Controls Implemented				
Existing and Additional Controls Agreed				

RISK ASSESSMENT PROFORMA - EXAMPLE OF MILITARY TRAINING ACTIVITY

Unit/Formation: A Coy, Loamshire ACF

Assessor: Lt Brown

Activity./Exercise: Section Attacks

Date of Assessment: 18 Feb XX

Relevant Publications/Pamphlets/Procedures: APC Syllabus, Cadet Training
Manual Vol 1, Cadet Training
Safety Precautions

Review Date:

Required Adult/Cadet Ratio: N/A

Generic Risk Assessment: Yes/No

Ser	Activity/Element (Step 1)	Hazards Identified (Step 2)	Existing Controls (Step 3)	Residual Risk Acceptable Yes/No (Step 4)	Additional Controls Required (Step 5)	Residual Risk Acceptable Yes/No (Step 6)
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1	Section Attack Exercise	Competence of Safety Staff	2 passed KGVI/ 2 Cadets SCIC	No	Full briefing, addl qual CFAVs required.	Yes
2	Section Attack Exercise	Standard of Cadets	Passed LSW, E7554 Basic Instruction on Sect Attacks	Yes	None	Yes
3	Section Attack Exercise	Ground	Training Area Risk Assessment	Yes	None	Yes
4	Section Attack Exercise	Weather - likely to be hot	None. Cadets not issued with water bottles.	No	Ensure water available after each attack.	Yes
5	Section Attack Exercise	Weaponry	Cadets all passed Weapon Training Tests	Yes	None	Yes

Ser	Activity/Element (Step 1)	Hazards Identified (Step 2)	Existing Controls (Step 3)	Residual Risk Acceptable Yes/No (Step 4)	Additional Controls Required (Step 5)	Residual Risk Acceptable Yes/No (Step 6)
(a)	(b)	(c)	(d)	(e)	(f)	(g)
6	Section Attack Exercise	Safety	Cadet Safety Regulations	No	Brief Safety Staff and enemy.	Yes
7	Section Attack Exercise	Medical injuries minor from turning ankles for cadets to possible damage by pyrotechnics.	One Instructor is First Aid qualified. LR available to take cas to Med Centre at RMAS.	No	Mobile phone needed for comms in case of injury. Bid to County. First Aid pack prepared.	Yes

	Name	Post	Date	Signature
Additional Controls Implemented	Lt Brown	Det Comd	18 Feb xx	
Existing and Additional Controls Agreed	Lt Brown	Det Comd	18 Feb xx	

RISK ASSESSMENT PROFORMA - EXAMPLE OF AN ADVENTURE TRAINING ACTIVITY

Unit/Formation: A Coy, Loamshire ACF

Assessor: Capt Smith

Activity./Exercise: Hill Walking Brecon Beacons

Date of Assessment: 14 Jun XX

Relevant Publications/Pamphlets/Procedures: Cadet Training Safety Precautions, Review Date: 14 Jun XX
JSP 419

Required Adult/Cadet Ratio: 1:6

Generic Risk Assessment: Yes/No

Ser	Activity/Element (Step 1)	Hazards Identified (Step 2)	Existing Controls (Step 3)	Residual Risk Acceptable Yes/No (Step 4)	Additional Controls Required (Step 5)	Residual Risk Acceptable Yes/No (Step 6)
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1	Hill Walking Brecon Beacons	Inclement weather	Adequate instructors: 1:6 Foul weather clothing; weather forecast; briefing.	Yes		
2	Hill Walking Brecon Beacons	Trips and falls	Correct footwear, first aid kit, evacuation procedures.	Yes		
3	Hill Walking Brecon Beacons	Getting lost	Planned routes held by base; escape route held by base; maps/compasses; briefing; adequate map reading training; comms; base search	Yes		

Ser	Activity/Element (Step 1)	Hazards Identified (Step 2)	Existing Controls (Step 3)	Residual Risk Acceptable Yes/No (Step 4)	Additional Controls Required (Step 5)	Residual Risk Acceptable Yes/No (Step 6)
(a)	(b)	(c)	(d)	(e)	(f)	(g)
			party.			
4	Hill Walking Brecon Beacons	Fatigue	Sufficient instructors: 1:6 Physical assessment prior to departure.	Yes		
5	Hill Walking Brecon Beacons	Thirst, hunger	Water, food	Yes		

	Name	Post	Date	Signature
Additional Controls Implemented	Capt Smith	DC		
Existing and Additional Controls Agreed	Capt Smith	DC		

