

LEAFLET 3**SAFETY ARRANGEMENTS FOR ORGANISATIONS USING MOD PREMISES****CONTENTS****Para**

	LEAFLET FOR LINE MANAGERS
1	Introduction
4	Scope
	Infrequent or one-off events
	Statutory requirements
8	The Management of Health and Safety at Work Regulations (MHSWR) 1999
9	The Occupiers Liability act 1957
	Definitions
10	Encroachment
11	Appropriate authority
12	Encroachment holder
13	Premises
	Duties
14	General duties
15	The head of establishment or commanding officer (Appropriate Authority)
16	Person in charge - club, event organiser
17	Health and safety policy statement
20	Hazard identification and risk assessment
	Safe facilities
	Safe equipment
	Adequate information
	Instruction, training and supervision
22	Insurance cover
23	References and related leaflets

Annex

- A Guidance for line managers
- B Health and Safety Statement for other organisations using MoD premises

LEAFLET FOR LINE MANAGERS**INTRODUCTION**

1 Normal work activities across establishments and units in the MOD are governed by the requirements of The Health and Safety at Work etc. Act 1974, and regulations made thereunder.

2 The duty of care owed by both employers and employees also extends to persons who are not in MOD employment and this includes contractors, commercial partners, visitors to MOD premises (including trespassers) and the general public at large whether on or away from MOD property. In discharging its duty of care the MOD must take steps to ensure that persons who may be affected by its activities are, so far as is reasonably practicable, not exposed to any risks to their health or safety.

3 Where line managers are unsure of the requirements of any regulations relating to health and safety in their workplace they should contact their Unit/Establishment H&S Advisor or appropriate H&S Focal Point for advice.

SCOPE

4 This leaflet gives guidance to line managers on the requirements for ensuring that all persons, whether MOD employees or not, using clubs, societies or partaking in other activities on MOD premises or property, are not exposed to risks liable to affect their health, safety and welfare. It covers relevant aspects of compliance with the Health and Safety at Work etc. Act (HASWA) 1974, the Management of Health and Safety at Work Regulations (MHSWR) 1999 and other legislation covering common areas (e.g. food safety, fire safety, occupiers liability and insurance etc.).

5 It is designed to supplement guidance contained in Chapters 14 and 15 of the Defence Lands Handbook JSP 362, which detail the approval requirements for encroachments, and the public use of MOD property for social, recreational and commercial purposes. It does not include land or buildings on MOD property occupied under a commercial lease or licence.

6 The types of facilities or events that are covered fall broadly into 2 categories:

Regularly used fixed or static facilities.

6.1 These include facilities such as car/motorcycle clubs, bars, sports clubs/societies, museums and encroachments that are used regularly (e.g. weekly) and situated, based or held in a fixed facility or building within a MOD establishment.

Infrequent or one-off events.

6.2 This includes, establishment/unit open days, military tattoos, air days, navy days, passing out parades, rallies, and charity events etc. Events such as these are considered more significant in that they will generally involve additional services having to be provided, many by outside agencies e.g. catering operations (mobile or otherwise), erection of temporary seating, provision of temporary toilet facilities etc. Detailed guidance on the safety requirements for these types of events is given in the HSE publication "The Event Safety Guide", HS(G)195.

STATUTORY REQUIREMENTS

The Management of Health and Safety at Work Regulations (MHSWR) 1999

7 These require employers to carry out suitable and sufficient assessments of the risks to the health and safety of persons not in their employment arising from, or in connection with, their undertaking. They also require that where employers share sites there should be co-operation and sharing of information with regards to health and safety matters.

The Occupiers Liability Act 1957

8 This brought the common law "duty of care" owed to all visitors into statute. This duty of care was further extended to persons other than lawful visitors (e.g. trespassers) by the Occupiers Liability Act 1984.

