



Ministry of Defence

JSP 375

HEALTH & SAFETY HANDBOOK

AUTHORITY

1. Joint Service Publication (JSP) 375 – MOD Health & Safety Handbook is sponsored by 2nd PUS as Process Owner for Safety (and Sustainable Development and Environmental Protection). It is issued and maintained by the Safety, Sustainable Development & Continuity (SSD&C) Division, under the authority of the Occupational Health and Safety Board (OHSB).

EQUALITY & DIVERSITY IMPACT ASSESSING STATEMENT

2. This Policy has been 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/policy is a reflection of legal requirements and has been cleared by a Legal Adviser)

STRUCTURE

3. JSP375 provides a common structure for the organisation and arrangements for the day to day management of health and safety within the MOD and is divided into 4 volumes:

Volume 1 provides an introduction to health and safety management and is aimed primarily at providing all staff with guidance on their health and safety responsibilities. It includes some simple guidance on production of Action Plans and details the MOD's health and safety training strategy.

Volume 2 provides greater detail of how specific health and safety duties are to be discharged within the MOD, contained within a series of leaflets. The majority set minimum standards and best practice guidance, whilst some are mandatory. The distinction is made clear in each Leaflet's scope.

Volume 3 contains a series of mandated Permit-to-Work procedures (for land based activities only) covering high hazard activities, such as working with electricity, entry into confined spaces, and working at height.

Volume 4 provides procedures and templates for conducting MOD SHE Audits.

MAINTENANCE

4. This JSP will be maintained on the MOD intranet and internet and will be revised on an as-required basis. All hard copies of JSP375 are uncontrolled. To check the latest amendment status reference should be made to the following Intranet or Internet sites:

[JSP375 Intranet Home Page](#)

[JSP375 Internet Home Page](#)

AMENDMENT RECORD

5. Amendments will be managed by SSD&C and staffed with TLB and TFA duty holders. Major amendments and new inclusions will be submitted for endorsement at the appropriate level. These will be announced by Defence Instructions and Notices (DIN) under Channel 6 – Safety, Health, Environment and Fire.

Amd No	Date	Text Affected	Authority and Date

CHANNELS FOR COMMENT

6. Enquiries or proposed changes should be sent the address shown below or via email to DBR-SSDC-Safety3@mod.uk

SSD&C-Safety 3
Floor 6, Zone D
MOD Main Building
Whitehall
London,
SW1A 2HB

FILE REFERENCE

7. Meridio file reference DSC-07-02-01 relates to this JSP.

DISCLAIMER

8. Nothing contained within this JSP removes the responsibility of any duty holder to comply with health and safety legislation and MOD policy.

JSP375 Volume 1

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INTRODUCTION

1. Volume 1 of JSP 375 is for use by all civilian and military personnel in the MOD, to:

- explain the importance of health and safety management at all levels in the MOD;
- provide an overview of health & safety legislation;
- specify roles and responsibilities of Top Level Budget (TLB) Holders, Line Managers, Commanding Officers and Heads of Establishment, and all civilian and Armed Forces Personnel;
- describe the MOD health and safety training strategy;
- stress the importance of health and safety action plans; and
- signpost sources of further advice and guidance.

IMPORTANCE OF HEALTH & SAFETY MANAGEMENT IN THE MOD

2. All organisations, whether in the private or public sector, must minimise the likelihood of death and injury¹ as a result of accidents at work. Any death or injury is regrettable, but the consequences for both the victims and their families can also be severe, life changing and heartrending. Accidents and injuries can be costly, both in financial terms and through the loss of operational effectiveness. The Defence Board² have made it clear that death or injury as a result of accidents that could have been avoided or prevented by having in place robust and effective health and safety management is unacceptable.

THE ROLE OF SAFETY MANAGEMENT SYSTEMS

3. Implementing successful health and safety management systems reduces the risk of injury and ill health, ensures compliance with the law, minimises adverse publicity and is an important enabler in maintaining operational capability. The MOD system is aligned to the structure and principles of recognised safety management systems (e.g. HSG65³ and OHSAS18001⁴), as illustrated in Figure 1.

¹ The term 'injury' includes ill health

² JSP815 Annex R

³ Successful health and safety management. Health and Safety Executive Guidance Note HSG65

⁴ Occupational health and safety management systems – Requirements. BSI. OHSAS18001:2007
January 2010