MILITARY FACILITY RISK ASSESSMENT

Ser	Activity (Step 1)	Hazards Identified (Step 2)	Existing Controls (Step 3)	Risk Acceptable Yes/No (Step 4)	Additional Controls (Step 5)	Remarks
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1	(Range Name) Indoor .22" Rimfire Range	1. Live Firing. Injury/death, as a result of live firing, to authorised range users or to unauthorised personnel gaining entry to the range during firing practices 2. Lead poisoning of range users/management staff. 3. Residual unburnt propellant being ignited.)The full range of)generic measures)related to)range safety)policy and relevant)stipulations in)MOD Range, Range)Conduct, and Weapons)Pamphlets are in place/)adhered to, thus)reducing risks to "ALARP".	YES		

Notes

1. The ACF Commandant/CCF Contingent Commander is responsible for the site specific RA for his MTF, in this case a Indoor .22 range. The basis of the RA is that a whole range of 'generic measures' is in place; and, providing these are maintained and adhered to, risks should automatically be reduced as low as reasonably possible. These measures are:

- a. The design of the range must have been approved by a Board of Officers.
- b. Following a. above, a Range Authorisation Certificate (MOD Form 904) must have been issued.

- c. The range must be inspected annually by an 'outside' inspector and monthly by the unit and prior to firing by the RCO.
- d. A Safety Certificate must be issued and updated periodically.
- e. Range Orders are in existence and scrutinised during annual inspections.
- f. Firing has to be conducted by a qualified RCO and with firers having completed mandatory training. All these requirements are covered in relevant Range and Weapons pamphlets.
- g. The lead-in-air pollution aspect must have been assessed by EHT where to date the result has always established a 'not significant' rating. For the minority of ranges that have not yet had an EHT lead-in-air survey, then the generic table in Ch 30 of JSP 403, Vol 2 that limits rounds to be fired in any session should be applied and covered in orders.
- h. Range cleaning requirements are also covered in JSP 403 and in Range Orders.
- i. For further details of MTF RAs see LFSO 1405.
- j. A Fire Risk Assessment (FSMP) must be undertaken prior to the use of any structure.

AN EXAMPLE OF AN EXERCISE ACTION AND SAFETY PLAN (EASP)

G3/123

A Coy
Loamshire ACF

Tel: Ext:
Mil Net:

See Distribution

4 Aug XX

A COMPANY FIELD TRAINING - EXERCISE ACTION AND SAFETY PLAN (EASP)

References:

- A. Inf Trg Vol IV, Pam No 21c, Regulations for the Planning, Conduct and Supervision of Firing and Training with Infantry Weapon Systems and Pyrotechnics.
- B. ACF Syllabus 1999 C 71101 page 3-11.
- C. Cadet Training Manual Vol 2 Chapter 6 Sections 4-7.
- D. Cadet Training Safety Precautions.

GENERAL

1. A Company will instruct one star cadets in basic field craft on 15 Aug 04. The instruction will take place on Hill Farm GR 980767.

AIM

2. The aim of the Exercise is to train one star cadets in the skills of moving as individuals in the field during daylight in accordance with References B and C.

APPOINTMENTS

3. The following personnel are nominated to fill the appointments listed:

Se r	Appointment	Rank	Name	Remarks
(a)	(b)	(c)	(d)	(e)
1	Exercise Director	Maj	Smith	
2	Planning Officer	Lt	Black	
3	Instructor	SSI	White	Also to drive minibus
4	Instructor	SI	Potter	Also to drive minibus/ First Aid Qualified
5	Instructor	SI	Trotter	First Aid Qualified

PROGRAMME

Serial	DTG	Activity	Remarks
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(a)	(b)	(c)	(d)
1	28 Jul 1900	Briefing in coy HQ	For all instructors and cadets
2	31 Jul 0745	Assemble coy HQ – confirmatory briefing	
3	31 Jul 0800	2 x minibuses depart coy HQ	Total 20 pax (5 instructors and 15)
4	31 Jul 0900	Arrive Hill Farm	Split in to 3 sections
5	31 Jul 0900 – 1130	Conduct basic fieldcraft training in sections	Complete Sections 4 and 5 of Cadet Training Manual Vol 2 Ch 6
6	31 Jul 1130-1230	Lunch	Barn Gr 981777
7	31 Jul 1230-1500	Conduct basic fieldcraft training in sections	Complete Sections 6 and 7 of Cadet Training Manual Vol 2 Ch 6
8	31 Jul 1500 -1600	Return to Coy HQ	

COORDINATING INSTRUCTIONS

4. **Exercise Risk Assessment.** Risk Assessment is at Annex A.¹
5. **Medical Risk Assessment.** A medical risk assessment has been completed in accordance with Reference A. Medical arrangements are contained in Paragraphs 9 and 10 below.
6. **Changes/Amendments to the Exercise Plan.** In the event that changing weather conditions dictate that the format of the activity needs to be altered, the Planning Officer is authorized to amend the plan. The changes, together with the reasons, are to be recorded.