DEFINITIONS

Encroachment

9 Encroachment means the authorised temporary use of MOD land and buildings by off-duty Service personnel, MOD civilian employees or Department associated bodies such as Cadet Force Units and Wives Clubs for recognised recreational, sporting and welfare purposes beyond agreed Service scales. The term does not include land or buildings used for the purpose of bringing a unit or establishment up to JSP scales, or occupied under a commercial lease or licence. (See JSP 362 Chapter 14)

Appropriate Authority

10 Appropriate Authority means the Budget Holder(s) (BHs) in whose area the encroachment is to be registered (E.g. Head of Establishment or Commanding Officer. (See JSP 362 Chapter 14)

Encroachment Holder

11 Encroachment Holder means the individual who requests the encroachment and signs the encroachment agreement. (See JSP 362 Chapter 14)

Premises

12 Premises means any place, indoors or outdoors, under the control of the Appropriate Authority and includes any vehicle, vessel, aircraft, land installation, moveable structure, tent etc.

DUTIES**General Duties**

13 The general policy and procedures by which MOD ensures the maintenance of acceptable standards of health and safety throughout the organisation are set out in Volume 1 of this publication. Several pieces of legislation make explicit reference to visitors, whether non-MOD employees, contractors or members of the public. These include:

13.1 HASWA Section 3 which imposes a duty on every employer and every self-employed person to conduct their business in such a way as to ensure that people not in their business are not exposed to risks to their health and safety whilst on that employer's premises.

13.2 HASWA Section 4 which extends the general duty of Section 3 to people who have control of premises to which certain visitors are admitted and requires an employer to take reasonably practicable steps to protect visitors from harm.

The Head of Establishment or Commanding Officer (Appropriate Authority)

14 The Head of Establishment must ensure that arrangements are in place to protect the health, safety and welfare of all those who visit or use facilities within the Unit/Establishment. This will involve a systematic assessment and evaluation of all the hazards creating significant risks pertinent to the proposed or existing facility and cover all groups of people who may be affected by its activities. If the result of the assessment indicates a risk to another organisation, the details should be supplied to the head of that organisation.

Person in Charge - Club, Event organiser

15 The person responsible for the activities shall produce a health and safety policy statement (HSPS) encompassing the organisation and arrangements for ensuring the health, safety and welfare of those that use or visit the facility.

HEALTH AND SAFETY POLICY STATEMENT

16 A HSPS should be prepared for each club, society or encroachment within an establishment or unit in order that the safety arrangements are clearly laid out and responsibilities identified. A template for producing the policy statement is at Annex B, Appendix 1 to this leaflet.

17 The purpose of the HSPS is to demonstrate the health, safety and welfare commitments of their organisation/event to the Appropriate Authority, to assist in logically describing the H&S organisation and arrangements and to ensure that individual responsibilities are detailed.

18 When preparing the HSPS advice should be sought from unit/establishment safety advisors and the local fire prevention officer as required. The HSPS should be reviewed on an annual basis or when there are significant changes in the organisation or running of the individual facility, for resident and regular activities. Ad hoc use should require sight of the HSPS before each occasion of use of the MOD facility.

HAZARD IDENTIFICATION AND RISK ASSESSMENT

19 Suitable and sufficient assessments are to be carried out on all risks associated with a particular facility or activity and significant findings recorded. A guide to the common areas that may be covered by risk assessments is at Annex A to this leaflet.

20 The main aim of the risk assessment process is to safeguard the health, safety and welfare of persons using MOD premises by ensuring safe systems of work by providing:

Safe Facilities

20.1 Facilities within premises provided for any leisure or social activity must be, so far as is reasonably practicable, free from risk to the health and safety of those using them. Building fabric should be well maintained and kept free from defects. Safe access and egress is to be maintained at all times and fire regulations are to be complied with. Advice should be sought where necessary from the Area Fire Prevention Officer.

Safe Equipment

20.2 All equipment provided for any social or leisure activity is to be maintained in a safe condition and be fit for purpose.

Adequate Information

20.3 Users of the premises must inform the Appropriate Authority of their intention to bring hazardous materials into the facility, e.g. Asbestos, radioactive materials or pyrotechnics. The responsible person must ensure that they are appropriately packaged, stored, labelled and controlled, in accordance with the relevant JSP or regulations, e.g. JSP 392 Radiation Protection, MOD Explosives Regulations.