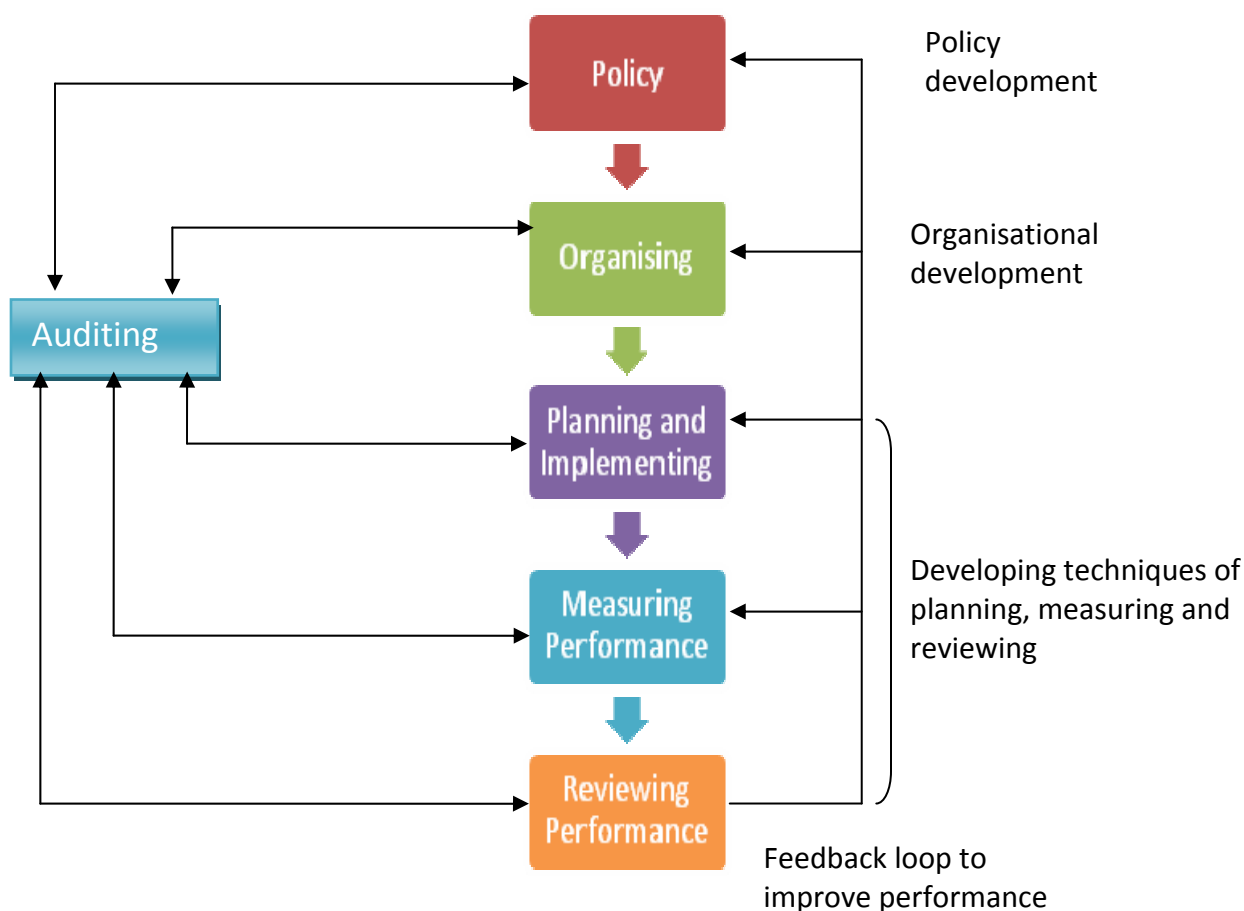


Figure 1 – Elements of Health & Safety Management Model⁵

4. The following paragraphs summarise each of the six essential elements of health and safety management.

- 4.1 **Policy** - The policy statement for safety, health, environmental protection and sustainable development in the MOD sets out strategic principles, duties and governance for these areas. The policy statement is signed by the Secretary of State for Defence and can be found in JSP 815 Annex A. This written statement of MOD policy and the organisation and arrangements for implementing and monitoring shows staff, and anyone else, that hazards should be identified and risk assessments undertaken.
- 4.2 **Organising** – It is important that all staff know what is expected of them and safety roles and responsibilities are allocated accordingly. At the heart of an effective health and safety management system is

⁵ Taken from "Successful Health and Safety Management" HSG65. HSE Books January 2010

involvement, motivation and commitment of staff. Achieving this cultural and behavioural objective ideal requires the following:

- Competence - the emphasis here is to ensure that all staff have adequate information, instruction and training to carry out their specific duties and that those with health and safety responsibilities have the necessary competencies.
- Control - ensuring commitment to health and safety at all levels and providing clear direction on who is responsible for what and how they will be held accountable.
- Cooperation - involving relevant staff from across the organisation, and contractors/industry partners, to help plan, review performance and develop policy and procedures.
- Communication - providing regular information about hazards, risks and preventative measures to employees, contractors and visitors on site.

4.3 Planning & Implementation - This element concentrates on setting objectives, identifying hazards, assessing and managing risks, implementing policy and procedures and developing a positive culture.

4.4 Measuring Performance - The aim of this element is to measure the organisation's health and safety performance; it involves two components:

- Active monitoring – regular checks that policies, standards and plans are being effectively implemented and controls are working.
- Reactive monitoring – the focus here is on investigating accidents, and reviewing accident and ill health statistics to help understand what went wrong and any significant patterns and trends, to enable remedial action (including organisational and policy changes) to be taken.

4.5 Reviewing Performance - An important element of the system that concentrates on reviewing the organisation's high level performance and the effectiveness of its organisation and arrangements – the systems to ensure that they are achieving the right results. This will use the outputs from the active and reactive monitoring over the course of a year or more.

4.6 Audit – Occasional independent audit provides feedback on the effectiveness of the system as a whole. Volume 4 of JSP 375 provides procedures and templates for conducting MOD SHE Audits.