BRIEFING

7. A verbal brief will be given to all Instructors and cadets from 1900 – 2000 on 28 Jul XX. The Briefing will cover the following points:
 - a. The Responsibilities of each Adult (and senior cadets if in positions of responsibility).
 - b. The Training Objectives.
 - c. The details of the activities and sequence of events.
 - d. Actions on emergencies.

¹ In this case three of the four elements of the Infantry Training Safe system are in place. The planning officer has satisfied him/herself that each of the instructors is fully qualified, and the cadets are at the appropriate stage of their training (safe persons). The equipment is correctly maintained and checked regularly by the QM, and cadets clothing has been issued, fitted and maintained correctly (safe equipment). Instructors are fully conversant with the correct drills and procedures (safe practise). However criteria for “safe place” has not been met as Hill Farm is a new area and not familiar to instructors. Thus a Risk Assessment covering the location must be completed.

- e. Safe handling rules applicable to the weapons in use.
- f. Medical arrangements.
- g. Actions on:
 - (1) Fires.
 - (2) Observing a dangerous practice.
- h. Safety rules peculiar to the training location (resulting from the reces and included in the RA).
- i. The location and sequence for de-brief.

SAFETY

8. Safety rules are given in the appropriate sections of Reference D. All Instructors are to carry a copy at all times.

MEDICAL

9. An issued First Aid pack will be with each section. Qualified First Aiders are SSIs Potter and Trotter. The following procedures are to be followed when dealing with casualties.

- a. Minor. Injuries and illnesses will be treated on the area by qualified staff.
- b. Major. Initially, first aid will be given by qualified staff. If required an ambulance will be requested by mobile phone.

10. In the event of a major injury the following must be informed immediately:

- a. County HQ tel:
- b. Army Incident Notification Cell tel: 01980 628458.

RECCE

11. The Planning Officer is to ensure a thorough recce of the area is conducted.

DRESS AND EQUIPMENT

12. Combat kit will be worn. Wet weather equipment is to be issued to instructors and cadets.

STORES REQUIREMENT

13. The Quartermaster is requested to provide the following stores:

- a. 15 x GP Rifles, magazines, slings and cleaning kits.
- b. 15 x sets of .58 pattern webbing.
- c. 30 marker flags.
- d. Wood.
- e. 3 x maps of area.

- f. 3 x first aid kits.
- g. stretcher.

TRANSPORT

14. The Quartermaster is requested to provide 2 x 15 seat minibuses for personnel and equipment, to be collected by the nominated drivers at 0700 hrs on 31 Jul XX.

MESSING

15. Quartermaster is requested to provide 2 x urns of tea for collection 0700 hrs 31 Jul XX. All cadets and adults are to bring their own pack lunches

J M BLACK
Lt
Planning Officer

Annex:

A. Risk Assessment.

Distribution:

External:

Action:

Training Safety Advisor
QM

Information:

Internal:

Action:

All nominated at Paragraph 3

AN EXAMPLE OF A RANGE ACTION SAFETY PLAN (RASP)

G3/123/1b

A Coy
Loamshire ACF

Tel: Ext:
Mil Net:

See Distribution

5 Aug XX

B COY RANGE DAY – RANGE AND ACTION SAFETY PLAN (RASP)

References:

- A. Inf Trg Vol IV, Pam No 21c, Regulations for the Planning, Conduct and Supervision of Firing and Training with Infantry Weapon Systems and Pyrotechnics.
- B. Cadet Training Manual Volume 1.
- C. Cadet Training Manual Volume 2 (Instructors Manual).
- D. ACF Training Syllabus.
- E. Range Standing Orders.

GENERAL

- 1. This Range Action and Safety Plan (RASP) has been produced to support B Coy 3 Star Cadets Range Day at Dum Dum Range on 15 Aug XX

AIM

- 2. The aim of the Range Package is to practice 3 Star cadets at shooting at 100 and 200 metres with the Cadet GP Rifle.

APPOINTMENTS

- 3. The following personnel are nominated to fill the appointments listed:

Ser	Appointment	Rank	Name	Qual Held	Remarks
(a)	(b)	(c)	(d)	(e)	(f)
1	Exercise Director	Maj	Marvel	SA (A) (90)	
2	Planning Officer	Capt	Hurricane	SA (A) (90)	
3	RCO	Capt	Bird	SA (A) (90)	
4	Safety Supervisors	SMI SSI SI SI	Edwards Smith Jones Russell	SA (B) (90) SA (B) (90) SA (B) (90) SA (B) (90)	
5	Ammunition NCO	SSI	Shrapnel	None	
6	OIC Butts	SSI	Target	SA (B) (90)	
7	Medical	SI	Bushell	ITD (A) 3	

Ser	Appointment	Rank	Name	Qual Held	Remarks
(a)	(b)	(c)	(d)	(e)	(f)
8	Concurrent Activity	SMI	Blackthorne	First Aid trained	

COORDINATING INSTRUCTIONS

4. **Activity Risk Assessment.** The Safe System of Training is in place.¹
5. **Medical Risk Assessment.** A medical risk assessment has been completed in accordance with Reference A. The medical arrangements required as a result of the medical risk assessment are contained in Paragraph 10.
6. **Changes/Amendments to the Activity Plan.** In the event that changing weather conditions dictate that the format of the activity needs to be altered, the RCO is authorized to amend the plan. The changes, together with the reasons, are to be recorded in this RASP.