Instruction, Training and Supervision

20.4 All persons using premises within MOD premises must be provided with adequate information and, where necessary, training to ensure that appropriate safety standards are met. The amount of information and training required will vary with the risks associated with any particular activity. This may fall into one of the following categories:

20.4.1 Induction/Familiarisation Training or Briefing Induction or familiarisation training/briefs are the most basic form of health and safety and are designed to give individuals an overview of the basic requirements for Health and Safety and must inform individuals of any significant risks that they may be exposed to whilst they are on MOD property.

20.4.2 Specific Training Some individuals may require specialist skills to enable them to supervise, teach or take part in particular activities and this training must be suitable to satisfy any legal or MOD mandatory requirements.

INSURANCE COVER

21 Activities outside the normal work activities across the MOD are not normally indemnified for insurance purposes. The organiser of social events and activities must seek advice from DC&L(F&S) regarding the level and extent of insurance cover required, e.g. Employers Liability and Public Liability Insurance, Fire Insurance, etc. Some guidance for encroachments is given in JSP362, Para. 1419

REFERENCES AND RELATED LEAFLETS

22 References and related leaflets.

- The Health and Safety at Work etc. Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- Occupiers Liability Act 1957.
- The Occupiers Liability Act 1984.
- The Employers Liability (Compulsory Insurance) Act 1969.
- The Fire Precautions (Workplace) Regulations 1997 (As amended 1999).
- The Food Safety Act 1990.
- HS(G) 195 – The Event Safety Guide.
- Leaflet – Site Risk Assessment
- Leaflet – Health and Safety Risk Assessment
- JSP 362 – Defence Lands Handbook
- JSP 392 – Instructions for Radiological Protection

LEAFLET 3 ANNEX A**SAFETY ARRANGEMENTS FOR ORGANISATIONS USING MOD PREMISES****CONTENTS**

Para

	GUIDANCE FOR LINE MANAGERS
1	Introduction
5	Risk assessment process
7	Preparation
10	The site / venue
11	Completing the risk assessment
12	Identifying the hazards
14	Evaluation of risk and control measures
15	Document findings
16	Review the assessment
17	List of useful contacts

Table

Page

1	Useful Contacts.....	4
---	----------------------	---

GUIDANCE FOR LINE MANAGERS**INTRODUCTION**

1 MOD property may be used for a range of activities outside its normal terms of reference. MOD employees, families and visitors may therefore be exposed to significantly different types and levels of risk than those to which they are normally exposed.

2 The activities can include:

- 2.1 Clubs, museums
- 2.2 Social events such as dinner/dances
- 2.3 Fun days/away days
- 2.4 Open days such as air days, navy days, heritage day
- 2.5 Sports days
- 2.6 Sponsored/charity events

3 The risks from these events need to be properly managed to ensure that the MOD is not guilty of criminal action due to a breach in health and safety or subject to civil litigation through a lack of its duty of care.

4 The Health and Safety Executive guide HS(G)(195) provides useful guidance on the successful management of risk for organising public events. The process can be applied to minor as well as major public events.

RISK ASSESSMENT PROCESS

5 The Risk Assessment process means:

- 5.1 Identify the hazards
 - 5.2 Decide who is at risk
 - 5.3 Evaluate risks and identify the control measures
 - 5.4 Record findings
 - 5.5 Review the assessment
- 6 The steps may be covered using a very straight-forward process:
- 6.1 Preparation – planning the risk assessment process and consulting relevant legislation, standards and documentation
 - 6.2 Touring the site/venue – checking the ground or venue, observing a similar event to see what the practical issues might be
 - 6.3 Completing the risk assessment – following the above processes and using the findings to form safety procedures, control measures, attendee information, etc.

PREPARATION

7 The first step is to determine the scope of the event. If the safety planning is introduced at the beginning, it can be built into the design rather than bolted on at a later date. For a large event a planning team is necessary and should include the relevant safety advisers.

8 The basic parameters that need to be addressed are:

- 8.1 Type of event, are there any special risks involved, e.g. fireworks?
- 8.2 Audience/users – numbers, age, type, etc.?
- 8.3 Venue – capacity, crowd management, wet weather arrangements if outside?

9 Any contractors, suppliers, organisers or volunteer staff should be represented and consulted during the process. Liaison may be necessary with the local authorities such as police, fire, ambulance and local environmental health authorities to establish health, safety and welfare provisions.