5. Further detail on the above key elements can be found in HSG65 and OHSAS18001.

HEALTH & SAFETY LAW

6. Health and safety law within the UK is laid out in two main sources:

- The Health and Safety at Work etc Act (HSWA) is the primary piece of legislation covering occupational health and safety in the United Kingdom. Link: <http://www.hse.gov.uk/legislation/hswa.htm>.
- The Health and Safety at Work (Northern Ireland) Order (HS(NI)O) is the primary legislation that applies to Northern Ireland. Link: http://www.hseni.gov.uk/index/information_and_guidance/legislation.htm

In addition, the Merchant Shipping Act (MSA) applies to Royal Fleet Auxiliary (RFA) vessels. Link:

http://www.opsi.gov.uk/ACTS/acts1995/ukpga_19950021_en_1

7. In the rest of this document, any description of what is required by the HSWA equally applies to the Northern Ireland Order unless otherwise stated.

8. The law requires all employers to manage their risks to health, safety and welfare, and defines the general duties that encompass how they must meet their overall duty of care. In essence these general duties call for employers to inform, instruct and train people, and to provide and maintain suitable systems of work, equipment, workplaces, processes and materials.

9. Throughout health and safety law, many duties are qualified to the extent of 'reasonable practicability'. That is, the duty is discharged if it can be shown there is a grossly disproportionate relationship between the risk and the resources required to address it, in terms of time, trouble or cost. Simple lack of funding, however, does not automatically discharge the duty. There are a small number of 'absolute' duties where there is no scope for 'managing the risk': absolute duties must be complied with.

The Law and MOD

10. There are a number of pieces of legislation where MOD can rely on exemptions or derogations. In these circumstances, it is MOD policy to introduce standards and management arrangements that are, so far as is reasonably practicable, at least as good as those required by legislation. As a Crown Body, MOD cannot be prosecuted under Health and Safety law: a Crown Censure process exists in lieu of prosecution.

11. All members of staff, Service and civilian, are bound by health and safety law and have individual responsibilities, which include co-operating with the MOD Chain of

Command and Line Managers to help ensure everyone's health and safety. It should be noted that, whilst MOD cannot be prosecuted under Health and Safety Law, individual Crown servants (both Service and civilian) **are not immune** from prosecution, although the HSE have stated that they would not prosecute an individual in lieu of the MOD.

12. Regulations made under HSWA (mirrored in rules under HS(NI)O and similar rules under the MSA) are authoritative instructions about what must be done. Regulations cover the breadth of work activities and processes, such as manual handling, and where appropriate provide specific standards, such as limits for exposure to chemicals, noise and vibration, which must be met.

13. These regulations and the Secretary of State's Policy apply to all Service and civilian members of MOD, and to all activities carried out under the control of the Secretary of State for Defence. It is therefore important that Line Management ensure that this Handbook is accessible to all personnel, and that staff with specific health and safety duties are familiar with its contents.

14. Approved Codes of Practice (ACoP) contain practical guidance about what must be done to protect people, and so comply with the law, and basic advice about how things can be done. ACoPs are important documents with "special legal status": they form the basis of the benchmark that Courts use in judging whether a defendant did all that was reasonably practicable in ensuring people's health, safety and welfare.

15. HSE Guidance is detailed guidance on how to protect people, including descriptions of the effective and reasonably practicable strategies, techniques and processes needed. HSE guidance does not have a legal standing but is nonetheless important and would be used by Courts to assess in detail what might be considered reasonably practicable.

SAFETY MANAGEMENT AND FORCE PROTECTION

16. The UK definition of Force Protection (FP) is '*the means by which operational effectiveness is maintained through countering the threats of adversary, natural and human hazards, including fratricide, in order to ensure security and freedom of maneuver*'. Safety (including environmental, occupational health and equipment and material safety, ordnance safety, ship, land, aviation and nuclear safety, fire and road safety) constitutes part of the framework activity adopted within the FP model. Applying FP policy will help guard both civilian and military personnel from injury by identifying risk and implementing appropriate protective measures.

ROLES & RESPONSIBILITIES

Employer (i.e. MOD)

17. Every employer has a duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all their employees, and the MOD is no exception. The principal duties are the provision and maintenance of:

- a safe place of work, including safe access to and egress from it;
- a healthy working environment;
- equipment, machinery and systems of work that are safe and without risks to health;
- safe arrangements for the use (including processing), handling, storage, transportation and disposal of articles and substances;
- sufficient information, instruction, training and supervision to enable all employees to avoid hazards and to contribute positively to their own safety and health at work; and
- adequate welfare facilities.

Line Managers – civilian and Service

18. A Line Manager is taken to include any person, civilian or Service who has staff reporting to him or her. This includes TLB and HLB Holders. They have a legal obligation to ensure that their duties are discharged adequately. Line Managers shall while at work:

- either identify hazards and assess the risks involved with the activities for which they have control, or ensure this duty is carried out;
- either eliminate the hazard or implement control measures to adequately reduce the risk from the hazards identified and monitor that they are applied, or ensure this is carried out;
- ensure that all their staff are supplied with adequate information, instruction and the necessary training to competently and safely perform their tasks;
- ensure that their staff are adequately supervised, paying particular regard to those who may not yet be fully cognisant with policies, rules, and procedures;
- review the assessments to ensure that they and any control measures are valid, or ensure this is carried out; and
- investigate and report any injury to a member of their staff or any person resulting from the activities under their control in accordance with MOD Policy, or ensure this is carried out.

19. There is an enhanced duty of care owed to young workers (aged between 16 and 18 years old) to minimise the health and safety risks arising from their lack of experience or maturity, and to new and expectant mothers. Further information is available in Volume 2, Leaflets 35 and 36.