STAFF DUTIES

7. **RCO.**
 - a. The RCO is responsible for overseeing the organisation of all aspects of the range package in accordance with the rules contained in Chapter 4 to Reference A. In particular he is to check the condition of the:
 - (1) Target Mechanisms/Target frames.
 - (2) Firing Posts.
 - (3) Telephone Taps at the 100 and 200m Firing Points.
 - (4) Console Flagpole.
 - b. He is to conduct the Shoot safely and in accordance with the procedures in References B to D, and ensuring that the rules in Reference E are adhered to.
8. **Safety Supervisors.** The Safety Supervisors are responsible for the safe conduct of firing as directed by the RCO and in accordance with the rules contained in Reference A. In particular they are to:
 - a. Ensure safe handling of weapons on the firing point at all times.
 - b. Ensure correct targets are engaged.
 - c. Ensure that no cross-lane firing takes place.
 - d. Intervene if a breach of safety is about to occur.
 - e. Stay alert at all times.

¹ Firing will be taking place using fully range qualified instructors teaching cadets who are at the appropriate level of training (safe persons and safe practise), using correctly maintained and checked equipment (safe equipment) on an established firing range which has its own military facilities risk assessment in place (safe place). There is no need for B Coy to complete their own risk assessment.

9. **IC Butts.** I/C Butts is responsible for operation of the targets as directed by the RCO by using the Hythe frames in accordance with the Time Chart contained in Reference C, should back-up be necessary. In particular he is to ensure that he:

- a. Watches for signals from the RCO throughout the practices.
- b. Records and reads out the scores at the end of each practice and ensures, once recorded, that the targets are patched.
- c. Monitors the performance of the target operators to ensure no faults.
- d. Reads out scores at the end of each detail.
- e. Ensure Butt Registers are correctly maintained.

10. **Medical.** A Safety vehicle and driver will be located at the Range. OC Medical with all medical equipment will remain with the vehicle at all times unless otherwise directed by the RCO. OC Medical is responsible for ensuring that the medical cover required in accordance with Reference A is available. In particular he is to ensure that he checks the contents of the First Aid Kit to ensure it is correct. He will treat minor injuries and minor sick on the area. Serious casualties will be evacuated to the local hospital (Royal Free tel 01889 456456) via range control. The RCO will coordinate casualty evacuation if required.

ACTION AT RANGE CONTROL

11. The RCO is to book in at Range Control and ensure the MOD Form 906 is completed and signed.

STAFF BRIEF

12. The RCO is to issue a verbal brief to the safety staff covering all points in paragraphs 7-10 prior to the start of the firing. These additional points are to be included:

- a. The TOs of the Shoots.
- b. The general outline of the Practise and sequence of events.
- c. The signal to stop firing and actions on emergencies.
- d. Actions on:
 - (1) Fires.
 - (2) Blocked muzzles.
 - (3) Observing a dangerous practice.
- e. Safety rules peculiar to the range.
- f. Actions on the incursion into the RDA forward of the firing point in use.
- g. The importance of wearing serviceable, issued hearing protection.

13. Additional points pertinent to the Safety Supervisors must be covered as follows:

- a. Handling drills, safety rules and characteristics of the weapons being supervised.

- b. Permitted states of readiness of weapons during movement.
 - c. Details of the practice.
14. Additional points pertinent to IC Butts must be covered as follows:
- a. The signal to raise or lower targets.
 - b. Stay in the Butts during firing unless ordered otherwise by the RCO.
 - c. Time charts and score sheets.
 - d. The scoring system, pass mark and marksman.
 - e. Action on comms failure.

SETTING UP

15. The RCO is to ensure the following are carried out:
- a. Check target mechanisms for correct targets and operation.
 - b. Set up ammunition point.
 - c. Set up First Aid point.

REHEARSALS

16. A rehearsal, attended by all members of the range staff, is to be conducted. Radios and telephones are to be tested.
17. During the rehearsal check the use of the console flags and procedures with the Safety Supervisors.