THE SITE / VENUE

10 If the venue is an existing building documents such as the fire certificate or risk assessments will aid the planning process and identify possible constraints for the event in terms of audience, control measures, activities, etc. An assessment will need to be made of the welfare, emergency and accommodation provisions. Temporary accommodation arrangements will need to be considered. The tour should consider all aspects of the event including those at the start, rigging a stage, communication systems, as well as cleaning up and clearing out.

Completing the risk assessment

11 Having identified the scope and the venue the risk assessment process needs to be formalised and documented, as it may be used for:

- 11.1 A basis of a safety case to co-ordinate the event
- 11.2 Briefing and training event/club staff
- 11.3 Determine further safety measures or procedures

- 11.4 Identifying safety information to be relayed to the participants in the form of health and safety details, joining instruction, safety signs, emergency procedures and safe routes.

IDENTIFYING THE HAZARDS

12 During the venue visit safety hazards should be identified. In addition suppliers or contractors may raise or declare hazards. Specialist safety advisers should be consulted to ensure that all hazards are clearly identified. HSG195 can be used as a checklist:

- 12.1 Venue and site factors
 - 12.2 Fire safety, including temporary structures
 - 12.3 Crowd management
 - 12.4 Traffic and transport arrangements
 - 12.5 Temporary structures and structures such as seating, etc.
 - 12.6 Perimeter and protective barriers
 - 12.7 Electrical installations including temporary power and lighting
 - 12.8 Attractions such as amusements, inflatables, fairground rides and other machinery
 - 12.9 Noise both within the event and as a potential nuisance outside the site
 - 12.10 The performance/participants including special effects such as fireworks
 - 12.11 Animal and other hazards
- 13 Other factors to be considered:
- 13.1 Children and pregnant women
 - 13.2 Those with special needs, disabled access
 - 13.3 Performers, participants, spectators
 - 13.4 Those setting up and clearing away
 - 13.5 Visitors, unfamiliar with the language

EVALUATION OF RISK AND CONTROL MEASURES

- 14 It is necessary to ensure compliance with appropriate legislation and control measures identified:
- 14.1 Elimination – is the activity essential to the event
 - 14.2 Substitution – can a lower risk activity be used
 - 14.3 Enclosure – can the activity be enclosed to prevent danger
 - 14.4 Engineering measures – can ventilation be introduced to reduce heat build up
 - 14.5 Good housekeeping
 - 14.6 Reduced exposure time

- 14.7 Training
- 14.8 Personnel protective equipment – reduce noise exposures
- 14.9 Welfare facilities
- 14.10 Medical surveillance
- 14.11 Emergency arrangements and contingency plans

DOCUMENT FINDINGS

15 The document needs to be useable and accessible to those involved. It may be used for later reference in accident/incident investigation or as a learning tool for future events.

REVIEW THE ASSESSMENT

16 The assessment should be reviewed as preparation for the event progresses and when circumstances change. Assessments for static facilities should be reviewed annually unless circumstances change.

LIST OF USEFUL CONTACTS

17 Identified below are areas to be considered when planning or organising public events, social activities or setting up regular activities. The list is not exhaustive.

Table 1 - Useful Contacts

Safety Area	Contact for advice
Communications	MOD Security Property Manager
Electrical Installations	Property Manager Local Safety Adviser Defence Estates
Facilities for people with special needs	CM(IR&C)/CEOU Equal Opportunities Officer Local Authority
Fire safety	Local Fire Officer Fire Focal Point (e.g. SSO)
Food, drink and water	Environmental Health Officer/ EHT Local Authority
Hazardous Material	Local Safety Adviser
Pyrotechnics/Fireworks	Defence Ordnance Safety Group
Health and Safety responsibilities	Local Safety Adviser HSE
Incident/emergency planning	Emergency Planning Officer Local Authority Fire Officer
Lasers	D SEF Pol DRPS
Licensing	Local authority Magistrates
Medical facilities/First Aid	Occupational Health Dept.
Planning and management	Local Safety Adviser
Radioactive materials	Local Radiation Protection Adviser DRPS
Sanitary facilities	Property Manager Local Authority