All Staff

20. All staff must:

- take reasonable care for their health and safety, and the health and safety of other persons affected by their acts or omissions;
- cooperate with their employer to ensure MOD discharges its legal obligations (eg attending mandatory training, reporting accidents etc); and
- report any hazards or shortfalls in MOD safety systems to their Line Manager.

21. Awareness of health and safety responsibilities, legislation and Departmental policies is a requirement in Core Competence 1 (Working Together) for Bands E to B. Though there is no explicit mention of health and safety in SCS core competences (as detailed in the Professional Skills for Government identifier), it is vital that SCS staff have a thorough understanding of their key leadership, motivation and review roles in developing an effective and strong safety culture.

Employee safety representative role

22. The role of the health and safety representative is to represent the interests and concerns of their co-workers and respond on their behalf: they are independent of management. They can provide valuable insight, skills and resources that help their employers as well as their co-workers. The law sets out the functions of safety representatives, either appointed by Trade Unions or elected by employees as:

- representing the workforce on health and safety generally, or make representations on potential hazards and dangers;
- attending training courses; and
- having contact with Inspectors.

In addition to the above, Trade Union appointed health and safety representatives have further rights (see Annex B, para 16).

Commanding Officers/Heads of Establishment (CO/HoE)

23. In addition to their Line Manager responsibilities, the CO/HoE shall:

- produce a detailed organisation and arrangements statement of the implementation of the SofS Policy Statement within their own establishment;
- Identify and make available resources for the management of health and safety commensurate with the risk profile of their area of responsibility, and have a clear understanding of how to escalate risks through the chain of command to ensure adequate resources are made available;

- appoint competent persons (eg 4Cs Duty Holder) to assist in the management of safety, health and environment risks;
- ensure that there is a health and safety committee at which consultation with all staff is enabled;
- ensure that all hazards which come under their area of responsibility are identified and controlled as far as is reasonably practicable and monitor the effectiveness of their controls; and
- ensure that emergency and disaster plans are in place to mitigate the effects of foreseeable events, and that they are regularly exercised.

A more detailed checklist of HoE/CO duties is at Annex A.

4Cs (co-ordination, co-operation, communication, control) Duty Holder

24. The 4Cs Duty Holder is the officer/manager appointed in writing to act for the CO/HofE in implementing and operating the site's 4Cs management system. This includes dealing with contractors and other visiting personnel, including visiting workers (ie MOD employees) not normally employed at the location concerned. Further information on the management of contractors and other visiting workers is available in Volume 2, Leaflet 34.

PERSONS APPOINTED TO SPECIFIC HEALTH AND SAFETY TASKS

Delegation of tasks

25. When health and safety tasks are delegated to individuals, the person delegating the task retains the responsibility for its effective completion.

26. Where people are required to perform specific health and safety tasks, the manager delegating the task is to ascertain the level of information, knowledge and instruction already available to the individuals and the resources available to them to undertake the task. Where this is judged insufficient, the delegating manager should make arrangements to provide the necessary additional training and/or resources.

27. It is the responsibility of Line Managers to identify and develop their staff in the competencies relevant to their organisation's needs. The competences can also be used by Line Managers who have been allocated specific health and safety duties (eg undertaking risk assessments).

28. The level of resource in time and competences required to effectively manage health and safety will differ between TLBs and be dependent on the size and nature of the organisation or establishment. It may be appropriate for some organisations and establishments to employ a full time Safety Adviser/Safety Officer or set up a health and safety department, whereas others may only require a part time singleton post. Depending on the risk profile of the organisation or establishment the level of competence to effectively perform the required duties will vary. The competence

required shall be clearly stated in Terms of Reference for the post. Line Managers should seek advice on what is appropriate from their TLB Chief Environment and Safety Officer (CESO) or equivalent.

TRAINING STRATEGY AND COMPETENCE

29. A person's capabilities before being entrusted with specific health and safety tasks must be assessed, by considering the following factors:

- The competence requirements of the task;
- Level of existing skills;
- Level of existing knowledge;
- Currency and applicability of knowledge;
- Academic/Professional qualifications;
- Level of experience;
- Personal attitude towards the task; and
- Guidance, rules and procedures available.

30. Managers appointing individuals need to consider the possibility that the above factors might be interrelated (eg the levels of knowledge and academic qualifications will affect the ability to comprehend guidance rules and procedures, past experience will have an effect on the level of skills available).

31. Certain tasks undertaken by persons are required by legislation to have documented proof of the level of competence in carrying out the duties. This proof is normally achieved with the issue of a personal certificate by an approved trainer or training organisation. In addition it is MOD policy that individuals appointed in certain health and safety roles or tasks must undertake specific training regardless of the existing capabilities of the individual. Annex B provides more detail of the MOD Training Strategy.

32. To develop the knowledge and skills of Safety Advisers and Line Managers, a framework of health and safety functional competencies exists. Used appropriately by Safety Advisers and Line Managers, it will improve the professional approach to this subject by the individuals, and raise standards in the MOD.

ACTION PLANS

33. All significant health and safety activities shall be included in an Action Plan, published by each TLB. This may or may not include relevant environmental protection/sustainable development activities. The Action Plan provides high level visibility of action required across the TLB to achieve targets and objectives with timescales for their completion. The TLB Action Plan should be reflected in Plans produced at lower levels, which should be refined and supplemented as necessary to

encompass local issues as well as detailing how the TLB Action Plan will be achieved. Examples of objectives that may form elements of an Action Plan are given in Annex C; these are neither mandatory nor exhaustive, though they do include environmental protection objectives to form a co-ordinated “SHE Action Plan”. JSP418 provides further information on sustainable development and environmental protection. SHE Plans shall be reviewed in line with existing business planning cycles, usually quarterly, and at least annually.

FURTHER ADVICE AND INFORMATION

34. Further advice on health and safety issues and training can be found from the following sources:

- Local health and safety advisors
- TLB Chief Environment and Safety Officers
- Safety, Sustainable Development and Continuity Division
- Trade Union appointed health and safety representatives
- Health and Safety Executive: www.hse.gov.uk
- British Standards Institute: <http://www.bsi-global.com/>
- Manufactures and suppliers for training, data sheets etc
- Industry associations and trade groups
- Maritime and Coastguard Agency: www.mcga.gov.uk
- Relevant professional bodies; IOSH, IIRSM, BOHS, IOA, etc.

Commanding Officer/HoE Checklist

DUTY	STATUS
Policy	
SofS Policy and site O&A statement up to date, and displayed throughout site	
Local site SHE arrangements/procedures maintained up to date	
Systems for reporting of Accidents/Incidents/ Near Misses	
Organising	
SHE staff competent for role with clear Terms of Reference (OHS, RSO, RPS, etc)	
Sufficient numbers of First Aid trained staff are appointed and maintained	
Site SHE Committee established, including Trade Union representation and meets regularly	
Lodger/Landlord (including Commercial Partner) agreements are in place	
Liaison with relevant staff (eg DE and DE contractors) to obtain assurance that statutory requirements (eg legionella testing, LEV testing, lifting equipment inspections, etc) are being discharged.	
Planning	
SHEF plan in place with relevant performance indicators	
Site Hazard Register in place and up to date	
Site Risk Assessments maintained up to date	
Risk assessments promulgated and maintained up to date	
Asbestos Management Plan (AMP) in place and effectively managed	
Radon Management Plan (where necessary) in place and effectively managed	
Legionella Management Plan in place and effectively managed	
Fire Safety Management Plans (FSMP) in Place	
Comprehensive Emergency Procedures in place, exercised and maintained	
Implementing	
4C's system is in place and effective	
Newly appointed personnel provided with H&S Induction Training	
Refresher H&S training provided to all staff	
Regular legislative/best practice updates available to SHE staff	
Measuring performance	
Workplace inspections are carried out and recorded	
Accident Investigations take place	
Action taken to eliminate/reduce Accidents/Incidents/ Near Misses	
Adequate records are kept of test & inspection of H&S related equipment including PPE	
Corrective actions from accidents and inspections being tracked through to completion	
Reviewing Performance	
Annual review of performance completed	
Audit	
Last formal audit report actions being addressed	

Health and Safety Training Strategy and Competence

INTRODUCTION

1. This Annex sets out the MOD strategy on health and safety (H&S) training and competence. Specifically it provides guidance in 3 areas:

- The main legal requirement;
- Training required by all persons, including Line Managers;
- Training required by specialist staff, including functional competences.

LEGAL REQUIREMENT

2. The general requirements to provide H&S training and competence are contained in the Health and Safety at Work etc. Act 1974 (HSWA) and the Management of Health and Safety at Work Regulations 1999 (MHSWR). Specifically:

- HSWA Section 2(2)c: employers have a duty that extends to "the provision of such information instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable the health and safety at work of his employees."
- MHSWR Regulation 13(2) requires every employer to ensure that his employees are provided with adequate health and safety training.
- MHSWR Regulation 7 requires the employer to appoint one or more competent persons to assist him in complying with the requirements of the regulations.

There are also similar requirements in the Merchant Shipping Act.

TRAINING REQUIRED BY ALL EMPLOYEES

Organisation Requirements

3. Regardless of role, rank or grade all MOD personnel must have knowledge on and be aware of:

- The Secretary of State's H&S policy;
- What is expected of them;
- The organisational structure and systems for the management of H&S applicable to their work environment; and
- The risks to which they are exposed and the controls in place for their protection.

4. The training requirements of the first element will be identical throughout MOD; the last 3 will vary depending on how the organisation they are to work for conducts its own H&S arrangements. Many TLBs and organisations have more detailed requirements for mandatory training.

5. MOD induction training aims to provide knowledge and information in the following stages:
Stage 1 – What everybody should know, including the Secretary of State's policy and the legal requirements placed on employers and employees;
Stage 2 – Organisation specific, namely the H&S organisation in their area of employment and the significant risks and controls associated with their workplace;
Stage 3 – Job-specific, including the measures required to control risks so that they may perform their particular duties.
6. Stages 2 and 3 will need to be updated as work or systems change or on the transfer of an employee. There may also be a need to repeat the training periodically, where appropriate.

MOD Health and Safety Induction Training

7. MOD places a personal duty on its Line Managers to ensure compliance with the Secretary of State's policy, and the knowledge of what is expected and how this is to be achieved is a requirement for all employees. The mechanism for delivering training will vary across MOD: in some cases a local safety adviser may deliver all three stages, or each stage may be the responsibility of different providers. However, it is the Line Manager's responsibility to ensure that all three Stages of training are adequately completed, and that this is recorded.