FIRERS

18. On arrival of the firers **check clearance to fire has been given. If not yet available, this must be received before firing can commence.** The following sequence of events must then be followed:
- a. **NSPs.** A thorough **physical** check of weapon chambers, magazines, ammunition pouches, pockets, and other clothing and equipment is to be conducted.
 - b. **Hearing Protection.** Check for serviceable, issued hearing protection.
 - c. **Safety Brief.** The Safety Brief to firers must cover the following:
 - (1) Signal to stop firing.
 - (2) Action on receipt of the signal to stop firing.
 - (3) Actions on an incident occurring.
 - (4) Actions on personnel, vehicles, livestock or wildlife being observed inside the danger area.

- (5) A detailed description of the targets being used during the test, including restrictions on their engagement (cross lane firing).
 - (6) Safe handling rules applicable to weapons in use, including permitted states of readiness of weapons during movement.
 - (7) Actions on blocked muzzles.
 - (8) Medical arrangements.
- d. **Range Area Layout.** A description of the range area should be given pointing out the relevant areas.
- e. **Sequence of Events.** To include change procedure and description of concurrent activity.

COMPLETION OF EACH DETAIL

19. On completion of each detail the following procedure is to be followed:
- a. Return all unused ammunition and empty cases to the ammunition point.
 - b. Debrief to include scores achieved.
 - c. NSPs to include a declaration from all firers.
 - d. Firers move to next activity.

COMPLETION OF THE LAST DETAIL

20. On completion of the last detail the following procedure is to be followed:
- a. Recover all stores.
 - b. Pack away ammunition.
 - c. Check area for cleanliness.
 - d. NSPs to include a thorough **physical** check of weapon chambers, magazines, ammunition pouches, pockets, and other personal clothing and equipment is to be conducted, followed by a declaration from all personnel.
 - e. Complete and sign the AFB 159A.
 - f. RCO to complete and sign MOD Form 906.

RETURN OF AMMUNITION

21. Once ammunition has been returned to store:
- a. Conduct a thorough check of vehicles and containers used to transport ammunition.
 - b. Conduct a thorough check of the personal clothing and equipment of personnel assisting with the return of ammunition.
 - c. Take declaration from personnel assisting with the return of ammunition.

- d. Ensure AFB 159A and AFG 8227 is complete and handed in.

HURRICANE
Capt
for CO

Distribution:

External:

Action:

Training Officer
TSA
QM

Information:

Internal:

Action:

All nominated at paragraph 3

ACTION IN THE EVENT OF ACCIDENTS AND INCIDENTS

General

1. If an accident or an incident does occur, the first action is to deal with the situation and keep persons safe from harm and to prevent further injury. This Annex is designed to provide guidance, once the situation allows, on the follow-up action then to be taken and how such events are to be reported.
2. An accident will normally be self-evident and can result from any activity undertaken by cadets and/or adults, eg traffic accidents, accidents during training or even during social events or on administrative duties. They include: injury to a person or dangerous occurrences as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
3. An incident is any event which could give rise to serious concern by a cadet or parent and/or be brought to the attention of the police, social services or any department of MOD. It could, for example, involve abuse, criminal acts or anti-social behaviour which might attract the attention of the media. They include environmental incidents and near misses that could have resulted in an accident as defined above.
4. Accidents and incidents may be caused by a combination of unsafe acts, unsafe conditions and personal factors. Regulation 5 of the Management of Health & Safety at Work Regulations 1999 places a general duty on employers to have arrangements for the monitoring of the preventative and protective measures in place. Every effort is to be made to ensure that any lessons that come out of any subsequent investigation are to be recorded in order to prevent a reoccurrence and, if appropriate, the relevant Risk Assessment re-examined.

Immediate action

5. The effect of any accident or incident can be significantly worsened by failure to carry out the necessary remedial action properly and, conversely, can be lessened by prompt and effective action including timely and accurate reporting. All Cadet Force Adult Volunteers (CFAVs) are to be made aware of the action to be taken in the event of an accident or incident and the reporting procedure.
6. In the event of an accident, the following sequence of actions should be taken:
 - a. Render first aid and remove anyone involved from further danger.
 - b. Summon emergency services as necessary and recover any casualties.
 - c. Secure/isolate any firearms and ammunition involved and, in the case of an incident or accident involving ammunition, contact ATO.
 - d. Notify next of kin, the chain of command and, if necessary, JCCC and the police.
 - e. Obtain the details of any witnesses, where appropriate.
 - f. Arrange for the recovery of personnel, equipment and any damaged vehicle.
 - g. Take the necessary follow-up action as soon as practicable:

- (1) Secure any damaged property and see to the security of any arms and ammunition.
- (2) Complete the accident/incident reporting procedure.
- (3) Arrange visits to casualties and next of kin as appropriate.

Reporting

7. When reporting accidents or incidents involving CFAVs or cadets, one of the 3 procedures outlined below are to be used, depending on whether there has been a near miss, a minor accident or incident, or a notifiable accident.