Safety Area	Contact for advice
Sound, noise	Local Safety Advisor Environmental Health Technician Safety Services Organisation Local authority
Structures Barriers	Property Manager Defence Estates
Transport	Local Highways Agency
Waste Management	Local Authority Environment Agency Property Manager/Contracts Officer

LEAFLET 3 ANNEX B**SAFETY ARRANGEMENTS FOR ORGANISATIONS USING MOD PREMISES****CONTENTS**

Para

HEALTH AND SAFETY STATEMENT FOR OTHER ORGANISATIONS USING MOD PREMISES

- 1 General
- 5 Format

Appendix

- 1 Health and Safety Policy Statement

HEALTH AND SAFETY STATEMENT FOR OTHER ORGANISATIONS USING MOD PREMISES**GENERAL**

- 1 There should be a written health and safety policy statement for all users of MOD property for the following reasons:

- 1.1 To demonstrate that the Person in Charge cares about the welfare of the users of the facility

- 1.2 Such an explicit statement demonstrates that the responsible person has considered the safety arrangements required to demonstrate the organisation and arrangements for implementing the policy.

- 2 Appendix 1 contains an outline statement to ensure that the policy covers all of the important safety matters. The format is not rigid and may be amended to suit the individual requirements where considered necessary.

- 3 The Person in Charge should first read the notes then complete the appropriate blank spaces. The completed form should be brought to the attention of all users of the premises, e.g. club, society or encroachment.

- 4 It is important that personnel with specific responsibilities should be formally appointed and published in the statement. The statement and duties detailed in it should be reviewed at regular intervals at the club, society or activity committee. The statement is intended to raise the safety awareness and general assist the Person in Charge.

FORMAT

- 5 The format of the statement is in three sections:

- 5.1 Section A is a general declaration based on the Person in Charge's responsibility for the health and safety of his associates, members/and or employees. It is important to remember that everyone has a responsibility to take care of the health and safety of themselves and others and to co-operate with the Person in Charge.

- 5.2 Section B deals with general arrangements that apply to most or all premises and activities.

- 5.3 Section C deals with particular hazards that may apply.

6 The statement is to be made available to all users of the premises and a copy displayed in a prominent position.

LEAFLET 3 ANNEX B APPENDIX 1**SAFETY ARRANGEMENTS FOR ORGANISATIONS USING MOD PREMISES****HEALTH AND SAFETY POLICY STATEMENT FOR:**

SECTION A - GENERAL STATEMENT OF POLICY

- 1 The policy is to maintain a safe and healthy environment. We..... will provide safe facilities and equipment and the necessary information, training and supervision to ensure, so far as reasonably practicable, the safety in all activities for participants. We will also accept that we have a duty of care towards those who may be affected by our activities.
- 2 The allocation of duties for health and safety matters and the particular arrangements to implement this policy are set out in the following pages.
- 3 The policy will be kept up to date, particularly if the activities change in nature and size. To ensure this, the policy and its operation will be reviewed every year. Safety will also be a standard item in the agenda at each committee meeting.

Person/Officer in Charge

Name.....

Rank/Grade/Appointment.....

Signed..... Date

Date due for review

Responsibilities**NOTES**

Someone at Committee level is to be appointed as responsible for health and safety in the absence of the OIC.

Insert the name of the event, club, society or encroachment.

Insert rooms or premises to which this statement applies.

The overall responsibility for all health and safety matters at rests with the Head of Establishment or Commanding Officer.

Title.....Name..... Person in Charge (PIC) exercises this responsibility on behalf of the Head of Establishment for the following activity on the premises defined.

Title.....Name..... will act as the deputy to the PIC.

Activity.....

Premises.....

The following supervisors are responsible for safety in particular areas.

Title	Name	Area/Specialisation

All personnel are to co-operate 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 promptly report health and safety problems to one of the personnel identified above.

The Person in Charge is to hold regular meetings to ensure that all personnel are consulted on all matters concerning their health and safety.

The following nominated personnel have particular responsibilities:

Responsibility	Title	Name
Safety Training		
Accident Reporting and Investigations		
Monitoring maintenance of plant and equipment		

SECTION B - GENERAL ARRANGEMENTS**Accidents****NOTES**

Maintain First Aid and report all accidents to the Health and Safety Adviser

The First Aid kit and Accident Book are located in:

.....