H&S INDUCTION TRAINING - BASIC CONTENT REQUIREMENTS

STAGE 1

8. On recruitment to MOD all new staff are required to have an understanding of the following:

Employer's role

9. The Secretary of State is the responsible employer and has a policy, which is acted on through the line management chain of command. Local organisations and arrangements are in place to achieve this policy.
10. MOD accepts and works to the requirements of the Health and Safety at Work etc. Act (HSWA), Merchant Shipping Act (MSA), and subordinate legislation.
11. The role of JSP815 and JSP 375 in MOD policy for H&S and guidance to staff.
12. As the employer, MOD will supply its employees with:

- plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;
 - arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health from using, handling, storing and transporting articles and substances;
 - such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of all employees;
 - a place of work which is, so far as is reasonably practicable, in a condition that is safe and without risks to health.
13. The key to discharging the role as employer is to ensure that hazards are identified, suitable and sufficient risk assessments are completed, and control measures are in place to ensure the risk is reduced to as low as reasonably practicable. Further detail can be found in JSP375 volume 2, leaflets 11 & 39.

Employees' role

14. Their duties under the HSWA, MSA and subordinate legislation are to:
- Inform their manager of any hazard that they identify;
 - Follow instructions designed to protect the H&S of persons or plant;
 - Use equipment supplied in the interests of safety in the correct manner, and not intentionally or recklessly interfere with items supplied for safety reasons;
 - Take reasonable care of themselves, and ensure that any act or omission on their part does not place others at risk.

Employee safety representative role

15. The role of the health and safety representative is to represent the interests and concerns of their co-workers and respond on their behalf: they are independent of management. They can provide valuable insight, skills and resources that help their employers as well as their co-workers. The law sets out the functions of safety representatives, either appointed by trade unions or elected by employees:
- Represent the workforce on health and safety generally, or make representations on potential hazards and dangers;
 - Attend training courses; and
 - Have contact with inspectors.

16. In addition to the above, Union-appointed health and safety representatives can:
- represent employees generally and when consulted about specific matters that will affect the health, safety and welfare of the employees;
 - represent employees when Health and Safety Inspectors from HSE or local authorities consult them;
 - investigate accidents, near misses, and other potential hazards and dangerous occurrences in the workplace;
 - investigate complaints made by an employee they represent about their health, safety or welfare in the workplace;
 - present the findings of investigations;
 - inspect the workplace;
 - with at least one other appointed representative, request in writing that the employer sets up a health and safety committee; and
 - attend health and safety committee meetings as a representative of the employees.

Hazards and risks

17. Explain the significance of the colour of the safety signs used, as defined in legislation, for warning of hazards and highlighting of control measures needed to prevent exposure to hazards.
- RED/WHITE A PROHIBITIVE SIGN (a control measure)
 - BLUE/WHITE A MANDATORY INSTRUCTION (a control measure)
 - YELLOW or AMBER/BLACK A WARNING OF A KNOWN HAZARD (hazard identification)
 - GREEN/WHITE A SAFE CONDITION

Further detail is in JSP375 volume 2, Leaflet 44.

Hazardous substances

18. Explain that a number of substances used at work are known to be hazardous. The manufacturers and suppliers are required to label such substances and supply data to enable them to be used and stored safely. Identify the significant labels used, which are as follows:
- Harmful
 - Irritant
 - Toxic/Very Toxic
 - Corrosive
 - Oxidising
 - Flammable
 - Explosive
 - Radiation hazard
 - Bio-hazard

19. Explain the need to ensure, when using any of these substances, that the correct method of work is being followed and that the precautions required by their Line Manager, who will have had the substance assessed to ensure safe use and storage, are being observed. Further detail is in JSP375 volume 2, Leaflet 5.

STAGE 2

20. When an employee is first placed in MOD employment or is transferred to a new division or location within MOD this stage of training shall be supplied and is to include:
- Site-wide risks (eg asbestos, radiation, explosives)
 - The local H&S organisation that exists where the employee is to work, explaining the role and the identity of the responsible person, any H&S committee safety representatives, and the local safety adviser/officer;
 - Where the local arrangements for H&S are documented and how they can obtain access;
 - Emergency procedures for the location, to include fire arrangements including alarms and evacuations bomb arrangements including alarms and safe areas any other procedures that affect the whole location;
 - Procedures in the event of an accident or injury including the location of First Aid cover and local reporting requirements;
 - Procedures for contacting the emergency services; and
 - Where applicable, an explanation of the relationship with any commercial partners, including what the arrangements are and whose rules take precedence where.

STAGE 3

21. When joining a Section, any new members of staff should be informed by their Line Manager of the following:
- The safety rules that apply to their tasks;
 - The hazards faced while working in the Section;
 - Where to obtain information on the risk assessments and control measures associated with the hazards;
 - To whom concerns on safety matters should be addressed;
 - Local emergency procedures, including first aid.

TRAINING REQUIRED BY MOD LINE MANAGEMENT

Line Manager Duties

22. The Secretary of State places a personal duty on all Line Managers to ensure compliance with the H&S policy. Knowledge of what is expected and how this is to be achieved is a basic requirement for a Line Manager.

23. Depending on the organisation in which a Line Manager operates, the extent to which they personally undertake the duties will vary, but an understanding of the requirement is essential to enable them to identify weaknesses.
24. The training is common to all Line Managers, Service or civilian, regardless of appointment, and needs to reflect the duties of an employer and the method to be used for risk management.

MOD Line Manager Health and Safety Training

25. All training provided by MOD, in any medium, relating to the management of staff or leadership skills, shall contain suitable and sufficient information on H&S responsibilities. All Line Managers must have an appreciation of the following:
 - Their personal responsibility for the health, safety and welfare of all staff under their control which cannot be delegated;
 - That the responsibility extends to others who may be affected by their organisation's work activities;
 - The concept of risk management, to include:
 - Identifying hazards
 - Evaluating the risk (risk assessment)
 - Controlling the risk
 - Monitoring the controls
 - Reviewing the effectiveness;
 - The need to ensure their staff have sufficient instruction, information and training time and authority to perform their tasks effectively and safely;
 - The need to inform new members of their staff of H&S risks and controls in place for the work they are to perform;
 - The reporting of accidents, injuries, dangerous occurrences and near misses;
 - The need to investigate adequately accidents, injuries, dangerous occurrences and near misses to establish the cause and prevent, where reasonably practicable, any recurrence; and
 - The need to lead by example and follow any instructions concerning safety.
26. Where external agencies are used to provide training in leadership and staff management skills to MOD managers, information on the basic H&S content required is to be made available to such agencies by the course sponsors.
27. Where managers are not required to attend courses on management of staff or leadership the basic requirements shall be provided separately.
28. This training shall be provided as soon as is practicable after the first appointment to a management post in MOD, but at least within the first 6 months of appointment.

APPOINTMENT OF PERSONS TO SPECIFIC HEALTH AND SAFETY TASKS

Delegation of tasks

29. Where staff are required to perform specific H&S tasks, the manager delegating the task (who in any case retains the responsibility for its safe completion) is to ascertain the level of information, knowledge and instruction already available to the individuals and the resources available to them to undertake the task. Where this is judged insufficient, the delegating manager should make arrangements to provide the necessary additional training and/or resources.
30. The following is a non-exhaustive list of the tasks that may be delegated to any member of staff, for which additional or specific training may (and in some cases will) be required. If a training need is identified, the training should be arranged by the Line Manager or officer authorising the task. It should be noted that some or all of these tasks may be contracted out, in which case the person responsible for the task must ensure the contractor is competent.
 - Undertake risk assessments.
 - Undertake COSHH assessments.
 - Undertake noise assessments.
 - Undertake manual handling assessments.
 - Undertake display screen workstation assessments.
 - Undertake the preparation of Safety Cases
 - Perform the duties of an Authorising Engineer.
 - Perform the duties of an Authorised Person.
 - Perform the duties of Radiation Protection Supervisor or Radiation Safety Officer.
 - Perform the duties of a Laser Safety Officer.
 - Perform the duties of a Range Safety Officer.
 - Perform the duties of an Emergency Incident Control Officer.
 - Perform the duties of Fire Officer/Fire Marshal.
 - Perform the duties of a Safety Adviser.

Competence

31. It is crucial that the appointee's competence to undertake the tasks is established, and the resources required to perform the role are allocated.
32. A person's capabilities before being entrusted with specific H&S tasks must, therefore, be considered.
33. A Functional Competence Framework for H&S is published on the People Portal on the Defence Intranet aimed at providing Line Managers and Commanders with guidance on the skills required at different levels. Link:

https://knowledge.chris.r.mil.uk/library/PPPA/Learning and Development/Functional Competences/A-L/1069_HealthSafetyFCF.doc

34. For information, ***and purely as a guide***, the following common health and safety qualifications and their applicability are listed below:
- **IOSH Managing Safely** – suitable for those appointed as a health and safety focal point in low risk environment.
 - **Safety for Senior Executives** – recommended for all 1* s and above and those with Head of Establishment roles.
 - **NEBOSH or British Safety Council Certificate** – suitable for those appointed to provide advice in low risk environments and/or to assist those with higher level qualifications.
 - **NEBOSH or British Safety Council Diploma** – suitable for those appointed to provide advice in higher risk/more complex work areas.
 - **Degree in Health and Safety or equivalent** – suitable for those providing advice at the highest level and for continuing professional development of experienced safety practitioners.
 - **Continuing Professional Development** - all occupational health and safety practitioners are expected to maintain their knowledge and skills through CPD, which can include external training, attendance at seminars and meetings organised by professional bodies.

SHE Action Plan Example

(Organisation) SHE PLAN FOR FY _____ EXAMPLE					
Ser	Heading	Objective	Target Date	Action by	Remarks
(a)	(b)	(c)	(d)	(e)	(f)
0	Change Management	a. Implement agreed changes/ recommendations b. Move			Include agreed changes in forthcoming FY for SHEF management/ staffing, etc.
1	Policy	a. <u>Statements</u> SHE Statement detailing organisation and arrangements to meet requirements of SofS Policy to be promulgated. b. SHE Training Policy to be written to reflect the requirements of the MOD H&S Training strategy (JSP 375 Vol 1).			Statement to be written in first person singular and signed by Head of Organisation. To be brought to the attention of all Organisation's staff, together with SofS Policy Statement.

(Organisation) SHE PLAN FOR FY _____ EXAMPLE					
Ser	Heading	Objective	Target Date	Action by	Remarks
(a)	(b)	(c)	(d)	(e)	(f)
2	Planning	<p>a. SHE Plan to be issued covering actions required to implement policy initiatives and legislation.</p> <p>b. Action Plan to be issued for the implementation of Fire Safety Risk Assessments.</p>			<p>Planning for hazard identification, risk assessment and control to be included.</p> <p>SHE Plans of Subordinate formations to reflect that of higher level plans and include detailed objectives and timescales as they apply to the formation.</p> <p>Once established move to Section 3 and use as an implementing target for the outcome of risk assessment findings.</p>
		c. Action Plan to be prepared for Environmental Impact Assessments.			
3	Implementation and Operation	a. Standing Orders/Safety Manual to be published detailing SHE arrangements.			Lower level publications may be required which further define the practices of the organisation. These should not duplicate higher level documentation/publications and wherever possible, reference should be made to the information provided in the higher level document.

(Organisation) SHE PLAN FOR FY _____ EXAMPLE					
Ser	Heading	Objective	Target Date	Action by	Remarks
(a)	(b)	(c)	(d)	(e)	(f)
		<p>b. Structured SHE organisation throughout TLB/Establishment to be established and indicated on a wiring diagram.</p> <p>c. SHE responsibilities to be included in terms of reference/job descriptions for Service and civilian personnel with staff responsibilities.</p> <p>d. On multi-occupier sites SHE responsibilities of parent and lodger units to be clearly defined.</p> <p>e. Key SHE personnel with sufficient competency to be identified and appointed.</p>			<p>Diagram should indicate names or posts, locations and duties of all SHE personnel throughout TLB.</p> <p>A brief statement is sufficient in outline job descriptions. This should be expanded to suit individual circumstances in objectives and performance targets in annual staff reports.</p> <p>Responsibilities to be recorded in a site register.</p> <p>SHE Advisors to be trained in H&S as appropriate to their duties. EP to use Tri-Service EP training modules at RAF Halton.</p>
		f. SHE training programme to be implemented.			When SHE training needs have been identified for all staff, including induction and refresher training, programme to be drawn up to enable staff to receive appropriate training. Programme will need resourcing and prioritising.

(Organisation) SHE PLAN FOR FY _____ EXAMPLE					
Ser	Heading	Objective	Target Date	Action by	Remarks
(a)	(b)	(c)	(d)	(e)	(f)
		g. SHE Committee to meet at least twice/year.			If SHE Committee not set up then SHE to be discussed at highest management forum. Committee to be chaired by senior officer of appropriate rank/grade attended by appropriate key areas. SHE Action Plan to be standing Agenda item. Similar SHE committees to be set up at lower level as appropriate.
		h. Hazard Identification - Hazard Surveys to be conducted in all units/ establishments/ships and the results recorded and prioritised.			Hazard surveys to be reviewed periodically (at least annually) and when there is significant change.
		i. Risk Assessment. Risk Assessments to be recorded covering significant hazards, together with controls to reduce the residual risks to reasonably acceptable levels. Particular attention to be given to Site Risk Assessments.			Risk Assessments to be reviewed periodically (at least annually) and when there is significant change.
		j. Civilian Contractors formal statement of H&S duties and obligations to be included in all contractual agreements. Management of contractors and other visitors to be implemented.			Heads of Lodger Units deal with H&S and Environmental matters predominantly through their own chain of command, but they must co-operate and co-ordinate with host authorities on site.

(Organisation) SHE PLAN FOR FY _____ EXAMPLE					
Ser	Heading	Objective	Target Date	Action by	Remarks
(a)	(b)	(c)	(d)	(e)	(f)
		k. Emergency and Disaster Control Plans to be drawn up at all levels of the Organisation. Practice emergency procedures at agreed/appropriate intervals.			Duties and responsibilities of key personnel to be published and included in Standing Orders or Desk Instructions. Where appropriate, dialogue with local emergency services to be implemented/ maintained. Copies of site plans to be readily available to emergency/ security services in case of emergency/incident. Procedures to be practised at agreed intervals.
		l. Appropriate Customer Service Agreements (CSAs)/Service level Agreements (SLAs) to be agreed where a SHE service is provided/received to/from another TLB.			
4	Checking and Corrective Action	a. Regular and detailed Inspections to be carried out by Line Managers with Safety Advisor/ Co-ordinator at the lower managerial/commander level.			Frequency of H&S Inspections will depend on hazards, eg 6 monthly for offices, more frequently for high hazards areas. Results of Inspections to be recorded and follow up actions to be taken.

(Organisation) SHE PLAN FOR FY _____ EXAMPLE					
Ser	Heading	Objective	Target Date	Action by	Remarks
(a)	(b)	(c)	(d)	(e)	(f)
		b. SHE audits to be conducted in accordance with JSP375 vol4.			TLB Audit Authority to draw up programme of SHE Audits to ensure all areas covered by Audit in 3 year period – lower level audit periodicity to be decided by Audit Needs Assessment.
		c. Accident Reporting- All areas to ensure accidents and incidents reported on IRIS.			Units access to IRIS local system software for reporting.
		d. Health Surveillance to be conducted throughout the TLB as required by Regulations and MOD Policy. Establish requirements base line for Organisation			All areas are to conduct risk assessments so that they are aware of all mandatory health surveillance to be conducted in their areas - for instance for asbestos, radiation and noise.
		e. HLBs to report progress on achieving objectives of SHE Action Plan to TLB.			All areas to report progress on achieving objectives of their SHE Action Plans to HLB so that TLB can be informed.
5	Management Review	a. Annual formal review of the SHE Performance to be conducted and results recorded.			All areas to arrange for a formal review of SHE performance to be conducted in their areas and reported to TLB. This may be in the form of an annual report