8. **Near Misses.** A near miss is an incident which has the potential to cause harm to personnel or damage to property or equipment. The near miss is to be reported by telephone to the Army Incident Notification Cell (AINC), giving the information requested by the AINC operators. The AINC is responsible for liaising with the Health and Safety Executive (HSE) and for collating statistics of all accidents and incidents. For health and safety reasons it is important that they are notified of such events so that trends can be identified and corrective action taken where necessary. Tel: Civ 01980 628458, Mil 94321 628450 or 94321 8450.

9. **Minor accidents/incidents.** A minor accident is classed as one not requiring hospitalisation. The following procedure must be followed:

a. The senior CFAV at the scene is to report the accident/incident immediately to the school (for CCF) or Unit/County HQ. In the case of the school, school procedures are to be followed. For the ACF, the Unit HQ is responsible for informing next of kin as necessary.

b. The accident/incident is to be reported by telephone to the Army Incident Notification Cell (AINC), giving the information requested by the AINC operators. Tel: Civ 01980 628458, Mil 94321 628450 or 94321 8450.

c. This is to be backed up by the completion of MOD Form 492 (Appendix 1). This is the responsibility of the Unit HQs who are to forward one copy to the chain of command and one to the appropriate RFCA..

10. **Notifiable accidents and incidents.** Notifiable accidents and incidents include:

a. **Death.** All incidents resulting in death.

b. **Injury.** Injuries arising from MOD activities, including:

- (1) Major injuries requiring professional medical treatment¹.
- (2) Injuries resulting in more than 3 days' light duties or off work, including occupational stress-related absence.
- (3) Climatic injuries including hyperthermia, heat exhaustion, heat stroke, hypothermia, freezing cold and non-freezing cold injury (NFCI).
- (4) Injuries resulting from sporting activities or adventurous training.
- (5) Injuries resulting from on and off duty road traffic accidents (RTAs).

¹ Treatment at hospital or by a qualified medical person.

- c. **Occupational illness, disease and dangerous occurrences.** Occupational illnesses, diseases and dangerous occurrences in accordance with RIDDOR reporting requirements under Regulation 15, Schedules 1, 2 and 3.
- d. **Equipment.** Serious damage to equipment and incidents of serious equipment failure in accordance with JSP 336, Vol 12, Part 2, Pam 2.
- e. **Ammunition and explosives.** Ammunition incidents, notified in accordance with Pam 21-C.
- f. **Range incursions.** Range incursions by land, sea or air.
- g. **Fire.** All fires as defined in the MOD Fire Safety and Fire Fighting Regulations, Section 2, Chap 9 – Fire Reporting and Statistical Returns within 24 hrs of the fire occurring until superseded by JSP 426 – MOD Fire Safety Policy.
- h. **Environmental incidents.** All incidents must be reported. The more obvious ones concern spillages of fuel or lubricants. Others could relate to chemicals, etc.
- i. **Enforcement action.** Any enforcement action by the USE, EA, local authority or their equivalents in Scotland, Northern Ireland or overseas.

11. **Reporting procedure for a notifiable Accident.** The following procedure must be followed in the event of a notifiable accident:

- a. The senior CFAV at the scene is to report the accident/incident immediately to the School or Unit HQ. In the case of the School, School procedures are to be followed. For the ACF, the Unit HQ is responsible for informing next of kin as necessary.
- b. The accident/incident is to be reported by telephone to the Army Incident Notification Cell (AINC), giving the information requested by the AINC operators. Tel: Civ 01980 628458, Mil 94321 628450 or 94321 8450.
- c. Inform the Joint Casualty and Compassionate Cell (JCCC) at RAF Innsworth by telephone (Mil 95471 9325 or Civ 01452 510807). This is to be backed up by a NOTICAS faxed to JCCC (Fax: Mil 95471 7363 or Civ 01452 510807).
- d. Inform the chain of command through the despatch of an INCREP. The format is at Appendix 2.
- e. Complete Form 492.

Joint Casualty and Compassionate Cell (JCCC)

12. All reporting of serious casualties and the consequent notification process in the Armed Forces is coordinated by the JCCC. This ensures that casualty reporting is carried out as quickly, sensitively and accurately as possible. Although CFAVs' and cadets' personal details are not held in the JCCC database, it is mandatory to inform the JCCC of serious accidents involving cadet forces so that they can ensure that every organisation which needs to be, is informed. The JCCC also has the expertise to provide assistance or advice, if requested, on any aspect of an accident or incident, including the informing of next of kin.

Liaison Officer

13. When an individual CFAV or cadet is injured on an official cadet activity or in a cadet or military establishment, the Cadet Commandant/Commanding Officer is to appoint an officer as Liaison Officer to the injured person and his/her family. The Liaison Officer is to visit the injured

person and, unless asked not to, the injured person's next of kin, to provide information and render any assistance possible in relation to the injury.

Contact Numbers

14. CFAVs in charge of cadets must have with them the work and home telephone numbers of the responsible officers in their units, and emergency contact/next of kin details for the cadets in their charge. As an additional precaution, telephone numbers for the local Division/District HQ must also be carried. These are:

Division/District	Exchange	Duty Officer (Silent Hours Only)
HQ LONDIST	0207 930 4466	0207 414 2243
HQ 2 Div	0131 336 1138	Dial Exchange and ask for 2 Div Duty Officer
HQ 3 Div	01980 672 050	01980 672 894
HQ 4 Div	01252 24431	Dial Exchange and ask for 4 Div Duty Officer
HQ 5 Div	01743 236 060	01473 252 446

Duty of Care

15. Where a cadet goes to hospital, the Duty of Care remains with the Cadet Forces although the hospital is responsible for medical care. An adult is to remain with the cadet until the cadet is either admitted to or discharged from hospital.

16. When a cadet is admitted to hospital, arrangements should be made for regular visits by a CFAV. The decision whether the parent or guardian are to be informed must be taken by the senior CFAV present. This decision should be based on the extent of the injury, the time of day and any other relevant factors. Should the parents or guardian choose to visit the cadet, a CFAV should meet them on the initial visit.

Accident Books and Completed Forms 492

17. Special note books, produced by the HSE, must be used for recording accidents. These HSE Accident Books have tear off pages on which personal details are recorded. In accordance with the Data Protection Act, these pages must be kept separately from the Accident Book in a lockable container. Completed Forms 492 must also be secured in a lockable container.

Investigation

18. The type of investigation or inquiry needed following an accident or incident depends on its severity. Full details are contained in JSP 375, Leaflet 14. An accident resulting in death or serious injury or which may have significant health or safety implications is likely to be subject to external investigation; civil or military (or both). When there is no external or directed enquiry, the parent Unit Commander is to arrange to hold an internal unit investigation into the circumstances of the accident or incident, the findings of which may be used by MOD to accept or deny any subsequent claim for compensation or public liability claim for damages.

19. Copies of all documents which could be relevant to a future claim should be retained on file by the unit concerned, in line with single Service regulations.

Appendices:

1. MOD Form 492.

RF/1/7/1/11 Jul 09

2. MOD sponsored Cadet Forces Incident Report (INCREP).

REPORT ON INJURIES, ACCIDENTS AND DEATH ARISING FROM CADET FORCE ACTIVITIES ⁽¹⁾

(For use by the CADET FORCES/CORPS after an incident/accident involving members of the Cadet Forces/Corps or involving Cadet Force/Corps activities.)

PART 1 EVENT DETAILS (to be completed by CEO or CFAV in charge of activity)	Date of Report (DD/MM/YYYY)						Time of Report		
	Date of Event (DD/MM/YYYY)						Time of Event		

PART 2 DETAILS OF INJURED / ILL PERSON (to be completed by CEO or CFAV i/c activity)				Staff/Service number (if applicable)							
Surname			First Name								
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	DOB			Training Proficiency Held				
Establishment or Unit affiliation											
Description of Injury/Ill health (including an explanation of how the injury occurred, if applicable).											

PART 3 - TO BE COMPLETED BY A MEDICAL OFFICER (not a First Aider), as soon as possible after the event.											
Nature of injury.											
Site of injury.											
Is the injury compatible with the description at Part 2?						YES	<input type="checkbox"/>	NO	<input type="checkbox"/>		
Is the injury serious?						YES	<input type="checkbox"/>	NO	<input type="checkbox"/>		
Is the injury of such a nature that it might be a factor of later disability?						YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Possibly	<input type="checkbox"/>
Was the casualty admitted to hospital?						YES	<input type="checkbox"/>	NO	<input type="checkbox"/>		
If YES , give name and address of hospital. (This space may also be used for remarks by the Medical Officer)											
Print Name				Signature							
Appointment				Date							

Notes:
1. This form is to be completed as soon as possible after the event and communicated to Formation HQs/Cadet HQs within 48 hours. If all the information required is not available within that period it may be sent up the chain of command incomplete; further information should be communicated up the chain of command when it is available.

PART 4 - EVENT ANALYSIS													
Event Type ⁽²⁾		Injury		<input type="checkbox"/>	Ill Health		<input type="checkbox"/>	Near Miss		<input type="checkbox"/>	Fatality		<input type="checkbox"/>
		HSE Dangerous Occurrence				<input type="checkbox"/>	Damage or fire only				<input type="checkbox"/>		
RIDDOR reportable?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Number(s) Affected			MOD Premises		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Event Place/ Location							Event Kind ⁽³⁾						
Identify cause or contributing factors ⁽⁴⁾													
Event Summary ⁽⁵⁾													
Lessons Learned & Remedial Action(s)													
Further Inquiry ⁽⁶⁾	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	If YES by whom?								
CERTIFICATION BY PERSON IN CHARGE⁽⁷⁾							Service/Staff Number						
Surname						First Name							
Tel No.			Parent Establishment or Unit										
Grade/Appointment				Signature									
Details of person who reported the Event if different from above													
Print Name						Appointment							
Tel No.			Parent Establishment or Unit										
Part 5 is for use by the CCF (Army Sections) and Army Cadet Force Only													
Statement by Contingent Commander/Cadet Commandant													
1	Was the Injury sustained in the performance of an authorised cadet activity?							YES	<input type="checkbox"/>	NO	<input type="checkbox"/>		
2	The answers given on this form are, to the best of my knowledge correct.												
Print Name						Signature							
Appointment						Date							

Notes (contd.):

2. Tick those applicable, an event might be reported as more than one type.
3. Physical, activity and/or human based.
4. What happened? Relate to the primary cause of the event.
5. To contain key information that will allow the Event to be identified readily, any relationship with previous events should also be recorded; also to include measurement of any height or distance of a fall in metres.
6. Police, HSE, Board of Enquiry.
7. This normally to be signed at SCC Area Office, CCF Contingent, ACF County, or ATC Wing HQ level.

MOD SPONSORED CADET FORCES INCIDENT REPORT (INCREP)

1. Unit or HQ reporting the incident:
2. Rank and name of person reporting the incident:
- Call-back telephone number:
3. Date Time Group of incident:
4. Location of incident: Grid reference, if known:
5. Unit/Units involved in incident:
6. Outline description of incident:
.....
.....
7. Subsequent action taken:
8. Details of injury or damage:
 - a. Killed:
 - b. Injured:
 - c. Hospital receiving casualties:
 - d. Damage to property (if known):
 - (1) Military property:
 - (2) Civil property:
 - e. Media & Comm informed at the following HQs:
 - f. Other MOD branches or outside HQs informed:
 - g. Investigation procedures implemented or to be implemented:
 - h. Other information:

INTERNAL CHECKLIST**Month** _____**County/Contingent** _____

Item	Yes	No	N/A	Remarks/Remedial Action
(a)	(b)	(c)	(d)	(e)
Policy				
Is the Comdt/County Comds statement on display				
Is the information current				
Fire Precautions				
Is all Fire Fighting Equipment present				
Is Fire Fighting Equipment in date (eg extinguishers)				
Are Fire Signs and Notices in good condition (eg fire exit signs)				
Fire drills (are drills carried out to programme)				
Fire Alarms (where fitted - do they work?)				
Are fire exit routes kept clear and free from obstructions				
Are all personnel familiar with evacuation procedures				
Are there excessive quantities of paper, packaging and plastic materials stored				
Electricity (all areas)				
Has all portable electrical equipment been fitted with an electrical test label				
Is the electrical test date valid (for each appliance)				
Is there any unauthorised electrical equipment				

Item	Yes	No	N/A	Remarks/Remedial Action
(a)	(b)	(c)	(d)	(e)
Is there any physical damage to electrical equipment				
Is there any sign of overheating of equipment/cables				
VISUAL EXAMINATION – Switches, Plugs and Sockets (any damage)				
Housekeeping (all areas)				
Floors and passages (are any obstructed)				
Lighting (is it adequate in all areas)				
Waste Bins (present and emptied)				
Floors (in good repair and without trip hazards)				
Are substances stored correctly				
Store Rooms (Tidy)				
Are items stored on top of cabinets				
Kitchen				
Food Preparation Area (clean and tidy)				
Are substances labelled correctly (eg bleach, soaps, cleaning fluids, chemicals)				
Are substances stored correctly				
Eating areas (are they clean and tidy)				
Kitchen staff (aware of hygiene requirements)				
First Aid				
Are first-aid kits appropriately stocked				
Are all first-aiders identified and promulgated				

Item	Yes	No	N/A	Remarks/Remedial Action
(a)	(b)	(c)	(d)	(e)
Is the accident book available and used				
Risk Assessment				
Do all appropriate activities have RAs				
Are RAs in date				
Is RA content communicated appropriately				
Has a site RA been carried out				
Is there a SHEF Binder				
Asbestos Checks				
Does the building contain asbestos				
Labelling (are all locations clearly labelled)				
Condition (is the material in good condition)				

Item	Yes	No	N/A	Remarks/Remedial Action
(b)			(d)	(e)
Local H&S Topics				

H&S Inspection carried out by:

Rank	Name (print)	Signature	Date

CEO

Rank	Name (print)	Signature	Date