Trained/qualified first aiders are:

Title	Name	Location/Ext

Appointed person responsible for First Aid kit:

Title..... Name.....

PERSONNEL HAVE A DUTY TO REPORT ALL ACCIDENTS AND INCIDENTS

Fire Safety**NOTES**

The Fire Officer or Fire Focal Point will advise on safe capacity of the premises and the action in the event of fire.

They will also advise on frequency of tests for fire alarms, fire-fighting equipment etc.

The Fire Prevention Officer for these Premises is:

Title..... Name..... Location/Ext.....

The safe capacity of these premises is number of personnel.

PERSONNEL SHOULD OBSERVE THE FIRE ORDERS AT ALL TIMES

Advice and Consultancy**NOTES**

Contact the Health and Safety Adviser for assistance

Advice can also be obtained from other specialists, e.g. Fire Officer, Environmental Health Technicians, Medical Officer and CESO departments.

The Health and Safety Adviser is.....

and can be contacted on Ext.....

Further advice, where required, may be obtained from:

Medical Officer:.....

Fire Prevention Officer.....

Environmental Health.....

Hazardous Activities / Training**NOTES**

Personnel are to receive training necessary to enable them to carry out their activities safely.

Hazards and training requirements will be identified in the risk assessment for the activities, which are published in.....

Hazardous Activities

The following activities require special training for participants:

Task.....Training required.....

Task.....Training required.....

Task.....Training required.....

Training

Person responsible for training:

Title..... Name..... Ext.....

Title..... Name..... Ext.....

Title..... Name..... Ext.....

Contractors and Visitors

NOTES	
	Guidance for contractors and visitors:
There could be liability for any actions by contractors and visitors, which affect the safety of the premises.	
Visitors and contractors will not be aware of hazards in the premises and activities. Ensure they are briefed on the precautions they are to take and the control measures in place.	
It is important to ensure the following are applied:	
• Control	
• Communication	
• Competence	
• Co-operation	

SECTION C**Hazards**

State where the following are located:

NOTES
Not all of these risk assessments may be applicable. Read the referenced leaflets.

Safety data sheets are available from manufacturers.

COSHH Assessment Sheets
Manual Handling Assessments
General Workplace Risk Assessments

Housekeeping and Premises

List or attach rules

NOTES

Cleanliness
Waste Disposal
Keeping paths and gangways clear
Checking equipment (ladders, tables, play equipment, electrical appliances)
Safe stacking and storage
Special access to particular places

Electrical Equipment

State procedures for:

NOTES

List all electrical appliances, including equipment on loan or hire, e.g. Drinks dispensers, games machines. Ensure maintenance programme in place. Consult property manager and ensure that premises and mains installations are maintained safely.

The routine inspection of plugs and cables for loose connections and faults:

The use of extension leads and portable equipment:

The periodical checks by a competent electrician of equipment and installation:

Machinery**NOTES**

Set out rules to maintain machinery and authorise its use. Certain types of equipment must by law be examined and certified as "Fit for Use", e.g. Fork lifts, lifting tackle and pressure vessels.

Guard dangerous parts and see that the guards are in position and in working order when the equipment is to be tested or used.

Rules for use and regular checking and maintenance of machinery and equipment:

Hazardous Substances

State the rules concerning hazardous substances:

NOTES

COSHH and risk assessments may have identified hazardous materials. Personnel may require personal protective equipment. Consider handling, storage or disposal requirements, e.g. Pyrotechnics require certification for storage, etc. Check that procedures and control measures are effective.

Fluids and Gases under pressure

State rules for storage and use:

NOTES

Fluids and gases under pressure are significantly hazardous. Their operation, use, and equipment maintenance must be controlled. Raise rules to ensure all personnel observe control measures.

Other Important Hazards

State the hazards with the procedures and measures to control risks:

- NOTES**
Consider other arrangements:
- Transport
 - Parking
 - Noise
 - Smoking
 - Lone working
 - Food
 - Drink
 - Children
 - Domestic gas
 - Discuss these in committee

Hazard:
Procedures/Control Measures: