

AIR CADET PUBLICATION (ACP) 5



HEALTH, SAFETY & ENVIRONMENTAL PROTECTION

ACP 5 RECORD OF AMENDMENTS

Date	Amendment	Amended By	Version No
Oct 10	Amended contact details on 'Quick Reference Guide'. (inside front cover), update Comdt RAFAC's foreword, update SofS Policy Statement and added checking of PIR lighting to the Sqn H&S Inspection Checklist at Annex A to Chapter 6. Inclusion of 'Record of Amendments' (this page) in lieu of Amendment List.	HS&EP Adviser	
Feb 11	Revised Procedure 9 (Storage of Flammable Substances) (pages 5-27 to 5-28) allowing OC Sqn to store quantities of flammable substances up to the maximum and types stated (without direct approval by an RSA). Also, revised Annex A to Chapter 6, expanding on checks to be made as 'Fire Precautions'.	HS&EP Adviser	
May 11	Change of Title of Wing Health & Safety Officer (WHSO) to Wing Health & Safety Co-ordinator.	HS&EP Adviser	
May 11	Chapter 5 addition of Procedure 26 – H&S Inspection – Certificate.	HS&EP Adviser	
Oct 11	Change to RIDDOR reporting procedure. On-line reporting, update Procedure 25 and 'Quick Reference Guide' (front of ACP 5).	HS&EP Adviser	
Nov 11	Update to Procedure 25 (RIDDOR) plus Annexes I and J to Chapter 5 to reflect current Health & Safety Executive (HSE) RIDDOR reporting procedures and provide guidance on completing on-line RIDDOR reports.	HS&EP Adviser	
Nov 11	Amendment to Health & Safety Co-ordinator TORs (Annex B to Chapter 3) to reflect correct title (as amended in May 11, above). Also amended para 10 from carrying out HS&EP inspections, to assisting with post HS&EP inspection actions	HS&EP Adviser	
Dec 11	Annex B to Chapter 6, additional checks added to the Wing Staff Officer Routine Inspection as part of the Annual Assurant Audit.	HS&EP Adviser	
Mar 12	Chapter 5 addition of two new procedures. Procedure 27 – Work Equipment authorisation & Minor Ground Maintenance Undertaken on a Self Help Basis. Also Procedure 28 – Cadet Health & Safety Entry Level Award (ELA). In addition, amendment to Chap 3, Para 8 to add that training on the CD-ROM (also available on BADER) is to be recorded on the 'Health & Safety Training Record Sheet' (downloadable from the CD-ROM) which should then be filed for evidence of compliance.	HS&EP Adviser	
Oct 12	Insertion of Comdt RAFAC Organisation & Arrangements (O&A) Statement for Health, Safety, Environmental Protection & Sustainable Development (SHEP&SD) at Annex B to Chapter 2.	HS&EP Adviser	

Dec 12	New foreword by Comdt RAFAC inserted at page v	HS&EP Adviser	
Jan 15	Forms removed into the forms library on WB & Bader.	HS&EP Adviser	
Sep 15	Changed references to Has to RSA & HSE Branch to Safety Centre throughout Doc. Annex B to Ch 5 removed (form extracted). References to withdrawn docs ACP 20 & ACTO 41 removed from Procedure 23, Ch 5-51-54. Reformatted Accident Reporting flow chart. Change SofS Policy Statement.	HS&EP Adviser	
Oct 15	Updated telephone numbers for RSA C&E and SW on Quick Reference Guide.	HS&EP Adviser	
Dec 15	Procedure 7, Para 5d amended. Procedure 28, Para 1 amended to include 'cadets of all ages'. Procedure 23, New Para 9 added – In view of the RAFAC's duty of care toward both cadets and staff, any injury where the individual has been given medical treatment immediately at the scene, or taken DIRECTLY for medical treatment (eg hospital or doctor) thereby requiring RIDDOR action, is to be treated as Serious until confirmed otherwise by a qualified medical practitioner.	HS&EP Adviser	
Jan 16	Remove Annex B to Chapter 3, Upload to Workbench & Bader as TORs.	HS&EP Adviser	
Jan 16	Add hyperlink to H&S Co-ordinator Draft Term of Reference in Bader, on Para 3, Pg 3-2	HS&EP Adviser	
March 16	Standardisation on all ACPs to include amendment sheet & new logo.	I-Hub Admin 1	1.28
Aug 16	Insertion of Comdt RAFAC, Organisation & Arrangements (O&A) Statement for Safety, Health, Environment Protection and Sustainable Development (SHEP&SD) Annex B to Chapter 2	Safety Assurance Advisor	1.29
Aug 16	Update to Procedure 9 – Storage of Flammable Substances. Section 9 updated to include revised subsections a to h.	Safety Assurance Advisor	1.29
Nov 16	ACP 5, Chapter 5, Procedure 1, Hazard Assessment, Paragraph 1, Line 1 & ACP 5, Chapter 5, procedure 15	Safety Assurance Advisor	1.30
Jan 17	Please remove the current version of Procedure 20 and replace with the attached. Amend ACP 5, HS&E Proc 8, page 5-26, after Para 11 (note) by inserting the following: LEGIONELLA RISK REDUCTION MEASURES 12. When accommodation is unoccupied for periods of up to 7 days, the occupant, upon returning is to run the taps/shower for at least 2 minutes to lessen any risk of Legionella.	Safety Assurance Advisor	2.00

May 17	Changes since Version 2 – Jan 17 are shown in red font in the contents pages and in the text of the chapters.	Safety Assurance Adviser	3.0
Jun 17	Amended Procedure 25 Para 2. Reference to AP 1919 inserted.	Safety Assurance Adviser	4.0
Sept 17	New procedure - Accreditation of Prior Learning has been inserted into Procedure 2 Risk Assessment, para 53.	CESO RAFAC	5.0
Sept 17	New procedure – Climate injuries has been completed and inserted at Procedure 30 – Climatic Injuries.	Trg Development	5.0
Nov 17	Re-do links as change of HSE forms to HSEP Forms have broken the links	lhuh1	6.00

HEALTH, SAFETY AND ENVIRONMENT PROTECTION MANUAL

QUICK REFERENCE GUIDE

HEADQUARTERS RAF AIR CADETS SAFETY CENTRE CONTACTS

SC-CESO (RAFAC)	07833 671155
SC-Safety Assurance Adviser (Central)	01400 267816 (office hours)
SC-Safety Assurance Adviser (Northern)	07773 967104
SC-Safety Assurance Adviser (Southern)	07773 967047

REGIONAL SAFETY ADVISER CONTACT INFORMATION

Regional Safety Adviser (Scotland & NI)	07881 837315
Regional Safety Adviser (North)	07827 239282
Regional Safety Adviser (Central & East)	07786 661612
Regional Safety Adviser (Wales & West)	07880 053087
Regional Safety Adviser (London & SE)	07881 837318
Regional Safety Adviser (South West)	07464 492341

HSE RIDDOR REPORTING OPTIONS

1. Wg HQ will, under normal circumstances, be the reporting point for RIDDOR, or where appropriate, the controlling formation, eg RHQ or HQ RAFAC.
2. The advice of a Regional Safety Adviser **must** be obtained prior to reporting.

On-line - www.hse.gov.uk (Advised Option)

Post
Incident Contact Centre
Caerphilly Business Park
Caerphilly
CF83 3GG

FAX - 0845 300 9924

Phone - 0845 300 9923 (for fatal & major incidents only)

EMERGENCY CONTACTS

JCCC	01452 519951
HQ RAFAC (out of hours weekends & bank holidays)	
Duty Officer	07833 400889
RAF Cranwell Main Guard Room	01400 267232 (silent hours)

AIR CADETS HEALTH, SAFETY AND ENVIRONMENTAL PROTECTION MANUAL

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Foreword by Commandant RAF Air Cadet

You are a member of a vibrant, national uniformed youth organisation that prides itself on delivering exciting and adventurous training to young people. Whilst undertaking air cadet activities, young people are entrusted to our care by their parents and/or guardians; accordingly, we have a duty of care for the young people and the adult volunteers involved and the safety of those within your area of control must be paramount at all times. This will be achieved through the implementation of my policies and procedures.

As well as protection for all members of our organisation, the Health and Safety at Work etc Act 1974 demands a higher duty of care towards young people and the requirements of this statutory legislation must be applied without exception.

The Chief Environment and Safety Officer (CESO) RAFAC has produced this HS&EP Manual to enhance the safe delivery of RAFAC activities. It contains valuable information to assist and guide you and, when applied appropriately, it will provide you with greater confidence when arranging and supervising activities. Moreover, it will provide the necessary assurance to me and to higher authorities within the RAF and MoD that safety is at the core of cadet activity.

Our HS&EP manual is a living document that is regularly updated to reflect current legislation and good practice. It encompasses our organisation's Health, Safety and Environmental Protection (HS&EP) procedures and I draw your attention to my Policy Statement at Annex A to Chapter 2. I expect you to be aware of and to understand its content.

We have a very good record for delivering cadet activity in a safe manner but our record is only as good as the last activity conducted. Our good reputation and that of our parent Service depends on a continuing focus on safety. If in any doubt, stop and check, because if you are having reservations, it's probably not safe to proceed. However, prior planning and adherence to regulations will underpin our ability to continue delivering safe but exciting and challenging activities that will enable us to recruit and retain cadets and the adult volunteers who support them.

My message is simple: use the enclosed guidance responsibly and venture to new adventures!

Original Signed

D A McCafferty RAFR
Air Commodore
Commandant RAF Air Cadets

GLOSSARY

ACAI	-	Air Cadet Admin Instruction
ACLO	-	Air Cadet Liaison Officer
RAFAC	-	Royal Air Force Air Cadets
ACoP	-	Approved Code of Practice
ACP	-	Air Cadet Publication
ACTO	-	Air Cadet Training Order
Adv Trg	-	Adventure Training
AP	-	Air Publication
CCF	-	Combined Cadet Force
CESO (RAF)	-	Chief Environment and Safety Officer (RAF)
CESO (RAFAC)	-	Chief Environment and Safety Officer (RAFAC)
CI	-	Civilian Instructors
COSHH	-	Control of Substances Hazardous to Health
CWO	-	Cadet Warrant Officer
DSEAR	-	Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)
DRFC	-	Director Reserve Forces and Cadets
DSE	-	Display Screen Equipment
EC	-	European Community
FAFA	-	First Aid Fire Appliance
FRA	-	Fire Risk Assessment
GRA	-	Generic Risk Assessment
H&S	-	Health and Safety
HSC	-	Health and Safety Co-ordinators (focal point for HS&EP information)
HASWA	-	Health and Safety at Work etc Act 1974
HQ AC	-	Headquarters Air Cadets
HS&EP	-	Health, Safety and Environmental Protection
HSE	-	Health and Safety Executive
iaw	-	In Accordance With
JSP	-	Joint Services Publication
LOLER	-	Lifting Operations and Lifting Equipment Regulations
MEL	-	Maximum Exposure Limit
MHOR	-	Manual Handling Operations Regulations
MHSW	-	Management of Health and Safety at Work Regulations
MOD	-	Ministry of Defence
OS	-	Over Seas
PAT	-	Portable Appliance Testing
PEEP	-	Personal Emergency Evacuation Procedure
PPE	-	Personal Protective Equipment
PUS	-	Permanent Under Secretary
PUWER	-	Provision and Use of Work Equipment Regulations
RA	-	Risk Assessment
RSA	-	Regional Safety Adviser (provides competent RAFAC, HS&EP advice)
RAF	-	Royal Air Force
RCD	-	Residual Current Device
RFCA	-	Reserve Forces and Cadets Association
RIDDOR	-	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

SAA	-	Safety Assurance Adviser
SATT	-	Small Arms Training Team
SC HQ RAFAC	-	Safety Centre HQ RAFAC
SFAIRP	-	So Far As Is Reasonably Practicable
SHSA	-	Station Health and Safety Adviser
SMS	-	Safety Management Systems
SofS	-	Secretary of State
SST	-	Safe Systems of Training
TSA	-	Training Support Adviser
TLB		Top Level Budget
USofS	-	Under Secretary of State
VGS	-	Volunteer Gliding Squadron
VR(T)	-	Volunteer Reserve (Training Branch)
WELs	-	Workplace Exposure Limits
WHS&W	-	Workplace Health Safety and Welfare Regulations
WExO	-	Wing Executive Officer
WHSC	-	Wing Health & Safety Co-ordinator
WO (ATC)	-	Warrant Officer (Air Training Corps)

CHAPTER 1

INTRODUCTION

INTRODUCTION

1. This publication has been written to provide RAFAC personnel with quick access to HS&EP related information in an easily understood format. To assist implementation, information, procedures and guidance on the management of HS&EP within the Sqn environment has been included.

LEGAL LIABILITY

2. Although generally the Crown and the MOD are exempt from criminal prosecution (but not in civil action), most legislation does allow for the prosecution of individuals in the public service of the Crown. However, with regard to the HSAWA, current policy states that:

“The HSE has no intention whatsoever of prosecuting an individual civil servant or member of the military in substitution of his department. There is no question of prosecuting individuals for honest mistakes because of defects in management organisation”.

METHODOLOGY

3. Throughout the RAFAC, a great deal of effort has already been put into the topic of HS&EP and this document has been reviewed to capitalise upon these achievements. The intention is to provide guidance upon and act as an instrument for, the implementation of HS&EP throughout the RAFAC. Our aim is to standardise our approach to HS&EP issues throughout the organisation. Rather than restrict the activities of the RAFAC, the guidance within this document will enable all members of the RAFAC to continue with a greater confidence, which has been gained from awareness and control of the hazards presented.

ASSISTANCE

4. Whenever a question, or doubt, arises, the assistance of a Regional Safety Adviser (RSA) may be obtained through the appropriate Wing HQ.

RISK ASSESSMENT

5. HS&EP is an inherent part of any sensible persons armoury as most people are carrying out RAs without realising, eg crossing the road. HS&EP does not prevent an activity from taking place, as risk is a fundamental aspect of adventure. However, by controlling risk, a leader may carry out the exercise with a greater degree of confidence. A good example may be found in flying activities. No one would be keen to fly in an aircraft with crew who were not competent, or which had not been maintained and without any flying procedures or protective equipment. The same comparison may be placed against an RAFAC activity such as a mountain trek.

STANDARD OF DUTY

6. Throughout this document, the term “**so far as is reasonably practicable (SFAIRP)**” (a balance of risk against costs) may be used. Where costs may be calculated as death, injury, financial impact, lost time, loss of activity, for example, an RAFAC activity may be suspended for a period of time while investigations are carried out. In short, if an activity presents a significant risk, it should not be carried out until the appropriate control measures (identified by the RA process) have been put into place. This will require a higher level RA and MUST be carried out by an RSA.

7. It should be noted that this publication is intended to help RAFAC personnel understand their HS&EP related responsibilities. It is not a substitute for legislation or more detailed instructions; rather the intention is to provide the knowledge and confidence to proceed with activities in a safe manner.

Note: The HSE regards RAFAC personnel under Section 3 of the HASWA and as such are designated “members of the public”. It is important to remember that where Acts and Approved Code of Practice (RAFACP) normally refer to employers, employees and the workplace, RAFAC personnel will understand the guidance more easily if they substitute organisation, members and activities.

THE WAY FORWARD

8. HS&EP is a “live” entity, in that it should be applied to all activities and at all times. This document has therefore been written to provide a general guidance on the application of HS&EP Policy. However, HS&EP guidance for specific activities will be obtained in the appropriate publication.

APPLICATION OF JSP 375 PROCEDURES

9. JSP 375 is the MOD HS&EP manual and has been provided to Wg and Rgnl HQs in electronic format and is applicable to MOD personnel. This publication will be utilised by competent HS&EP personnel such as RSAs or HQ RAFAC Safety Centre staff, for use where a higher standard of duty is required. An example of this would be the intended use of a substance, requiring a RA under the COSHH Regulations. In this case, the services of a competent adviser must be requested through the chain of command, giving full information and within a reasonable timescale. The adviser will carry out the specialised risk assessment in accordance with JSP 375 procedures (this applies to all other specialised RAs).

10. JSP 375 procedures also apply to civil servants/temporary staff (eg HQ RAFAC, Rgnl and Wg Headquarters personnel of all grades/ranks) and visitors. These procedures will be applied iaw the advice and guidance of the parent station RSA (SHSA). Where a more in depth guidance is required, reference to the following publications may be useful. This is not an exhaustive list and where further advice is required, this may be obtained from a competent RSA who will have access to these documents. The RSA may be contacted through the appropriate Wg HQ:

- a. Health and Safety at Work Act 1974 (HASWA).
- b. Management of Health and Safety at Work (MHSW) Regulations.
- c. Workplace Health Safety and Welfare (WHS&W) Regulations.

- d. Manual Handling Operations (MHO) Regulations.
- e. Control of Substances Hazardous to Health Regulations (COSHH).
- f. Provision and Use of Work Equipment (PUWER) Regulations.
- g. Lifting Operations and Lifting Equipment (LOLER) Regulations.
- h. Personal Protective Equipment at Work (PPE) Regulations.
- i. Display Screen Equipment (DSE) Regulations.
- j. Health and Safety (First-Aid) Regulations.
- k. Commercial Providers' Responsibilities and the Activity Centres (Young Persons' Safety) Act 1995.
- l. The Health and Safety (Young Person's) Regulations 1997.
- m. JSP 375 – MOD Health and Safety Manual.

AMENDMENT PROPOSALS

11. Constructive suggestions for the amendment of this publication will be made most welcome. Proposals should be sent to HQ RAFAC using the appropriate form (ACP 5 Amendment Proposal Form [HS&EP Form 001](#) found on Bader, Key Documents, Forms).

CHAPTER 2

POLICY AND PLANNING

INTRODUCTION

1. Each HS&EP policy statement is specific to an organisation and sets out the general policy for protecting the HS&EP of its members by providing the structure and arrangements for putting that policy into practice.

SECRETARY OF STATE'S HEALTH, SAFETY & ENVIRONMENTAL PROTECTION POLICY STATEMENT

2. Due to the size of the MOD, the Secretary of State for Defence has decided that only his policy statement will be displayed, (as this may be viewed in ACP 5), accompanied by an arrangements statement for each establishment, in support of this policy at [Annex A](#).

COMMANDANT ROYAL AIR FORCE AIR CADETS, ORGANISATION AND ARRANGEMENTS (O&A) STATEMENT FOR SAFETY, HEALTH, ENVIRONMENTAL PROTECTION AND SUSTAINABLE DEVELOPMENT (SHEP&SD)

3. A copy of the Comdt RAFAC O&A statement for SHEP&SD is provided at [Annex B](#).

HEALTH, SAFETY & ENVIRONMENTAL PROTECTION ARRANGEMENTS STATEMENT

4. In accordance with these instructions, the Comdt RAFAC HS&EP Arrangements statement is promulgated within HQ RAFAC. All Rgnl and Wg Headquarters, VGS and RAFAC Adventure Training Centres are to display the SofS statement along with the appropriate parent station SHSA designated arrangements statement.

SQUADRON ARRANGEMENTS STATEMENT

5. In recognition of the limited wall space in some Sqns, only the completed [Sqn Cdr's HS&EP arrangements statement](#) is to be displayed, as the SofS policy statement is shown as an Annex to this document and may be easily accessed.

ADMINISTRATION OF HS&EP ARRANGEMENTS STATEMENT

6. The blank HS&EP arrangements statement ([HS&EP Form 13](#)) should be reproduced and the appropriate Rgnl, Wg, Sqn, VGS or Adventure Training Centre information inserted.

7. The guidance provided at Annex B should be applied when producing the Arrangements Statement.

Annexes:

- A. [The Management of Safety and Environmental Protection in the Ministry of Defence.](#)
- B. [Comdt RAFAC, Organisation & Arrangements \(O&A\) Statement for Safety, Health, Environmental Protection and Sustainable Development \(SHEP&SD\).](#)



HEALTH, SAFETY AND ENVIRONMENTAL PROTECTION IN DEFENCE

Policy Statement by the Secretary of State for Defence

1. I make the following Policy Statement for all health, safety and environmental protection (HS&EP) matters in Defence because, as Secretary of State, I am answerable to Parliament for such matters and to comply with a requirement of the Health and Safety at Work etc Act. In doing so, I emphasise the importance which I attach to the health and safety of those who deliver defence activities (including the Armed Forces and MOD civilians) and those who may be affected by defence activities and to the protection of the environment. This Policy is to be applied throughout Defence.

GENERAL DUTIES

2. I require that:

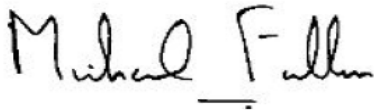
- a. We minimise work-related fatalities¹, injuries, ill-health and adverse effects on the environment, and we reduce health and safety risks so that they are as low as reasonably practicable (ALARP).
- b. Within the United Kingdom (UK) we comply with all applicable HS&EP legislation.
- c. Overseas we apply our UK arrangements where reasonably practicable and, in addition, respond to host nations' relevant HS&EP expectations.
- d. Where Defence has exemptions, derogations or dis-applications from HS&EP legislation, we maintain Departmental arrangements that produce outcomes that are, so far as reasonably practicable, at least as good as those required by UK legislation.
- e. Those of us in positions of management or command, from the Defence Board downwards, lead by example on HS&EP as part of normal business and maintain a just culture where everyone is empowered to contribute to HS&EP objectives.
- f. We take reasonable care of the health and safety of ourselves and others who may be affected by our acts or omissions at work, we protect the environment and we co-operate with arrangements that are in place to enable us to discharge the duties placed on us.

GOVERNANCE

3. The Defence Board is to receive information on HS&EP matters at each meeting, is to discuss issues arising and is to review an Annual HS&EP Assurance Report submitted by the Permanent Under Secretary (PUS).
4. As the Department's most senior official for HS&EP matters, PUS is to ensure that effective management arrangements are in place to achieve compliance with this Policy Statement, which may be amplified as appropriate, drawing on advice as necessary across the Department. PUS is to include HS&EP performance in the Department's holding-to-account process.

¹ I wish to be notified, in writing by the responsible Senior Duty Holder, of any fatality which is potentially safety-related as soon as possible.

5. Each Top Level Budget (TLB) Holder or Chief Executive of Trading Fund Agencies and Defence Infrastructure Organisation is to be the Senior Duty Holder (SDH) for the safety of defence activities conducted in his/her area of responsibility (AoR) in addition to his/her wider HS&EP responsibilities. If an SDH considers that a risk from a defence activity cannot be mitigated so that it is ALARP, he/she is to refer it to me. Each SDH is to set down and implement HS&EP management arrangements for activities in his/her AoR and ensure that commanding officers and managers to whom he/she may delegate HS&EP authority are competent and have adequate resources at their disposal.
6. Any commanding officer or manager who wishes to change organisational arrangements or resources is to ensure that, before being implemented, the proposed change is properly assessed and demonstrated not to be detrimental to HS&EP and that implementation is subsequently suitably managed.
7. There is to be organisational separation between those who conduct defence activities and those who provide regulation, so that the latter are independent whilst being part of the Department. The Director General Military Aviation Authority and the Director, Defence Safety & Environment Authority are to provide for the regulation of HS&EP in Defence where this is an MOD responsibility (for example as part of the arrangements identified at para 2d above). Defence regulators are to have appropriate powers to enforce their regulations.
8. The detailed organisation and arrangements that amplify this Policy Statement are to be set out in JSP815 (Defence Health, Safety & Environmental Protection).



Rt Hon Michael Fallon
Secretary of State for Defence
August 2014

**ANNEX B TO
CHAPTER 2**

**COMMANDANT ROYAL AIR FORCE AIR CADETS, ORGANISATION AND ARRANGEMENTS
(O&A) STATEMENT FOR SAFETY, HEALTH, ENVIRONMENTAL PROTECTION AND
SUSTAINABLE DEVELOPMENT (SHEP&SD)**

1. As Commandant of the Royal Air Force Air Cadets, I have the delegated responsibility for Safety, Health, Environmental Protection and Sustainable Development (SHEP&SD) across the Organisation and I recognise my responsibilities as Head of Establishment. Risk to Life activity (RtL) will be managed through the Duty Holder construct for which I have 1* oversight of the RAFAC. Comdt 2FTS, the 6 Rgnl Comdts and COS RAFAC are the nominated Delivery Duty Holders for the RAFAC and are responsible to AOC 22 (Trg) Gp as the Operating Duty Holder for RtL activity. The purpose of this statement is to ensure that the RAFAC meets the requirements of the Secretary of State's Policy Statement, Chief of the Air Staff's (CAS) Organisation and Arrangements (O&A) Statement and supplements the message from the Defence Board.

OBJECTIVES

2. I attach the highest priority to the prevention of loss of life, injury, ill health and environmental damage. This is to be achieved by the systematic identification and assessment of significant risks, hazards, environmental impact and by the proper maintenance and upkeep of all buildings, structures, systems and equipment.

3. I look to personnel at all levels in the Organisation, personally and collectively, for the effective direction, delivery, monitoring and review of SHEP&SD; they are to implement, in full, recognised best practice.

4. In addition to the Secretary of State, Defence Board and CAS Policy Statements, I commit the RAFAC to:

a. Adopt a positive culture towards safety, environmental protection and sustainable development through effective leadership and by ensuring that all staff are suitably trained, qualified and experienced to discharge their duties effectively and safely.

b. The implementation and maintenance of MOD Environmental and Safety Management Systems, to identify and measure environmental effects and to manage compliance to achieve continual improvement in environmental and safety performance. SHEP&SD Performance Indicators will be published on the SAPPHIRE Management Information System.

c. Make every effort to reduce the use of non-operational energy, eg. gas, water and electricity, through best practice and the inclusion of energy saving measures into all work services, especially during refurbishment and new build.

d. Embed sustainable development, safety and environmental protection considerations into spending and investment decisions.

e. Provide and maintain plans and emergency procedures and to test them by holding regular exercises.

f. The reporting of accidents, near misses and environmental incidents through the MOD Accident and Incident Recording System (AIRS) to investigate as necessary and rectify failings and promulgate lessons learnt.

ORGANISATION

5. The SHEP&SD management systems are detailed in the MOD/RAFAC manuals. My HS&EP facilitators are:

SC-CESO RAFAC Ext 7817

SC-Safety Assurance Adviser RAFAC (Central) Ext 7816

SC-Safety Assurance Adviser RAFAC (Northern) 07773 967104

SC-Safety Assurance Adviser RAFAC (Southern) 07773 967047

Regional Safety Adviser RAFAC (S&NI) 07881 837315

Regional Safety Adviser RAFAC (North) 07827 239282

Regional Safety Adviser RAFAC (C&E) 07786 661612

Regional Safety Adviser RAFAC (W&W) 07880 053087

Regional Safety Adviser RAFAC (SW) 07464 492341

Regional Safety Adviser RAFAC (L&SE) 07881 837318

ARRANGEMENTS

Objectives and Targets

6. Safety, environmental protection and sustainable development are line management responsibilities. I delegate the task of discharging my personal responsibilities and applying the Secretary of State's Policy to all levels of line management throughout the RAFAC. In order to reach my high level objectives, I will ensure that SHEP&SD is placed as a standard agenda item for the Air Cadet Management Board (ACMB) and other RAFAC meetings to address all appropriate concerns. SHEP&SD performance indicators will be measured, managed, monitored and reviewed by the Air Cadet Management Board (ACMB).

7. My Chief Environment & Safety Officer, will maintain close liaison with regulatory bodies and RAF SHEP&SD focal points. SHEP&SD initiatives will be promulgated throughout the RAFAC by: Corps Routine Orders (CRO), committee meeting minutes and Intranet.

8. This statement will be communicated to all RAFAC personnel and members of the public where required.

Shared Accommodation, Contractors and Visitors

9. Where this O&A statement does not satisfy the requirement of shared accommodation, visitors, visiting contractors and other parties required to conduct activities at RAFAC units and parented sites, the extent of my SHEP&SD responsibilities toward them are as follows:

Heads of these organisations should produce their own O&A statement to ensure it mutually embraces, co-operates and co-ordinates with that of my own statement and complies with RAFAC SHEP&SD management systems. All such organisations are invited to be represented on appropriate committees.

10. Performance of the SHEP&SD management system in the RAFAC, in terms of efficiency and effectiveness will be measured by monthly HS&EP inspections carried out by ATC squadrons and detached flights, annual HS&EP inspections carried out by wing personnel, and 3-yearly HS&EP inspections carried out by an RSA. A systematic audit programme will be undertaken on a rolling programme by my CESO RAFAC and Safety Assurance Advisers, also by external audits every 3 years by the Chief Environmental Safety Officer (RAF) and Chief Fire Officer (RAF).

11. This statement will be reviewed periodically, ie. on change of command, change in legislation or a change in MOD, RAF or RAFAC policy. Changes to this policy will be reviewed and monitored by the ACMB.

Signed

D McCafferty
Air Cdre
Comdt RAFAC

CHAPTER – 3

ORGANISING FOR HEALTH & SAFETY

INTRODUCTION

1. A HS&EP management system cannot function on its own. It requires to be managed, to ensure that HS&EP issues are addressed at the appropriate times. This requires forethought when planning an activity (ie RA of the hazards), communication of the appropriate information, supervision throughout, with monitoring and review to identify and correct any weakness found.

ORGANISATION

2. Bearing in mind that responsibility for the HS&EP aspects of those activities undertaken by the Rgn, Wg or Sqn remains with the Officer Commanding, the structure of the RAFAC HS&EP organisation is shown at Annex A. The following personnel are a vital focal point for the 2-way communication of HS&EP related information:

- | | |
|------------------------|--|
| a. HQ RAFAC activities | - Hd Branch for each activity supported by SC-CESO (RAFAC) |
| b. CCF | - Head teacher to nominate School H&S Co-ordinator (supported by SC-CESO (RAFAC), through Wg Cdr CCF, where appropriate) |
| c. Region | - Rgnl Comdt to nominate Rgnl H&S Co-ordinator. |
| d. Wing | - Wg Cdr to nominate Wing H&S Co-ordinator. |
| e. Squadron | - Sqn Cdr to nominate Sqn H&S Co-ordinator. |
| f. OS Squadrons | - Sqn Cdr to nominate Sqn H&S Co-ordinator. |
| g. Gliding Squadrons | - OC GS to nominate GS H&S Co-ordinator. |
| h. Adv Trg Centre | - OC Centre to nominate H&S Co-ordinator. |
| i. Annual Camps | - Camp Comdt |

NB: The HS&EP Co-ordinator (HSC) is a person appointed by the Rgnl Comdt, Wg or Sqn OC as appropriate and will act as HS&EP focal point within his/her designated area. A [draft Terms of Reference for the Rgnl, Wg & Sqn HSC](#) is on Bader, Key Documents, TORs.

STAFFING

3. The following points should be considered for inclusion into [Terms of Reference of HSC](#) who might act on behalf of OC to:

- a. Liaise between levels.
- b. Cascade HS&EP information.
- c. HS&EP Awareness/Refresher Training CD-ROM.
- d. Monitoring activities from HS&EP standpoint.

IMPLEMENTATION RESPONSIBILITIES

4. Those responsible for the implementation of the RAFAC Safety Management System (SMS) are:

- a. Fully employed personnel of HQ RAFAC, Rgnl and Wg staff of all grades.
- b. Uniformed personnel and civilian instructors.
- c. Civilian Committee members and Padres, for activities for which they are responsible.
- d. Staff Cadets (18 years or over).

RESPONSIBILITY AND CONTROL

5. The “duty of care” for HS&EP rests within the area of responsibility and control. Sqn controlled activities are those such as sports, drill, projects etc organised and supervised at that level. In that case, duty of care and responsibility rests with the Sqn. For activities directly organised by a higher formation (Wg, Rgn, RAFAC) HS&EP responsibility rests with the organising body.

TRAINING & IMPLEMENTATION

6. All RAFAC formations have been issued with a HS&EP awareness/refresher training CD-ROM. This resource has been designed for maximum volunteer flexibility, ie the volunteer may view the content at a convenient location and time.

7. All RAFAC personnel must carry out HS&EP awareness training before starting activities with cadets.

8. To keep up to date, all staff must view the content biennially and record the training on the ‘Health & Safety Training Record Sheet’ (downloadable from the CD-ROM) which should then be filed for evidence of compliance.

EMPLOYED RAFAC PERSONNEL

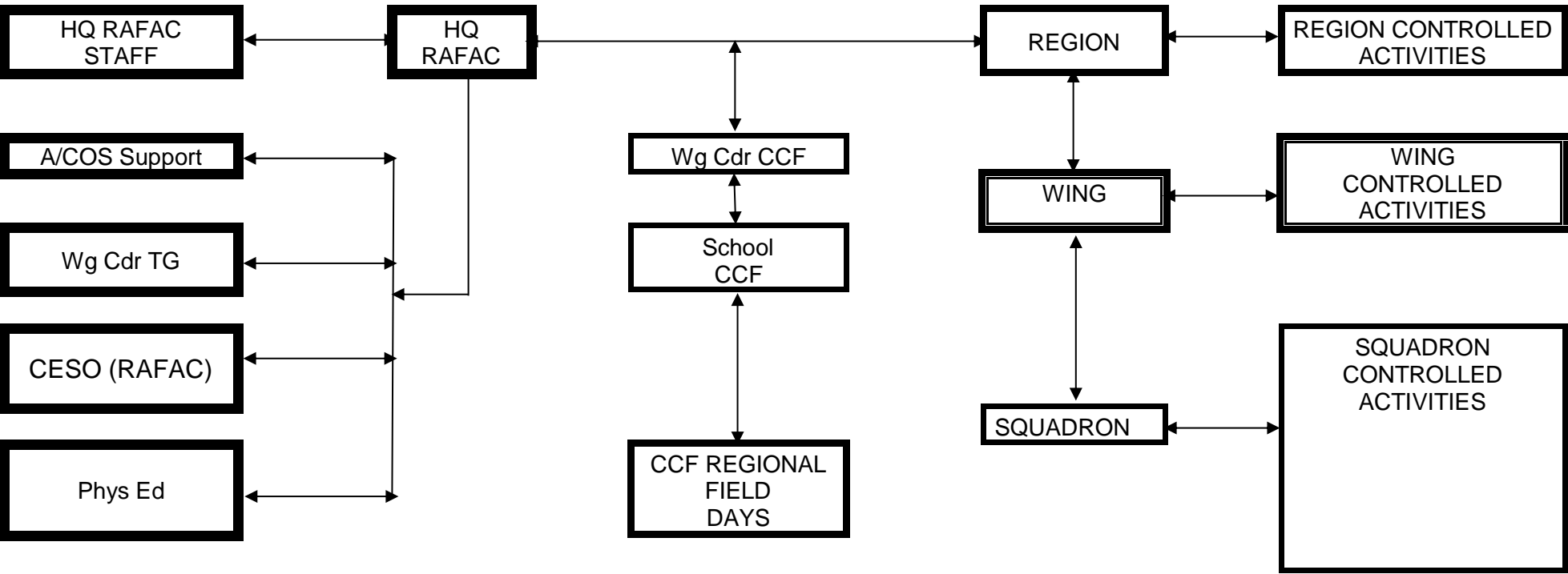
9. Due to their conditions of employment, employed RAFAC personnel (eg Rgnl and Wg staff) are required to follow the guidance of JSP 375, supported by the appropriate Parent Station, ie the SHSA (the RSA will also provide support and guidance, where appropriate).

Annex:

A. [Structure of RAFAC HS&EP Organisation.](#)

ANNEX A TO
CHAPTER 3

RAFAC, HS&EP ORGANISATION CHART



HQ RAFAC staff indicated, hold responsibility for those activities under their control and act as the focal point for the appropriate communication of HS&EP information, including generic risk assessment

CHAPTER 4

RISK MANAGEMENT

INTRODUCTION

1. Risk management provides a method of ensuring that the appropriate HS&EP duties are being addressed. Implementation of the systems contained within this publication will provide the OC Sqn with a sound starting point upon which to build.
2. The management of HS&EP should be part of all RAFAC activities and should be placed upon the agenda of all appropriate meetings. This will enable HS&EP issues to be addressed at an early stage. It is of particular importance that HS&EP is addressed at the concept stage of projects, removing the need to re-visit arrangements, should any weakness have been missed.

SPECIALIST ADVICE

3. Advice and guidance on HS&EP planning may be obtained through the chain of command. Advice on Health, Safety, Environmental Protection and Welfare matters relating to RAFAC premises should be obtained from parent Service units or the Reserve Forces and Cadet Association (RFCA), as appropriate. Advice on fire protection should be sought from the organisation which carries out the annual fire inspection (this may be DFRMO, RFCA, RAF Parent Station, or where none of these apply, the local area fire service).

COMMUNICATION

4. Where appropriate, HS&EP issues should be discussed on Rgnl, Wg and Sqn committees. To facilitate this, an agenda item "HS&EP" should be inserted into the appropriate meetings, to enable the discussion of HS&EP issues as they arise:
 - a. Rgnl staff officer meetings.
 - b. Rgnl Councils.
 - c. Wg staff officer meetings.
 - d. Sqn staff meetings (OC Sqn to decide the best placing and timings – monthly advised)
 - e. Civilian committee meetings.
5. Notice Boards should have a section for the display of HS&EP related notices and posters, with an area specifically set aside at the building main entrance to display visitors' HS&EP briefing information

ACTIVITY COMMANDER

6. The Activity Commander is a key part of the RAFAC Safety management system.
7. He/she **must** be competent in the activity concerned, irrespective of rank, eg cadets on an abseiling activity may be supervised by a Flt Lt and a CI. The CI is competent in the activity, ie qualified and experienced and the Flt Lt is not.

8. In this case the CI (being the competent person) is responsible for the activity. He/she will produce and communicate the risk assessment content to all concerned and supervise the overall activity.

9. He/she will decide if and when the activity begins and must stop the activity when any unsafe conditions are identified.

ADULT SUPERVISORS

10. The term 'adult supervisor' includes all RAFAC staff who are in control of cadets (eg training activities). Adult supervisors must always have in mind that they have a direct duty of care responsibility for the cadets in their charge and that they are required to ensure the safety of those cadets. They must implement all control measures identified by the risk assessment process and RAFAC procedures during activities and be pro-active towards the identification and control of potential hazards (if necessary, by stopping the activity until the problem is resolved). Adult supervisors should also periodically review the standards of HS&EP in their area of responsibility.

NB: ADULT SUPERVISORS MUST NOT BE CONFUSED WITH THE "ACTIVITY COMMANDER", WHO WILL BE IN OVERALL COMMAND OF THE ACTIVITY. THE ACTIVITY COMMANDER IS A COMPETENCE-BASED APPOINTMENT AND IS IRRESPECTIVE OF RANK.

INDIVIDUAL RESPONSIBILITIES

11. All members of the RAFAC have a "duty of care", to themselves and others, which requires compliance with all HS&EP instructions and procedures which have been provided for the protection of the safety of themselves and others:

- a. Any person becoming aware of an activity, procedure or situation, which they believe to be potentially hazardous, should in the first instance **STOP** the activity and report their concerns to their immediate supervisor without delay. This includes adult supervisory personnel who may be affected by fatigue or illness before or during an activity.
- b. Any person undertaking a task that it is their duty to perform, must comply with the safety regulations relating to that task and is to use any specialist protective clothing and/or equipment provided for use. If unsure about any aspect of the activity which might affect the safety of themselves or of anyone else, personnel are to seek guidance from their immediate superior in the first instance.
- c. The HASWA states that it is an offence for any person, intentionally or recklessly, to interfere with or misuse equipment provided in the interests of health, safety or welfare.

SAFETY OF VISITORS

12. The person in charge of an activity, eg Wg Cdr, Sqn Cdr or Activity Commander, is responsible for the safety of all visitors to the unit premises or to RAFAC managed activities and events under their direct control. All persons authorising visits are to ensure that visitors are appropriately briefed and where necessary supervised throughout, to ensure their, and your safety.

MATERNITY

13. On declaration that a member of the RAFAC is pregnant, the needs of the mother and child must be paramount and RAFAC Maternity Policy applied.

14. Where the expectant mother continues RAFAC activities a suitable and sufficient risk assessment must be produced. This must be carried out utilising the RSA in conjunction with the expectant mother and the advice of her doctor.

RISK MANAGEMENT

15. Risk covers many activities within the RAFAC and assessment must be made to ensure that all reasonable steps are taken to identify and control hazards before harm may occur. The following are examples of areas which will require consideration:

- a. Sqn buildings and surrounds.
- b. Activities within the Sqn building (eg projects, hobbies).
- c. Activities outside the Sqn building (eg adventure training, fieldcraft).
- d. Transporting cadets to/from activities.

16. A guide to the RA of premises is given in Chapter 5.

HAZARD ASSESSMENT

17. Prior to carrying out a RA, all hazards must be identified and separated into “insignificant” hazards, which may be recorded with no further action and “significant” hazards, which must progress to the full risk assessment process. The procedure for hazard assessment may be viewed at Chapter 5.

18. Where significant hazards have been identified, a formal RA must be carried out. This will be done in accordance with the procedure at Chapter 5.

HIGHER LEVEL, RISK ASSESSMENT

19. Where significant hazards have been identified or if uncertain, seek the advice of your RSA, via Wg HQ. The activity may need a ‘higher level’ RA. This will be carried out by your RSA.

EMERGENCY SITUATIONS

20. When assessing risk, foreseeable emergency situations must also be considered. This will enable supervisors to know and apply appropriate control measures where necessary.

MANAGEMENT OF HS&EP WITHIN THE SQUADRON

21. To assist with the management of HS&EP within a squadron and to enable quick access to information, each squadron is advised to designate a binder to hold its H&SP related information. An example of the content of a Sqn HS&EP binder is as follows:

- a. Sqn HS&EP Arrangements Statement (original).
- b. Blank HS&EP proforma.
- c. [Sqn HS&E Checklist](#) (completed inspection forms).
- d. Risk Register.
- e. Risk Assessments.
- f. HS&EP related communications (from HQAC, Rgn, Wg).
- g. Training Records (eg HS&EP awareness, RA training).
- h. Asbestos location(s).
- i. [Fire Orders](#)
- j. [Inspection records](#).
- k. [Fire practice register](#).
- l. Portable Appliance Testing (PAT).

22. Samples of typical insertions may be viewed at appropriate locations throughout this document.

RESIDENTIAL AND OFF-SITE ACTIVITIES

23. Where training is to be organised and delivered in residential or off-site activities (especially those of a potentially hazardous nature) for young people, the following must be ensured:

- a. Detailed procedures are in place and have been adopted for all activities which are residential, off-site, of an outdoor educational nature or are potentially hazardous, including the use of mini-buses.
- b. Parents have been informed of the full nature of the activities.
- c. All staff involved have the appropriate qualifications, training and have been briefed appropriately.
- d. Suitable and sufficient insurance policies have been obtained to cover all appropriate activities. This may be satisfied by obtaining a copy of the provider's insurance policy or by taking out a specific insurance if not already provided for under the ATC Insurance Scheme.

ANNUAL CAMPS

24. The onus for the production and maintenance of RAs for station-programmed activities rests upon the host station. Pre-camp visit personnel and each Camp Commandant must satisfy themselves SFAIRP that RAs are suitable, sufficient and current. Where

activities have been organised by the camp staff (eg the filling of gaps within the programme) and are outside the host station control (ie that the camp staff are in control of the activity), the duty to ensure that a suitable and sufficient RA has been produced, lies with the camp commandant.

NB: THIS ALSO APPLIES TO ACCIDENT REPORTING, IE DURING AN RAFAC CONTROLLED ACTIVITY. ACCIDENT REPORTING PROCEDURES CHAPTER 5 REFER.

ADVENTURE TRAINING

25. Adventure Training by its nature holds a degree of risk. All Adventure Training activities must have a suitable and sufficient RA. This should be carried out in accordance with the RA procedure within this publication (eg Generic RAs for adventure training may be viewed in [ACATI 22 - Safety Guidelines and Risk Assessments For Trekking, Camping, Orienteering and Mountain Biking](#), [ACATI 23 - Safety Guidelines and Risk Assessment for Rock Climbing and Abseiling, Climbing Walls and Climbing and Abseiling Towers](#) and [ACATI 24 - Safety Guidelines and Generic Risk Assessment for Canoeing and Kayaking](#) and the methodology in the HS&EP awareness/refresher training CD-ROM held by all RAFAC formations.

GENERIC RISK ASSESSMENTS (GRA)

26. Generic Risk Assessments (GRA) are a vehicle by which paperwork may be reduced. A simple analogy might be that a squadron has decided to carry out an activity, which although authorized by the RAFAC, is not a normally carried out in the RAFAC, for example a hovercraft project. Should this activity become popular, the RAFAC might decide to offer the activity RAFAC wide. Should this occur, the RA may be reviewed in accordance with this wider application and amended accordingly. The result of this is a "GRA", which may now be utilised by activity commanders. However, an activity commander who takes advantage of this GRA must evaluate the local conditions to identify residual risks and their appropriate control measures. The advantage of a GRA is that it removes the need to start from the beginning on every occasion, iaw guidance contained in HS&EP, CD-ROM.

FATIGUE

27. Whereas the very pro-active "can do" attitude of RAFAC personnel is a positive force, when fatigue is encountered, it can affect the individual's judgement and perception of a situation. This in turn may provide a catalyst for hazards leading to a potential for accidents. There are numerous factors which may add to fatigue. Home life, employment activities, hobbies and RAFAC Activities are but a few and each may individually or collectively affect an individual. Where appropriate, fatigue must be taken into account when carrying out the risk assessment and control measures such as rest periods introduced.

DRIVING

28. There may be times when a vehicle is driven when on RAFAC duties. Safety of the occupants must be considered at all times, with particular emphasis upon anything which might affect the performance of the driver. The following points are provided as an aide memoire for drivers. Further guidance is contained in the HS&EP awareness/refresher training CD-ROM and RAFAC Policy is contained in ACP 20.

- a. Never start a long trip if you're already tired.

- b. Avoid driving for long distances after a long day's work.
- c. Don't drive if you are under the influence of alcohol or drugs.
- d. You should not drive if you are taking medicines that make you feel tired (read the instructions carefully).
- e. Avoid making long trips between midnight and 6am (when natural alertness is low).

29. Research shows that drivers do not fall asleep without first experiencing symptoms of tiredness and that getting out of the vehicle for a walk will have a limited effect. Opening the vehicles window, turning on the radio and "will power" will not keep a driver awake. However, caffeine does help but it will take approximately 30 minutes to revive.

30. Many accidents are caused by fatigue, with the potential for harm to the driver, vehicle occupants and other people. There are a few simple steps which should be applied when planning any journey:

- a. Try to get a good night's sleep before starting a long journey.
- b. Share the driving if possible.
- c. Stop in a safe place when you feel tired (if on a motorway don't stop on the hard shoulder, take the next exit and find somewhere to park, or stop at the next motorway service area.
- d. Once you have stopped somewhere safe, drink a cup or two of strong coffee followed by a short nap.

[ACTO 150 \(RAFAC MT Policy\)](#) provides more detailed guidance into driving hours and mandatory rest periods.

STRESS

31. Stress is "the adverse reaction people have to excessive pressure or other types of demand placed upon them". Stress is not an illness, but it can lead to increased problems with health, if it is prolonged or particularly intense. For example, physical effects may include heart disease, back pain, gastrointestinal disturbances and various minor illnesses and psychological effects may include anxiety and depression. Pressures may come from the following sources (either individually or collectively):

- a. Workplace.
- b. Private life (family, hobbies or commitments).
- c. RAFAC.

32. In accordance with the Management of Health and Safety at Work Regulations 1999, the management of stress requires a partnership between those issuing and those carrying out duties. Typical stress symptoms include:

- a. Unusual or irrational behaviour.
- b. Random mood changes, including irritability and aggression.
- c. Lack of concentration, or ability to finish tasks.
- d. Insomnia.
- e. Loss of appetite.

33. This topic holds clear implications for those who are supervising young people, who hold a higher duty of care due to their perception of risk and inexperience. Therefore, where an adult supervisor is known to be suffering from stress, part of the RAFAC assistance to the individual must include an assessment of the level of individual tasking placed upon that person. The person's RAFAC workload must be reviewed to reduce the pressure where possible. The following information has been provided for individual guidance on stress management:

- a. Eat healthily.
- b. Stop Smoking (it doesn't help even if you think it does).
- c. Try to keep within the government recommendations for alcohol consumption (alcohol acts as a depressant and will not help the problem).
- d. Control caffeine intake.
- e. Be physically active.
- f. Learn relaxation techniques (some may find that helps them cope with pressures in the short term).
- g. Talk to family or friends about what you are feeling (they may be able to help you and provide the support you need to raise your concerns).

CHAPTER – 5

HEALTH, SAFETY & ENVIRONMENT - PROCEDURES

INTRODUCTION

1. The following procedures have been provided as a guide to assist RAFAC personnel with the implementation of their duties under the HASWA and environmental legislation. The fundamental driver towards our success is the ability of each member of the RAFAC, to understand his or her level of competency.
2. No person would contemplate flying an aircraft without any lessons and the application of HS&EP is no different. We must all know our level of competency and apply this where appropriate. However, we must also know when to seek advice and by obtaining this, the RAFAC and its members will not only be safer they will become stronger.
3. The ethos of the RAFAC HS&EP management system is that all personnel must understand and apply these procedures and where appropriate, seek advice through the chain of command. The objective is not to restrict an activity; rather it is to ensure that the activity progresses safely.

HS&EP Procedure 1 - Hazard Assessment

1. A hazard is a situation that may cause harm and may pose a level of threat to life, health, property or the environment. To determine the hazards involved and their significance, a hazard assessment must be made.
2. The following is a list of the nature of hazards to be considered. This is not an exhaustive list, but has been provided to illustrate the extensive nature of the hazards/risks, which may be present:
 - a. Young person's perception (inexperience, lack of knowledge)
 - b. Fall of person from height
 - c. Fall of object /material from height (Striking)
 - d. Fall of person on same level
 - e. Manual Handling
 - f. Emergencies
 - g. Use of Machinery
 - h. Operation of vehicles
 - i. Fire (including static electricity)
 - j. Electricity
 - k. Drowning
 - l. Excavation work
 - m. Stored energy
 - n. Explosions (including chemical and dust)
 - o. Contact with cold / hot surfaces
 - p. Compressed air
 - q. Mechanical lifting operations
 - r. Noise
 - s. Biological agents
 - t. Ionising radiation
 - u. Non-ionising radiation

- v. Vibration
- w. Hand tools
- x. Adverse weather
- y. Chemical substances
- z. Stacking
- aa. Housekeeping
- ab. Lighting
- ac. Confined spaces
- ad. Cleaning / maintenance

3. Having identified the hazards, a decision must be taken as to whether, or not the hazard is significant. If insignificant, the hazard should be noted as evidence that it has been addressed. Significant hazards must progress to the full risk assessment process.

Note: The assessor is not required to register all insignificant hazards. A judgement should be made as to which are completely insignificant and those which may be classed as borderline cases. The borderline hazards should be registered and monitored and reviewed in case they become significant.

HS&EP Procedure 2 – Risk Assessment

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INTRODUCTION

1. The RAFAC is committed to the identification of hazards and their control through the RA process. Many control measures are well evolved (eg flying and range procedures) and a high level of competent staff is in place. The intention of this chapter is to define the principle of RA which is appropriate to the RAFAC and in a format which may be easily read and understood.
2. When implementing this procedure, it must be borne in mind that RAFAC activities have been designed to develop a cadet's personal responsibility, initiative and self-reliance. Rather than restrict the number of activities available, a RA will allow the normal range of cadet activities to be pursued with a greater confidence gained by the application of a proven methodology.
3. Cadets are required to undertake activities, visits and exercises as part of their training and these activities may involve some degree of hazard. This document has been provided to help activity commanders manage the balance between the risks faced and the benefits that may be gained from the challenges presented to the cadet. It also indicates how they must integrate risk management into the planning and implementation of all activities. The need to balance training requirements with safe working practices and safe environment requirements of current legislation is recognized. Training activities must be appropriately managed to ensure that all activities of the RAFAC comply with the legislation.
4. Good training, adherence to safety procedures and good supervision, can all help to reduce the hazards or severity of the risk. For instance, rock climbing could be assessed as "not acceptable" as an accident is very likely to happen and if it does, the results could be a major injury. However, when safety ropes and competent supervision are in place to ensure that the climb is well within the capacity of the cadet, the risk becomes "acceptable".

RISK ASSESSMENT APPLICATION

5. **Regional Safety Adviser Delivered Risk Assessment Competence Training.** This training has been designed to provide the Activity Commander with the appropriate skills required for activities holding higher level risk.
6. **ACP5 Risk Assessment Guidance.** The step-by-step information contained in ACP 5 enables the Activity Commander to produce a Risk Assessment, within his/her sphere of competence, eg. Building & Surrounds Risk Assessment and lower risk activity.

7. **HS&EP Awareness/Refresher Training CD-ROM.** This course has been designed to provide new personnel with HS&EP awareness and current personnel with HS&EP refresher training.

NB: All volunteers must view the content before participating in activities with cadets.

DEFINITIONS

Hazard

8. Hazard means anything with the potential to cause harm (eg extreme cold, electricity, falling from a height etc). This may be immediate, eg in the case of a fall, or delayed in the case of a substance or illness.

Severity

9. Severity is the degree of injury, numbers of personnel affected, property damage, or other factors that could occur as the result of a hazard.

Risk

10. Risk expresses the likelihood that the harm from a particular hazard is realised and is dependent upon:

- a. The numbers exposed to the hazard.
- b. The length of time they are exposed.
- c. The severity of the harm should it occur.

11. The assessment of risk therefore involves looking at the likelihood that harm will occur and the severity/consequence.

Controls

12. Controls are actions taken to eliminate hazards or reduce the risk involved.

Competence

13. A competent person must have such practical and theoretical knowledge and actual experience of the type of activity and equipment to be undertaken, to enable him/her not only to detect unsafe conditions but to also be able to evaluate their seriousness.

Residual Risk

14. Residual risk is the level of risk remaining after controls have been applied.

Activity Commander

15. The activity commander is the person with immediate control over an activity. The key word here is “control” of the activity, as opposed to having “authorised” the activity. A Sqn,

Wg or Rgn may authorise an activity, however, the person who controls what is actually happening through his/her delegated authority (from the Sqn Cdr, Wg or Rgn) to carry out that activity and where appropriate, to stop the activity, is looked upon as “the Activity Commander”. For example, if a Wg organises a sporting activity with cadets from its Sqns, Wg staff will arrange the venue and is in control of the event. In this case, the Wg Cdr and staff are viewed as being in control and by consequence are in “command” of the activity. However, Sqn staff are in control of the movements and discipline of cadets from the Sqn premises to the Wg activity and throughout. In this case, the Sqn has command of the cadets during this period. Clear distinction must be made to avoid uncertainty between the two areas of controlling and authorising. The ethos of this analogy should be read across to adventure training and all Air Cadets activities.

DUTIES

Persons Undergoing Training

16. Personnel undergoing training are to adhere to any instructions provided prior to, or during training. They must keep aware of all hazards advised and implement the identified control measures where appropriate.

Activity Commanders

17. Activity Commanders at all levels have a personal responsibility for ensuring that activities are undertaken in a safe manner as is reasonably practicable, taking due regard of any risks to personnel. This responsibility cannot be delegated, although the mechanisms for discharging this duty may be delegated and assistance and support obtained.

SAFE SYSTEM OF TRAINING (SST)

18. The SST consists of four separate elements where the hazards have been assessed and the consequent controls have been applied in order to reduce the risks to as low as reasonably practicable and with the aims of the activity. The four elements relate directly to the HASWA and are as follows:

- a. Safe persons
- b. Safe equipment
- c. Safe practice
- d. Safe place

Safe persons

19. Safe Persons are cadets or adults who have received the appropriate training for the activity they will carry out (bearing in mind that the new recruit will require extra guidance and supervision). A competent person within the SST is an instructor who has passed the relevant courses or has the appropriate experience, in order to carry out safe training. It is essential that activity commanders provide an appropriate level of supervision, and those conducting the training take the necessary time and pay sufficient attention to detail in order to reduce the risk so far as is reasonably practicable (SFAIRP).

Safe Equipment

20. Activity Commanders must ensure that their subordinates are competent to use the correct equipment required to carry out an activity. Activity Commanders must ensure that equipment is used and maintained appropriately and that only competent persons are allowed to operate and service the equipment. Completed training and maintenance records must be kept for a minimum of three years in the case of an adult, or until the age of majority plus 3 years in the case of a cadet under the age of 18 years.

Safe Practice

21. Practices are to be carried out in accordance with drills and instructions specified by HQ RAFAC, the RAF and the appropriate authority involved. Safe practices must include the following:

- a. Appropriate procedures and RA
- b. Suitable and sufficient training and supervision
- c. Provision of warnings and the use of PPE
- d. Special clothing (where appropriate).

Note: All training must be monitored to ensure that procedures are strictly adhered to and all RAFAC training activities must follow the procedures as specified by the appropriate authority.

Safe Place

22. A safe place is one where those controls necessary to enable authorised training to be conducted safely have been identified by a **site-specific risk assessment** (RA) or directed through appropriate standing orders (eg range standing orders).

CONFIRMATION THAT THE SST IS APPLICABLE

23. It is not within an activity commander's delegated authority to deviate from Service instructions and regulations. The first step, therefore, prior to carrying out a site specific RA in training, is to establish whether all elements of the SST are in place. If all elements of the SST are in place, a site specific RA will not be required, however, all elements of the SST must be monitored to ensure that they are current and valid.

PERSONS AT RISK DURING TRAINING

24. During training activities, three categories of personnel are at risk:

- a. **Members of the Cadet Forces, Regular and Reserve Forces** (this includes those conducting training and those under training)
- b. **Controlled personnel** (ie civilian staff employed in support of training)

- c. **The general public** (ie all those who are unaware of the training activity, including such people as the trespasser, those who disregard warnings or those who do not understand the warnings).

25. When carrying out an RA, the following must be taken into account:

- a. Potential inexperience, lack of awareness of risks and immaturity of young cadets.
- b. Layout of the activity and the equipment.
- c. Nature, degree and duration of exposure to hazards.
- d. Form, range and use of equipment and the way in which it is handled.
- e. Organisation of the activities.
- f. Extent of the health and safety awareness provided, or to be provided, to the cadets.

HAZARD ASSESSMENT

26. The first step, prior to the formal RA process, is “hazard identification”. This simple act enables the assessor to identify the hazards present and to separate these into those which are “significant” (and must progress to become a written RA) and those hazards which are deemed “insignificant” (**these will be noted and will not necessitate a written RA**).

27. The stages of hazard assessment are as follows:

- a. List all the hazards, which could be presented during the activity.
- b. Identify those which are significant.
- c. Note those deemed insignificant (no further action needed).
- d. Significant hazards will be progressed to the written assessment.

RISK ASSESSMENT (RA)

28. The aim of RA in training is as follows:

- a. To establish if all elements of the SST are in place, whether there are any hazards not covered by the SST and, consequently, if there remains a residual risk.
- b. To analyse the residual risk to decide if the residual risk is:
 - 1. **Adequately controlled** (where the risks are deemed to be acceptable by the activity commander, in which case the activity may then be carried out).
 - 2. **Not adequately controlled** (where there are unacceptable risks, in which case, further measures are to be introduced to control the risks).

NB: UNLESS ALL HAZARDS HAVE BEEN SUITABLY CONTROLLED, THE ACTIVITY MUST NOT BE CARRIED OUT.

29. RA should be carried out on the following occasions:

- a. When RAs for activities at a specific site are not provided, and endorsed, by the appropriate authority, together with the required controls to reduce the risk to “as low as reasonably practicable” (reasonably practicable is a justification of the balance of risk against cost, where the cost may be financial, time, loss of activity etc).
- b. When instructions for the activity proposed are not covered by, or are contrary to drills and instructions issued by the appropriate Service authority.
- c. When changes to training exercises are proposed, **it is essential that the effects of any proposed changes to training exercises be subjected to RA.**

30. A flow chart showing the appropriate action points in relation to the RA proforma is shown at Annex A. A worked example can be found at Annex B. The worked example is not an exhaustive assessment and has been included for guidance on how to use the form. A blank RA proforma [HS&EP Form 002](#), can be found in Bader, Key Documents, Forms.

Note: The HSE has commented that many military training accidents are the result of last minute changes to exercises, the consequences of which had not been thought through.

GENERIC RISK ASSESSMENT (GRA)

31. In cases where similar activities are undertaken or repeated, GRAs will be provided by HQ RAFAC. These assessments will be specific to the activity, describe the hazards involved and identify the routine control measures to reduce the risk. Repetitive training activities carried out in training units lend themselves particularly to GRAs. A worked example of a GRA is given at Annex C.

NB: The HS&EP awareness/refresher training CD-ROM, held by all RAFAC formations, contains valuable guidance on how to complete a RA of Premises (and surrounds).

32. However, given the infinitely variable factors present in training activities, for example the location of training, the weather or the level of competence of personnel, **GRAs will require careful scrutiny by the activity commander, to ensure that they are applicable to the specific activity at that specific time and location.**

EXERCISE INSTRUCTIONS

33. The RA must be included as an insertion to all Exercise Instructions. If all the elements of the SST are in place, the Exercise Instruction should simply state “SST in place”. If not, an Exercise Instruction RA must be produced using the standard [RA proforma](#).

CHANGES/AMENDMENTS TO EXERCISE

34. Exercise Instructions are to state who is authorised to make changes to the exercise.

ENVIRONMENTAL RISK

35. When carrying out a risk assessment, consideration must be given to environmental hazards, eg protection of air, land and water sources – also the safe disposal of waste materials. The HS&EP awareness/refresher training CD-ROM, issued by HQAC contains guidance on this topic.

CONCLUSION

36. The RA is largely a matter of common sense, but the important point is that a record of the assessment is made before embarking upon the activity. The record must be retained so that if an incident occurs, the supervisor can show that a proper assessment had been made and that all reasonable precautions were in place. Activity commanders and supervisors must get into the habit of making RAs and recording them, for example, making a file and referring to it each time an activity is planned.

37. Some activities have GRAs provided by the owner of the facility, for example, a confidence course. In this example, the activity commander will ask for and view the appropriate GRA for the activity. Unless amendment is required, eg to include young persons, it is necessary only to obtain a copy of the GRA and ensure that the content is communicated to all concerned with the activity (adults and cadets).

38. The procedures outlined, will assist instructors to carry out RAs. However, it must be remembered that just conducting an assessment is not enough. The content of the RA **must be communicated to all those involved with the activity** and a record of the assessment must be kept for future reference. Questions regarding the RA should be directed, in the first instance, to your RSA.

Note: In the case of an accident, related RAs must be kept for at least three years, ie for an adult, or, until the age of majority plus three years in the case of a cadet under the age of 18 years. They are to be held in an archive file which is to be held by the Unit that controls the activity concerned

WORKED EXAMPLES

39. Worked examples are shown in the following appendices:

- | | | |
|---------|---|--|
| Annex A | - | RA Flow Diagram |
| Annex B | - | RA (for a hill walking training activity). |
| Annex C | - | RA (for a whitewater canoeing activity). |

RA PROCESS

40. The steps to be taken in carrying out a training RA (GRA also) have been set out in a flow diagram at Annex A, with a [blank RA proforma](#) and worked examples at Annexes B and C. It should be noted that the samples are only examples of how to insert information within the box and are not supposed to represent an exhaustive assessment of that particular activity; the steps are as follows:

ADMINISTRATION

41. When making a RA, each unit must decide upon a system of identification, which will provide each RA with a unique identifier. To assist, the following is provided (where the example RA unique identification = 123/AdTrg/001):

- a. “**123**” relates to the Sqn number.
- b. “**Ad Trg**” relates to the activity (“Adventure Training” in this example).
- c. “**001**” is the RA number.

RA - STEP BY STEP

Step 1 – Describe the Activity (The Subject Of The Risk Assessment)

42. It is important that the whole scope of the exercise is taken into account (insert into column “b” of the RA proforma).

Step 2 – Identify the hazards associated with the activity

43. Identify whether or not the elements of the SST are in place

- a. If they are, there is no need to proceed further with the RA.
- b. If not, identify any hazards not covered by the SST. The following are examples of factors, which should be taken into account when identifying hazards.
 1. Personnel - (e.g. Adults, Cadets training and experience)
 2. Environment - (eg terrain, weather, remoteness).
 3. Equipment - (e.g. suitable and sufficient for the activity in hand).
 4. Material - (e.g. food, water, fuel etc)
 5. Medical - (e.g. first aid kit, medical conditions (eg allergies))
 6. Relevant Service publications, drills and instructions - (eg HQ RAFAC regulations).
- c. Then list the hazards in column “C” of the RA proforma.

Step 3 – Identify any existing controls

44. Existing controls are to be found, in the main, in the close observance of drills and instructions issued by HQ RAFAC, by range standing orders, site specific RAs, or in GRAs. Existing controls should be listed in column (d) of the RA proforma.

Note: Where controls through other risk assessments are appropriate (eg manual handling, insert this information into the top right hand box on the front page of the form.

Step 4 - Identify Any Residual Risks (taking account of existing controls)

45. Taking into account the hazards identified and the existing controls, decide whether there is any residual risk remaining and whether that risk is:

- a. **Acceptable** - the risks are adequately controlled.
- b. **Not Acceptable** - the risks are not adequately controlled.

46. Asking the question “Is the residual risk acceptable?” will provide a **YES / NO** answer, which should be placed into column (e) of the proforma.

47. If the answer is “NO”, proceed to Step 5. If the answer is “YES”, proceed to Step 7. The RA should be signed and dated by the officer in charge of the exercise or activity.

Step 5 – Identify the need for any further controls

48. Hazards categorised as having residual risk (not acceptable), will need further control measures applied. The additional control measures required should be listed in column (f) of the RA Proforma.

Step 6 – Identify Any Residual Risks Taking Account Of Any Further Controls

49. Taking account of the controls identified at Step 5 (including emergencies), 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).

Note: Asking the question “Is the residual risk following the application of the additional controls acceptable?” will provide a YES / NO answer which should be inserted into column (g) of the RA proforma (**If the answer is No, the activity must NOT continue**).

50. The RA must be signed and dated by the person in charge of the exercise or activity, and further endorsed when any additional controls have been inserted.

Step 7 – Communicate and implement the controls

51. 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. Briefings must be given prior to and whenever specific information needs to be re-enforced during an activity.

Step 8 – Review the RA / retention of records

52. RAs and relevant control measure instructions are living documents. Reviews should be carried out on the following occasions:

- If there is reason to suspect the RA is no longer valid.
- If there are significant changes to the activity.
- If an accident occurs when an activity involves the particular RA.
- Annually.

RISK ASSESSMENT - ACCREDITATION OF PRIOR LEARNING

53. Where a volunteer holds professional HS&EP qualifications at the same level as RAFAC (competence) training and wishes to be considered for Accreditation of Prior Learning (APL) copies of his/her documentation should be sent to the RSA for assessment along with a short description of his/her RA experience. Where the RSA believes the case is sound he/she will forward copies of appropriate documentation to the RAFAC SC along with a supporting statement. Final approval for the candidate will be decided by CESO RAFAC. Upon approval the successful candidate will be issued with a RAFAC RA certificate.

HS&EP Procedure 3 - RA of Building (and surrounds)

INTRODUCTION

1. This procedure has been developed, to assist with the identification of hazards and risk associated with both accommodation and its surrounds.

ADMINISTRATION

2. In accordance with legislation and to highlight hazards, an assessment should be carried out using the appropriate proforma ([Buildings & Surrounds RA](#)). This assessment should be reviewed annually, or when changes have been made (eg modification to the building or surrounds).

COMMUNICATION

3. On completion, the outcome must be communicated to all staff and cadets and should be a vehicle for the communication of local hazards and risk to visitors.
4. A suggested checklist (which is NOT comprehensive) is provided for guidance:
 - a. The building structure.
 - b. Access and egress (to/from the building).
 - c. Access and egress (to/from the compound).
 - d. Lighting (interior and exterior).
 - e. Internal floor surfaces (eg uneven, slippery).
 - f. Outside walking surfaces (potholes, uneven/slippery).
 - g. Vehicles (potential for pedestrians being struck by vehicles).
 - h. Steps and handrails.

Note: Item 1 in the table has been inserted as an example.

NB: The HS&EP awareness/refresher training CD-ROM, held by all RAFAC formations, contains valuable guidance on how to complete a RA of Building (and surrounds).

HS&EP Procedure 4 - Supervision

INTRODUCTION

1. An appropriate level of supervision must complement the provision of information, instruction and training, ensuring that Comdt RAFAC, HS&EP policies are effectively implemented and developed but most importantly, to ensure the safety of our cadets and volunteers. The Activity Commander must ensure this information must be addressed in the risk assessment process, communicated to all concerned and checked to ensure that an appropriate level of understanding has been achieved.

AIMS AND OBJECTIVES

2. The supervisor's aim is to achieve his/her objectives in accordance with RAFAC, HS&EP standards. This requires provision of direction, help, guidance, example and discipline. Supervisors must also ensure that "risk" is fully understood, and that standards, support procedures and systems are consistently applied. To achieve our objective, task management must involve planning, training and coaching in skills to develop individual HS&EP competence.

COMMUNICATION (TWO-WAY)

2. The Activity Commander and supervisors must encourage individuals to work together in pursuit of HS&EP objectives. The supervisor's role must include briefing of information, re-enforcement of procedures and the pro-active encouragement of feedback from participants. Appropriate supervision requires coaching and counselling to encourage and support the participation of all concerned. It is important to ensure an understanding of the risk involved in the group's activities, and how these can be either eliminated or controlled.

LEVEL OF SUPERVISION

3. Levels of supervision need to be the subject of activity considerations and decision making. The appropriate level depends upon the risks involved and the competence of personnel to identify and control them. In some cases, legal requirements stipulate the supervision of certain activities, eg young people operating, or in the vicinity of, certain equipment will require supervision by an experienced person until they have achieved sufficient competency. New personnel, or activities that present special risks, or new situations may need more supervision than others.

MONITORING AND REVIEW

4. Supervisors must monitor the activity to ensure that any changes to the conditions of the RA are suitably addressed. Where change has been identified, the risk assessment must be amended accordingly.

NB: An appropriate level of supervision of fully competent individuals will always be required to ensure that standards are being met.

Note: The HS&EP awareness/refresher training CD-ROM (held by all RAFAC formations) will provide a fundamental understanding of these issues. Further advice and guidance may be obtained by contacting your RSA, through Wg HQ.

HS&EP Procedure 5 - Activity At Height

INTRODUCTION

1. RAFAC personnel are to avoid activities at height, unless it is required **as an essential part of the activity**. Activity at height means operating in any place where, without precautions, a person could fall and suffer injury.
2. If your activity includes any of the following, you will be operating at height **because it may be possible to fall from one level to another**, for example:
 - a. Where an activity is above ground level.
 - b. The potential for someone to fall from an edge.
 - c. The potential to fall from ground level into an opening, or a hole in the ground.

NB: RAFAC VOLUNTEERS & CADETS MUST NOT OPERATE AT HEIGHT, UNLESS THE FOLLOWING CONDITIONS HAVE BEEN MET:

ACTIVITY AT HEIGHT

3. Before use, **you must!**
 - a. Consider avoidance of operating at heights.
 - b. Carry out a risk assessment.
 - c. Include recovery of injured personnel from height.
 - d. Communicate the RA content to all concerned.
4. **You must not!**
 - a. Operate at height when it is not essential.
 - b. Exceed the highest load stated on the ladder/stepladder.
 - c. Stretch out to one side.
 - d. Remain at height unnecessarily.
 - e. Climb above the 3rd top rung of a ladder (except for access).
5. Before an activity at height is started, the following conditions must be applied:
 - a. The activity is RAFAC authorised.
 - b. The activity needs to be carried out at height.
 - c. The activity is controlled by a competent person.

- d. A suitable and sufficient risk assessment has been carried out.
 - e. All personnel concerned have been briefed on the hazards present and appropriate control measures are in place.
6. Before starting an activity:
- a. Identify all hazards present.
 - b. Identify those deemed 'significant' hazards.
 - c. Ensure that a suitable and sufficient risk assessment has been carried out.
 - d. Ensure that all personnel involved have been suitably informed, instructed, trained and will be appropriately supervised.
 - e. Ensure that all equipment is appropriately maintained and regularly inspected.
 - f. Keep a record of equipment maintenance, e.g. in the Sqn HS&E^P folder.

NB: Significant hazards will require a higher-level risk assessment by an RSA.

7. If in doubt or you need a 'higher level' risk assessment:
- a. Refer to ACP 5 for guidance.
 - b. See the risk assessment section of ACP 5.
 - c. Request RSA assistance, through your Wing HQ.

STEP LADDERS

8. Where the use of 'step ladders' **is necessary**, implement the following –
- a. Ensure the step ladder is in good condition, ie:
 - 1. Feet (of ladder) are firmly attached.
 - 2. Treads are clean.
 - 3. Secure locking devices.
 - 4. Secure fastenings when extended
 - b. Ensure the step ladder is in good position:-
 - 1. Is fully open.
 - 2. Is locked into place
 - 3. Will not move at the bottom

- c. Ensure the step ladder is positioned on a good surface, ie one that is:
 - 1. Firm
 - 2. Level
 - 3. Clear
 - 4. Dry
 - 5. Not slippery

LADDERS

- 9. If the use of a ladder is necessary, ensure the following -
 - a. Ladder is checked before use.
 - b. Ladder is secure.
 - c. Ground is firm & level.
 - d. Maximum safe ground slope 15 degrees.
 - e. Maximum safe ground back slope 6 degrees.
 - f. Rungs are level.
 - g. Upper resting point is strong, eg **not** guttering.
 - h. Floors are clean, not slippery.

SUPERVISION

- 10. Supervisors must monitor the activity to ensure that any changes to the conditions of the RA, including emergencies, have been addressed. Where change has been identified, the risk assessment must be amended accordingly.

POST ACTIVITY

- 11. After the activity has finished, all equipment must be maintained and stored in accordance with the manufacturer's instructions.

Note: The HS&EP awareness/refresher training CD-ROM (held by all RAFAC formations) will provide a fundamental understanding of these issues. Further advice and guidance may be obtained by contacting your RSA, through Wg HQ.

HS&EP Procedure 6 - Manual Handling Operations

INTRODUCTION

1. By their nature, many of the activities of the RAFAC 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 RAFAC.

PRIMARY CONCERNS

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

- a. **ASSESS** the situation
 1. Can mechanical aid be used?
 2. Can someone else assist?
 3. Share the task with others.
 4. Are you wearing the right equipment?
- b. **EXAMINE** the object(s)
 1. Examine the object.
 2. Check weight, centre of gravity, stability.
 3. Are there any sharp edges?
- c. **PLAN** the task
 1. Plan a route free from tripping or slipping hazards.
 2. Provide opportunities for rest and recovery.
 3. Know where to unload.
- d. **METHOD**
 1. Decide in advance how to hold the load.
 2. Grasp firmly and with both hands.
 3. Attain a good posture.
 4. Wear suitable gloves
 5. Watch your fingers

SAFE LIFTING PRECAUTIONS

3. The following rules should be applied for safe lifting:
 - a. Assess the load first and make sure that the area is clear of hazards.
 - b. Keep back straight in a natural way, bend the knees, stand close to load and spread feet – DO NOT twist trunk.
 - c. Raise your head, lift using your legs, grasp the load firmly, arms close to body.
 - d. Hold close to centre of body when stable, make sure load is clear from hazards.

Note: The HS&EP awareness/refresher training CD-ROM (held by all RAFAC formations) will provide a fundamental understanding of these issues. Further advice and guidance may be obtained by contacting your RSA, through Wg HQ.

HS&EP Procedure 7 - Electricity

INTRODUCTION

1. There are two main risks from 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.

Note: The Electricity at Work Regulations are the main set of regulations applicable to electrical safety for RAFAC activities. Even people who are not directly involved with electricity need to understand the dangers.

2. There are a few sensible rules which if followed will reduce the possibility of an accident:
 - a. Ensure all 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 layer 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.

3. **Only competent persons are authorised to work upon electrical equipment.** This includes Sqn buildings and Sqn held equipment. Where adult staff are authorised to maintain equipment (eg radios) a suitable and sufficient RA must be provided.

4. Should the activity be a necessary part of the training, the RA must be re-visited to include the young person's inexperience and reduced perception of risk. The outcome of the RA must be clearly communicated to all concerned, including control measures to be applied and the extra supervision required where young people are involved.

PORTABLE ELECTRICAL EQUIPMENT

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

- a. Placed upon the Sqn Asset Register (to ensure that it will be inspected).
- b. Receipt visual inspection iaw the manufacturer's guidance.
- c. Daily use visual inspection to ensure that it is fit for use.
- d. Inspection should be carried out by a Competent Person in electrical safety. The frequency of inspection will be determined by the manufacturer's instructions and risk assessment in accordance with advice from the Competent Person.

6. Electrical Testing is a works service function carried out by RFCA on electrical equipment identified from the Sqn inventory/property book. Testing will be carried out by a RFCA appointed Competent Person – who will determine the frequency of testing for each electrical appliance.

NB. Privately Owned Domestic Electrical Equipment (PODEE) used for RAFAC activities must be compliant to the same standard.

Extension Leads/Adapter Plugs

7. Extension leads may be used where there is a, short term, need to increase the number of socket outlets and/or provide an electrical supply to an area away from the electrical installation. Use of an extension lead by RAFAC personnel must only be a **temporary measure**. Where a long-term solution is required, a works order to modify the electrical installation must be initiated using the appropriate channels.

WARNINGS

- 1. Connection of two or more extension leads to increase the number of socket outlets or the length of cable is prohibited.
- 2. The use of 'Multi-way Adapter Plug Blocks' (a square block allowing more than one 13 amp plug to be plugged into a single socket outlet) is prohibited.

8. Where extension leads and portable electrical appliances are used, all equipment must be of an approved British Standard (BS), inspected and tested iaw RAFAC policy. The following procedure must be adopted when using extension leads:

a. **Prior to use:**

1. Check lead for wear and bare wiring.
2. Uncoil the cable fully (to prevent overheating).

b. **After use:**

1. Coil the cable ensuring no kinks.
2. Stow the cable appropriately.

Supervision

9. Supervisors must monitor the activity to ensure that any changes to the conditions of the RA are suitably addressed. Where change has been identified, the risk assessment must be amended accordingly.

Post activity

10. After the activity has finished, all equipment must be maintained and stored in accordance with the manufacturer's instructions.

USER CHECKS

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

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

EMERGENCY PROCEDURES

12. 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:

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

Note: The HS&EP awareness/refresher training CD-ROM (held by all RAFAC formations) will provide a fundamental understanding of these issues. Further advice and guidance may be obtained by contacting your RSA, through Wg HQ.

HS&EP Procedure 8 - Control of Substances Hazardous to Health

INTRODUCTION

1. Substances may enter the body by injection (sharps), 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:

- a. Skin irritation or dermatitis as a result of skin contact.
- b. Asthma as a result of developing allergy to substances used at work.
- c. Losing consciousness as a result of being overcome by toxic fumes.
- d. Cancer, which may appear long after the exposure to the chemical which caused it.
- e. Infection from bacteria and other micro-organisms (biological agents).

ROUTINE ACTIVITIES

2. 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 manufacturer's 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 Ranges Standing Orders. All range users must wash their hands as soon as is practicable after leaving the range.

NON-ROUTINE ACTIVITIES

3. 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.

CONTROL MEASURES

4. The prevention of harm and control measures for substances are as follows:

- a. Remove the need to use the substance (ie don't do the task).
- b. Replace with a less harmful substance.
- c. Substitute (eg brushing instead of spraying).

- d. Reduce the quantities involved.
- e. Protect those involved (ventilation and/or PPE, through the RA process).
- f. Reduce exposure time.
- g. 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.

- h. Eating and drinking policy (and enforce).
- i. PPE (but as a last resort after other protection has been considered).

COSHH ASSESSMENT

5. Where non-standard activities take place, i.e. larger quantities or new and/or toxic chemicals used, proposed substances may be subjected to higher standards of controls. When such activities are planned, a comprehensive RA must be produced in accordance with the COSHH. This is known as a 'higher level' RA.

6. 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. The appropriate RSA must be informed and provided with a copy of the RA with full information on the proposal and substances and a justification for the use of the substance.

7. 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** (ie Sqn, Wg and Rgnl HSC). The appropriate RSA will provide assistance and support upon request.

8. 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 manufacturer's guidance and stored appropriately.

9. 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:

- a. The nature and degree of risk.
- b. All appropriate control measures.
- c. That fire can be detected in a reasonable time.
- d. What to do (precautions and timing).
- e. Emergency procedures.
- f. Suitable and sufficient training must be provided.

10. Where COSHH assessment has been raised, it must be reviewed when there:
 - a. Is a reason to believe that the assessment is no longer valid.
 - b. Has been significant change in the activity to which the assessment relates.
 - c. As a result of a review, changes in the assessment are required.
11. Reviews of 'higher level' RA are to be carried out every 12 months.

LEGIONELLA RISK REDUCTION MEASURES

12. When accommodation is unoccupied for periods of up to 7 days, the occupant, upon returning is to run the taps/shower for at least 2 minutes to lessen any risk of Legionella.

Note: The HS&EP awareness/refresher training CD-ROM (held by all RAFAC formations) will provide a fundamental understanding of these issues. Further advice and guidance may be obtained by contacting your RSA, through Wg HQ.

HS&EP Procedure 9 - Storage Of Flammable Substances

1. RAFAC policy is that only flammable substances of the types and quantities described in this procedure may be stored in RAFAC domestic buildings and where held must be managed as follows:
2. The following questions must be satisfied:
 - a. Why is this flammable substance needed?
 - b. Can a less flammable option be substituted?
 - c. How often will it be used?
 - d. Why do you need large quantity?
 - e. Why must it be stored in RAFAC accommodation/surrounds?
 - f. Can sufficient quantity for the activity be brought to the site for each use?

NORMAL STORAGE CONDITIONS

3. Under normal circumstances, OC Sqns are permitted to store a limited amount of flammable substances in RAFAC domestic accommodation limited as follows.

TYPES AND QUANTITIES

4. These substances pose a fire hazard and must be stored in accordance with RAFAC Policy, ie **up to a maximum** of the following:
 - a. 50 tins of (Humbrol type) paint
 - b. 200ml turpentine
 - c. 500ml thinners
 - d. 1 Litre clear dope
 - e. 5 x tubes balsa cement
 - f. 5 tubes of polystyrene cement

STORAGE CONDITIONS

5. These maximum types and quantities must **NOT** be exceeded and holdings must be kept as follows:
 - a. In a locked, metal container with appropriate labelling.
 - b. Separate from other flammable substances, e.g. ammunition.

- c. Away from heat sources and naked flame, e.g. heaters, kitchen.

NB: These are maximum types/quantities agreed with the DFRMO and must not be exceeded. The RSA will confirm these holdings during visits to RAFAC formations.

STORAGE APPROVAL (HOLDINGS IN EXCESS OF NORMAL CONDITIONS)

FLAMMABLE SUBSTANCES STORAGE CONTAINER

6. Where flammable substances exceed the stated types and quantity and justified, OC Sqn may request permission to store and the acquisition of a flammable substances locker that will be positioned in accordance with the advice of DFRMO and external to the building. Whereas, appropriate storage is essential, these containers are expensive and requests should not be made lightly.

PROCEDURE

7. Should an OC Sqn identify a need to store flammable substances, over the stated types and maximums, the following route must be followed:

- a. OC Sqn to provide his/her Wg HQ with a case detailing why storage of the flammable substances is necessary - this must include quantity and type.

Note: The assistance of an RSA should be obtained at this stage.

- b. WExO to confirm the requirement for RAFAC activities and send a written request to HQ RAFAC, Org 1 through ACRHQ, copied to the appropriate RSA RAFAC. To enable a full understanding, all appropriate information must be included.

- c. HQ RAFAC, Org 1 will arrange for the appropriate container to be provided to enable storage to commence.

8. Where storage of flammable substances is approved, a Control of Substances Hazardous to Health (COSHH) assessment will be required. This will be carried out by the appropriate RSA, requested through Wg HQ. To ensure the COSHH assessment is suitable and sufficient, OC Sqn must provide the RSA with full information.

REQUIREMENTS

9. When the case has been agreed, the following procedure must be applied:

- a. Authorised flammable substances must be kept in a suitable, labelled, container at a designated location.
- b. Storage lockers should be located in designated areas that are, where possible, away from the immediate processing area and do not jeopardise the means of escape from the workroom/working area.
- c. Each storage locker is to display an up-to-date contents list, on which is to be annotated the batch number and life expiry dates of all products held.

- d. Personnel holding 'in use' products are to carry out weekly locker checks which are to be recorded and made available to Quality audit teams.
- e. The authorisation process will usually include the Defence Fire Risk Management Organisation (DFRMO) and the RSA.
- f. All flammable substances are to be stored in accordance with the COSHH Risk Assessment, manufacturer's instructions, Hazard Data Sheet and guidance provided by the RSA and Defence Fire Risk Management Organisation (DFRMO). The authorisation process will usually include the DFRMO.
- g. All appropriate risk assessments, eg Control of Substances Hazardous to Health (COSHH) are to include the preparation, use, storage and disposal of flammable substances and the contents of all containers and lockers must be clearly identified.
- h. Access to lockable flammable substances cabinets must be strictly controlled. Only authorised personnel who understand the COSHH requirements and have received an appropriate briefing, regarding restrictions or prohibitions, are to be allowed access.

<p>Note: Where the storage of flammable substances above the stated maximum are considered, OC Sqn must obtain the support/advice of the RSA at the earliest stage.</p>
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HS&EP Procedure 10 - Radiation

INTRODUCTION

1. Radiation exists in the natural and man-made state and is present, in one form or another, on a daily basis. Radiation divides into two groups, ie non-ionising and ionising.

NON-IONISING RADIATION

2. Forms of non-ionising radiation are microwave and ultraviolet light. There are many positive aspects to this radiation, eg sunshine and microwave cooking.

SOLAR RADIATION (ULTRA VIOLET (UV) RADIATION)

3. Solar radiation, ie. sunlight, can burn the skin (sunburn) by over-exposure to ultra violet (uv) radiation. Sunburn causes skin to age and may result in skin cancer and it should be noted that a 'tan' is a sign of skin damage. To avoid this, take the following actions:

AVOID

a. Direct exposure to the sun.

b. Reddening of skin.

DO

a. Operate, and rest, in the shade.

b. Cover up – roll down sleeves and raise collar.

c. Sun screen cream (of an appropriate protection factor) – use this to shield your skin.

d. Protect your head & shoulders – wear a hat.

e. Protect your eyes by using appropriate ultraviolet rated sunglasses.

f. Risk assessment – include control measures.

MICROWAVE OVENS

4. Microwave is another form of non-ionising radiation and when a microwave oven is used, the following procedure is to be adopted:

a. Place oven into Sqn asset / property book.

b. Ensure oven is checked iaw manufacturer/electrician's instructions.

c. Restrict use to authorised personnel.

d. Follow the manufacturer's guidance on use.

e. Clean the oven regularly.

- f. Ensure equipment has been Portable Appliance Test (PAT) tested appropriately.

WARNING

5. Microwave ovens have the potential to cause scalding injury when used incorrectly. Although the water may not appear to be hot, ie. bubbling, it may in fact be superheated. In this state, when a spoon, or in some cases a tea bag or coffee is added, the water can erupt causing injury to anyone standing near.
6. As a precaution, ensure that all personnel using microwave ovens, especially cadets, do not heat any liquids in a cup/mug for more than two minutes. The cup/mug should then be left in the oven for approximately thirty seconds before adding anything, especially a metal spoon. Further guidance may be obtained from your RSA.

IONISING RADIATION

7. We use ionising radiation in medicine, electricity production and weapons. Sources may be located, in some instances, in the following equipment:
 - a. Compasses
 - b. Watches/clocks
 - c. Aircraft instruments
 - d. Engines
 - e. Defile Markers
 - f. Drogue Basket
 - g. Radio equipment
 - h. Gas mantles - camping equipment
 - i. Lens coatings
 - j. Smoke detectors

PROTECTION

8. By following a few simple rules, we can protect ourselves from radiation however, we must guard against unnecessary exposure through the risk assessment process. Control measures include the following:
 - a. **Shielding** - If you increase the shielding around a radiation source, it will decrease your exposure. For example, if you stand out in the rain without an umbrella, you will get wet but if you use an umbrella to shield you from the rain, you will remain dry and protected.

b. **Distance** - The farther away from a radiation source the less exposure you will receive. Compare this to an outdoor concert where you could sit directly in front of a speaker, 50 yards from the stage, or on the grass in the park across the street. If you sit in front of the speaker, you could suffer some damage to your hearing. If you sit 50 yards from the stage, you will be exposed to an average amount of music, whereas if you sit in the park across the street, the noise will be further reduced and you might not even hear the concert. Radiation exposure is similar. The closer you are to the source, the greater your chances for developing some damage to your body and if you are far from the source, your exposure will be much lower.

c. **Time** - If you decrease the amount of time you spend near the source of radiation, you will decrease the amount of radiation exposure you receive. To imagine this, think of a trip to the beach as a comparison. If you spend a lot of time on the beach, you will be exposed to the sun and ultimately, get a sunburn. If you spend less time in the sun and more time in the shade, your sunburn will be less severe. This is similar to the way radiation exposure works.

PROCEDURE ON FINDING A SUSPECTED IONISING RADIATION SOURCE

9. Should you find an item that you suspect to emit ionising radiation, implement the following procedure:

a. Review Sqn holdings, to identify and note (eg manufacturer name, serial number) suspect equipment.

b. Suspected item(s) **must not** be opened or dismantled and, where possible, must be double (clear plastic) bagged and sealed until assessed by radiation protection staff who will provide an appropriate resolution. The outside of the bag is to be clearly marked **“Suspected Radioactive Material”**. The package must then be placed in a marked, locked container, eg a drawer or ammunition box. **OC Sqn is to inform Wg HQ.**

c. Exclude all personnel from the area.

d. Include location into building & surrounds risk assessment.

e. Inform your wing HQ (who will notify your RSA), providing the following information:

1. Fully describe the item, eg compass, engine and instrument?

2. State the number of items.

3. Identify each item, eg serial number.

4. State the location of the item, ie Sqn address, room number and container.

5. Identify who provided the item (ie service issue, gift etc).

f. **AWAIT FURTHER INSTRUCTION.**

FURTHER ACTION

10. Where an instrument is located within a cockpit or on a panel that cannot easily be bagged and locked away, the suspect equipment must be withdrawn from use and RAFAC personnel warned not to stand or sit close by for prolonged periods of time.

SUPERVISION

11. Supervisors must monitor the activity to ensure that any changes to the conditions of the RA are suitably addressed. Where change has been identified, the risk assessment must be amended accordingly.

12. RAFAC personnel are to be briefed along the lines: *“do not be apprehensive – as a responsible organisation, the RAFAC is taking reasonable precautions iaw our duties under HS&EP, Environment legislation and our duty of care to our personnel, especially young people”*.

13. On receipt of such notification by Wg HQ, the information is to be added to a Wg register with the appropriate location and identification details. This information must also be **communicated to the HQ RAFAC Safety Centre and also the appropriate RSA.**

<p>Note: The HS&EP awareness/refresher training CD-ROM (held by all RAFAC formations) will provide a fundamental understanding of these issues. Further advice and guidance may be obtained by contacting your RSA, through Wg HQ.</p>

HS&EP Procedure 11 – Food Safety

NUT/FOOD ALLERGY

1. Some people may suffer an allergic reaction when exposed to nuts, nut oils or certain foodstuff. In accordance with the MOD, Clinical Policy, Defence Medical Services Directorate warning:

NB: ANY PERSONNEL WITH A NUT, NUT OILS OR OTHER FOOD ALLERGY MUST NOT USE COMPOSITE RATIONS PACKS WITHOUT OBTAINING APPROPRIATE MEDICAL ADVICE AND IN THE CASE OF THOSE UNDER 18 YEARS, THE CONSENT OF A PARENT OR GUARDIAN ALSO.

2. Where any doubt occurs, ensure that RAFAC personnel (adults and cadets) are restricted from using composite ration packs until medical advice and parental/guardian approval is obtained.

FOOD SAFETY

INTRODUCTION

3. Food safety includes drinks and must be considered when planning an activity that involves food and drink. As well as the obvious health effects, poor food hygiene could end the activity, if at least temporarily.

GENERAL FOOD SAFETY

4. This guidance sets out the basic hygiene to be followed during preparation and handling of food. You must have effective food safety management measures in place, to ensure that food is produced safely and that the health of your personnel is not put at risk. Food safety management is all about identifying how and when things could go wrong and introducing checks to stop that happening. Think about your activities, how you follow the principles of good hygiene and the checks you are using – are they effective?

FOOD SAFETY - RA, SUPERVISION, INSTRUCTION AND TRAINING

5. The Activity Commander must ensure that a suitable and sufficient risk assessment has been carried out where food and drinks are included in the programme. He/she must ensure that all personnel handling food are supervised, instructed and trained in food hygiene matters commensurate with their activities". A record of food hygiene training is to be maintained.

STORAGE, PREPARATION AND PROVISION

6. When storing, preparing and serving food, you must take the following into account:
 - a. must not provide food that is unfit for people to eat
 - b. must not cause food to be dangerous to health
 - c. must provide food that is appropriate, in terms of content or quality

- d. must not describe or present food in a way that is false or misleading

7. It is important to be able to demonstrate that a good safe method of preparation was undertaken by you to ensure food hygiene. You must be able to demonstrate that you have taken all reasonable steps (this is called a 'due diligence defence').

8. The common sense approach is to follow the manufacturer's guidance, ie. in accordance with product-specific regulations.

TEMPERATURE CONTROL

9. Temperature control of foods is a fundamental aspect of food hygiene and the following represents the main areas of attention. You must identify the following:

- a. the stages of the food chain that are subject to temperature controls
- b. the temperatures at which certain foods must be kept
- c. which foods are exempt from specific temperature controls
- d. when the temperature controls allow flexibility

10. When reheated foods must reach a minimum temperature of 82°C (180°F).

SUPERVISION

11. Supervisors must monitor the activity to ensure that appropriate procedures are being applied and any changes to the conditions of the RA are suitably addressed. Where change has been identified, the risk assessment must be amended accordingly.

POST ACTIVITY

12. After the activity has finished, all equipment must be maintained and stored in accordance with the manufacturer's instructions.

Note: Further advice and guidance may be obtained by contacting your RSA, through Wg HQ.

HS&EP Procedure 12 - Fire

INTRODUCTION

1. The RAFAC are committed to removing or reducing as far as reasonably possible the risks posed by fire to its members, volunteers, cadets and the general public. We aim to identify, through RA, any hazards that exist and remove them or minimize them as low as reasonably practicable (ALARP).
2. We aim to identify those at risk if there is a fire where personnel are operating and the dangers that this represents. We also consider who else may be at risk, such as visiting contractors, those unfamiliar with the premises and the general public etc. paying particular attention to people who may be especially at risk such as:
 - Those who operate alone and/or in isolated areas, eg. OC Sqn, store room etc;
 - People who are unfamiliar with the premises, eg. contractors and visitors
 - People with disabilities or those who may have some other reason for not being able to leave the premises quickly, e.g. elderly or parents with children;
 - Other persons in the immediate vicinity of the premises;
 - People with language difficulties.
3. It is the responsibility of the OC Sqn, to ensure that a competent person has carried out a Fire Safety Assessment of the accommodation (Fire Safety Management Plan (FSMP)). RFCA, DFRMO or the parent (or host) station fire service will normally carry out this function. If you are struggling to arrange this then please contact your RSA who will be able to assist.
4. **The OC Sqn is to ensure:**
 - a. That **Fire Orders** are up to date and on display.
 - b. That Fire Inspections are carried out.
 - c. That Fire Drills are carried out three monthly (minimum) and recorded on a Sqn **Fire Practice Register**.
 - d. That fire can be detected in a reasonable time.
 - e. That the appropriate evacuation signage (with pictogram) are displayed on escape routes.
 - f. All personnel can be warned.
 - g. Everyone in the building will be able to leave safely.
 - h. All personnel know what to do if there is a fire by providing appropriate information, i.e. Emergency Evacuation Plan, Fire Marshals, and Training.
 - i. That safety equipment is checked and maintained on a weekly/monthly basis as required.

- j. Appropriate fire fighting equipment is available.
- k. That all flammable materials are stored correctly and clearly identified.
- l. That all security devices are removed and secured in the open position on occupation of the premises.

Fire Marshals

5. The OC Squadron will always ensure that at least one person present in the premises will assume the responsibility of Fire Marshal. Without putting themselves in danger, the fire marshal is responsible for ensuring that the premises are cleared and everyone is accounted for. They will marshal cadets, volunteers, contractors and visitors to the assembly point and liaise with the fire service on arrival. They will also, as far as reasonably practicable, ensure that upper floors and adjacent properties are alerted and cleared.

FIRE PREVENTION

Housekeeping

6. In its goal to reduce or remove hazards as far as possible, the Squadron will endeavour to practice good husbandry in all activities and areas. Regularly remove all waste and combustible materials through the appropriate channels and ensure the building is tidy and escape routes remain clear of any obstructions at all times.

Storage of Dangerous Goods - COSHH

7. All dangerous products likely to start or exacerbate a fire will be identified and stored correctly at all times, unless in use, in accordance with regulations. Such items will be kept out of store for the minimum amount of time when in use and returned to the store on completion of task.

Smoking

8. Smoking to include the use of electronic cigarettes is only to be carried out in designated safe smoking areas and disposal of smoking materials only in suitable receptacles.

NB: The RAFAC Smoking Policy is to be applied in accordance with ACP 20 .

Gas Leak

9. If anyone suspects a gas leak within the premises they are to notify everyone in the vicinity to begin an evacuation.

The Fire Evacuation alarm **IS NOT** to be activated but the alarm must be raised to clear the building and:

1. Call the National Gas Emergency Number free on **0800 111 999**.
2. Open doors and windows.
3. Turn off the gas at the mains control valve. Keep people away from the area.
4. Don't turn light switches on or off, use doorbells, or any other electrical switches.
5. Don't smoke, light a match or make any other kind of flame.

Electrical

10. All electrical equipment is to be tested iaw current guidelines and sockets are not to be overloaded. Extension leads are to be for short duration use only and any coiled extension leads are to be fully unwound before use. Extender blocks are not permitted in any RAFAC premises.

BASIC EMERGENCY EVACUATION PROCEEDURE

11. In the event of a fire you must;
 - a. Sound the alarm or shout "FIRE, FIRE, FIRE"
 - b. Leave by the nearest exit
 - c. Call the emergency services on 999 or 112
 - d. Proceed to the Assembly Point
 - e. Remain at the Assembly Area until you are told it is safe to leave
 - f. Where possible encourage all evacuees to remain
 - g. Isolate the Gas and Electricity supply if safe to do so
 - h. Close doors and windows on escape if safe to do so
 - i. Prevent anyone from re-entering the building
 - j. Brief the fire officer efficiently with relevant information i.e. people trapped or COSHH stores etc.

Personal Emergency Evacuation Procedure (PEEP)

12. A PEEP is a bespoke escape plan for any individual who may not be able to reach an ultimate place of safety unaided within a satisfactory period of time in an emergency. To determine if a PEEP is required the question of "can you evacuate the building unaided, in a prompt manner during an emergency situation?" if the answer is no then a PEEP is required.

PEEPs are required for;

- a. Mobility impairments
- b. Sight impairments
- c. Hearing impairments
- d. Cognitive impairments
- e. Any other circumstance that delays escape.

Temporary PEEPs may be required for those in the later stages of pregnancy, short term injuries or temporary medical conditions i.e. broken leg, surgery, acute illness.

A copy of the PEEPS proforma can be found in Bader, Key Documents, Forms [HS&EP Form 014 PEEPS](#).

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.

PERSONAL ACTIONS

13. What you need to know;
 - 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 Risk Assessment (FRA) if one is provided in the building and understand identified hazards within it.
 - c. Know all the escape routes from the building and assembly points.
 - 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 in the event of an emergency.
 - f. Remove all security devices from exit doors on occupation of the building and secure in the open position.
 - g. Report any faults or hazards when they are identified.
 - h. On evacuation, **DO NOT** stop to collect belongings or impede the emergency services.
 - i. Be aware of the location of fire fighting equipment and know how it works and what types of fire it can be used on.

FIRE DETECTION AND WARNING SYSTEMS

Automatic Fire detection Alarm System (AFDAS) Smoke Alarms and Fire Bells

14. Alarm systems that are in place within the Sqn are required to be tested on a weekly basis to ensure continued serviceability, this should ideally be at a time that the building is occupied so all are aware of the sound of the alarm and carried out on the same day and time each week to identify that it is a test. This should be recorded on your routine check sheet.

15. AFDAS should be maintained every 6 months as per manufacturer's recommendations and records held.

16. Smoke detectors should have the batteries changed regularly or when the device beeps to identify the reduction of power. Batteries should under no circumstances be removed from devices.

FIRST AID FIRE APPLIANCES (FAFA)

Use of extinguishers (FAFA)

17. Portable FAFA are intended for use as a last resort to aid escape with the door behind you or if the fire is between you and the only exit.

18. Portable FAFA should be fixed to the wall with the handle no higher than 1m from the ground in designated areas along escape routes or where specific risks exist, ie. LPG cages. Alternatively extinguishers can be positioned on suitable stands in designated areas providing they do not cause a trip hazard along an escape route.

19. Fire Blankets should conform to BS EN 1869 and be positioned in appropriate places depending on need; they should be secured to the wall sufficiently to aid access in the event of an emergency.

20. All FAFA should be coloured red with a zone of colour which indicates the contents.

- a. Red – Water
- b. Black – CO2
- b. Cream – Foam
- d. Blue – Dry Powder
- e. Yellow – Wet Chemical
- f. Fire blanket

21. Portable FAFA should only be used on the category of fire they are suitable for, i.e. water on solid fuel (this information will be on the extinguisher body).

22. The OC Sqn should have a plan on display that identifies exits and positions of FAFA within the Sqn.

23. FAFA are required to be maintained and serviced on an annual basis iaw manufacturer's recommendation.

24. Should a FAFA be used or damaged this should be reported to the Wing and a replacement arranged.

HS&EP Procedure 13 - Personal Protective Equipment

INTRODUCTION

1. The PPE Regulations, requires PPE to protect the wearer without restricting his/her ability to carry out the task.
2. 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 RA (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.

MANUFACTURER'S RESPONSIBILITIES

3. The manufacturer is required to provide the following information:
 - a. Storage, use, cleaning, maintenance and servicing.
 - b. The level of protection provided.
 - c. The level of accessories and spares.
 - d. The expiry date of the PPE and any specific components.
 - e. The significance of any markings.

SUPERVISOR'S RESPONSIBILITIES

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

WEARER RESPONSIBILITIES

5. This legislation requires all personnel to:
 - a. Wear the PPE correctly.
 - b. Inform the supervisor if PPE is damaged or unsuitable

HS&EP Procedure 14 – Hand Tools

Hand tools provide a number of hazards (eg cutting, trapping, nipping). Where these tools are used (ie modelling classes), suitable and sufficient controls must be put into place. This requirement is SFAIRP, in that a judgement has to be made as to the hazard presented by the tools. Before commencement of activities, all participants must receive the appropriate level of training, tools must be visually inspected, and where appropriate, the content of the RA must be communicated to all concerned. The degree of risk will affect the level of inspection and supervision applied.

HS&EP Procedure 15 - Noise

Introduction

1. When reading this procedure it should be remembered that in this case, noise is referring to harmful volumes rather than low level irritating sounds. The definition of noise is any audible sound however noise becomes an issue for those that may be exposed when it reaches certain levels to be identified further on in this document.

Hazards

2. Hearing loss is usually gradual due to prolonged exposure to noise. Hearing damage can also be caused immediately by sudden, extremely loud noises. Exposure to noise can also cause tinnitus, which is a sensation of noises in the ears such as ringing or buzzing. Tinnitus may occur in combination with hearing loss.

Regulations

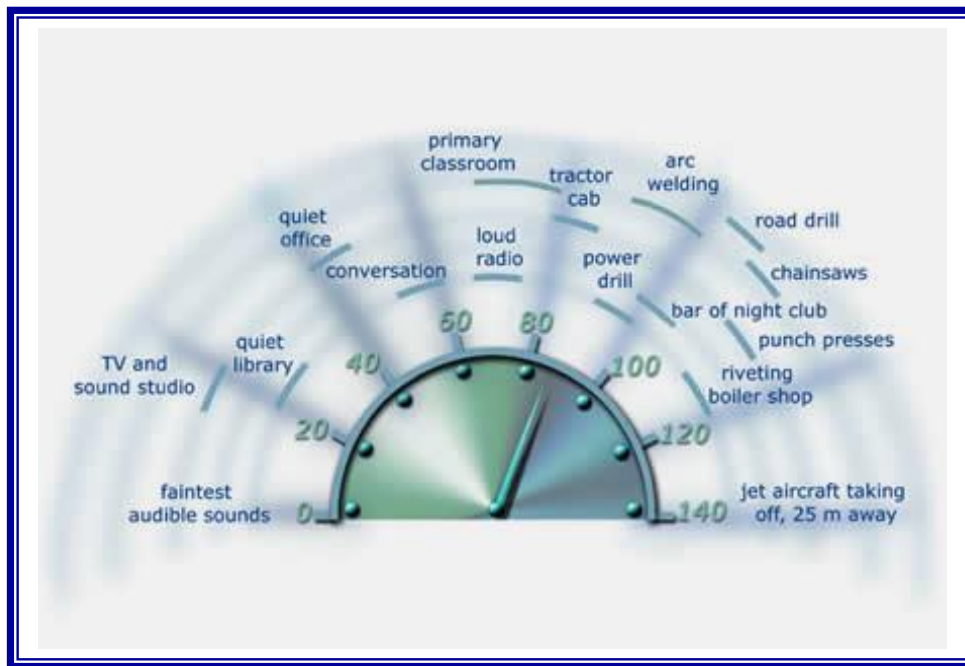
3. The applicable legislation to this procedure are the Control of Noise at Work Regulations (CNAWR) and the Control of Noise at Work (Northern Ireland) Regulations (CNAW (NI) R). These regulations require you to protect the hearing of our volunteers, Cdts and any others who may be affected. To do this you must address the noise levels of the activity to identify and implement appropriate control measures. Consideration must also be given to young persons (their hearing is more vulnerable than an adult), pregnant women and those with pre-existing conditions or family history of hearing loss.

'Hearing loss is preventable, but once your hearing has gone it will not come back.'

The health effects of noise

3. Noise can cause hearing loss that can be temporary or permanent. People often experience temporary deafness after leaving a noisy environment, eg concert, disco, listening to loud sound via headphones. Although hearing may recover within a few hours, this should not be ignored. It is a sign that if you continue to be exposed to the noise your hearing could be permanently damaged.

4. Hearing loss is usually gradual because of prolonged exposure to noise and hearing loss is not the only problem. People may develop tinnitus (ringing, whistling, buzzing or humming in the ears) a distressing condition which can lead to disturbed sleep. Noise can also be a safety hazard during RAFAC activities as it may interfere with communication making warnings more difficult to hear. To assist your understanding, some examples of typical noise levels are shown in the diagram.



Sources of noise in the RAFAC

5. The following list provides examples of potential noise sources:
 - a. Shooting (full bore and small bore rifles)
 - b. Aircraft engines
 - c. Loud music (eg through speakers, headphones)
 - d. Bands (musical instruments, amplified sounds)
 - e. Project tools (eg drilling)
 - f. Motorised vehicles (eg hovercraft, go-kart, motorcycle, car, van)
6. Permanent hearing damage can also be caused immediately by sudden, extremely loud, explosive noises, eg from weapons.

Action levels

7. The lower Exposure Action Value (EAV) is a daily or weekly average noise exposure level of 80 dB(A), or peak sound pressure of 135 dB(C). At this level you must give personnel information, training and where appropriate, provide hearing protection. The upper EAV is set at 85 dB(A) daily or weekly or 137 dB(C) peak sound. At this level you are required to take reasonably practicable measures to reduce noise exposure. The use of hearing protection is also mandatory if the noise cannot be controlled by these measures, or while controls are being planned or carried out. 87 dB(A) is the Exposure Limit Value (ELV) for daily or weekly noise exposure or 140 dB(C) for peak sound pressure.

No RAFAC personnel should be exposed to (taking hearing protection into account) noise levels of 87 dB(A) or 140 dB(C) and above.

Identifying noisy activities

8. Noise Hazard Checks (NHC) should be carried out where potential issues are identified, e.g. Band, shooting, etc. The NHC should be conducted by a person familiar with the environment and does not have to have had noise assessor training.

- a. Questions to be asked;
 - (1) Does the activity take place in a noisy environment e.g. range, airfield, large open plan area?
 - (2). Are personnel using or near noisy equipment for more than 30 mins each day in total?
 - (3) Are there any impact noises e.g. hammering, explosive sources such as detonators or guns etc.
 - (4) Is there a risk that noise levels could interfere with warning signals such as the fire alarm/bell?
- b. Listening checks to be carried out;
 - (1) Is there a need to shout to talk to someone 1m away for more than 30 minutes per day?
 - (2) Is it necessary to shout to talk to someone 2m away for more than 2 hours per day total?
 - (3) Is conversation 2m away possible but noise is intrusive for more than 6 hours per day in total? Comparable to a busy street or noisy restaurant.

9. If the answer to any of the above is yes then you may be reaching ELV/EAV, where a potential noise hazard is identified you must contact your RSA and provide full information to enable them to provide you with suitable and sufficient guidance and assist with the arrangement of the Noise Assessment and further support where appropriate.

Noise control options

10. There are many ways of reducing noise and noise exposure and often a combination of methods works best. Consider removing the noise source. If this is not possible control the noise at source. Consider redesigning the activity and reorganising duty patterns. Then implement the identified control measures and consider the following:

- a. Do you need to do this activity?
- b. Can you do it in some other quieter way?
- c. Can you replace whatever is causing the noise with something that is less noisy?
- d. Avoid loud impact noises.

- e. Reduce noise/vibration (eg introduce damping).
- f. Isolate vibrating equipment or components from their surroundings.
- g. Erect enclosures around noisy equipment to reduce the amount of noise.
- h. Use barriers and screens to block the direct path of sound.
- i. Position noise sources further away from personnel.
- j. Keep noisy equipment and activities away from quieter areas.
- k. Design the workflow to keep noisy machinery out of areas where people spend most of their time.
- l. Limit the time spent in noisy areas (by halving of the time spent in a noisy area you will reduce noise exposure by 3 dB).

Actions to take

11. Your risk assessment must address any noise hazards and will, where appropriate, contain information on the risks and control measures to be implemented. Use this information to:

- a. Tackle the immediate risk, eg by removing the noise source, increasing the distance of personnel from the noise hazard, enclosing the equipment and **as a last resort**, providing appropriate hearing protection.
- b. Identify how to control noise, ie how reduction could be achieved and what is reasonably practicable.
- c. Establish priorities for action and a timetable, eg, consider where there could be immediate benefits, what changes may need to be phased in over a longer period of time and the number of personnel exposed to the noise in each case.
- d. Assign responsibilities, ie to personnel who are to deliver the various parts of the plan.
- e. Ensure noise control procedures are carried out.
- f. Monitor the activity to ensure all controls are effective.

12. Where required, ensure that:

- a. Suitable and sufficient hearing protection is provided.
- b. Supervisors brief all personnel and ensure appropriate hearing protection is fitted and used correctly.
- c. All other controls are properly used.

- d. You provide information, training and supervision in accordance with the risk assessment.
- e. Procedures and risk assessment are reviewed to identify any changes affecting noise exposures.

Check that your procedures are working.

HS&EP Procedure 16 – Communicable Disease

INTRODUCTION

1. Where a Communicable Disease has been diagnosed, or is suspected, the RSA and RAFAC Safety Centre must be notified.
2. Initially, a telephone 'hot report' will be appropriate with any relevant documentation to follow.

Note: Further advice and guidance may be obtained by contacting your RSA, through Wg HQ.

HS&EP Procedure 17 – Lone Operating

Introduction

1. When an RAFAC member operates alone, a number of hazards may be present and some hazards designated as 'insignificant' may, by the introduction of the lone operating, become 'significant' hazards. This must be included in the RA.

Example

2. Administration is a normally low risk activity. However, should an RAFAC member visit the Sqn Office, eg to carry out some work out of normal Sqn hours, the potential of an accident with normally a low risk outcome may become significant. Falling and becoming unconscious is serious enough but with the addition of being alone, ie with no one on hand to provide first aid and summon medical assistance the situation may become rapidly worse.

Control measures

3. A number of examples, though not exhaustive, of control measures that may be included are, as follows:

- a. designate the person to be notified of activity stop/start.
- b. lone operator to have access to a landline or mobile telephone.
- c. 'phone in' of activity start/stop – by lone operator.
- d. local response procedure when notification is overdue.

Required actions

4. Where 'lone operating' is carried out, OC Sqn must ensure that:
 - a. the 'lone' aspect of the activity is necessary.
 - b. the 'lone' aspect has been addressed in the RA.
 - c. all personnel concerned have been briefed on the RA content.
 - d. identified control measures are implemented and tested periodically.

Note: Further advice and guidance may be obtained by contacting your RSA, through Wg HQ.

HS&EP Procedure 18 - Asbestos

INTRODUCTION

1. Asbestos may be found in three forms, Crysotile, Amosite, Croseydolite. Where undisturbed and identified the material presents no hazard. 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 3000 people a year, with this figure expected to rise,

IDENTIFICATION

2. The identification of asbestos within an RAFAC building and survey if required, is the responsibility of the RFCA or Host Unit. Where asbestos has been found, each location must be identified with an appropriate label (this will be actioned by the RFCA or Host Unit) and the OC Sqn informed. OC Sqn is to keep a record in the HS&EP file and make the information available on request. This documentation should be used when briefing staff, cadets and volunteers.

ACTIONS

3. 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/Host Unit informed as a matter of urgency (also HQ RAFAC and your RSA, with as much detail as available). **The building must not be re-entered until the all clear has been given by a competent person.**

HS&EP Procedure 19 - Display Screen Equipment (DSE)

INTRODUCTION

1. The DSE Regulations require a workstation assessment. Due to the low frequency and duration of Sqn computer use, it is not expected that cadets and adult staff will be designated as DSE users. Although not a legal requirement, it would be in line with the forward thinking attitude of this organisation to assess all workstations used by cadets, as this will provide those involved with a knowledge which may be used out with the organisation (eg at home and in employment).

2. There are a number of possible effects upon the health of people using workstations, for example:

- a. **Bodily fatigue** – caused by bad design, selection and installation of display screen equipment and inadequate design of the workplace.
- b. **Upper limb pains and discomfort** – sitting in fixed positions for long periods, or awkward, rapid or repetitive movements of the head, body or arms can cause pains or discomfort in the neck, shoulders or arms.
- c. **Eye and eyesight effects** – symptoms such as impaired visual performance, red or sore eyes and headaches may be caused by:
 - (1) Staying in the same position and concentrating for a long time.
 - (2) Poor positioning of the display screen equipment.
 - (3) Poor legibility of the screen or source documents.
 - (4) Poor lighting, including glare and reflections.
 - (5) A drifting, flickering or jittering image on screen.
- d. **Fatigue** – can be minimised by careful design, selection and positioning of display screen equipment. Good layout of the workplace, with the appropriate training with breaks away from the screen.

3. The following points are provided for consideration by RAFAC personnel when observing a work station layout:

- a. **Screen** – readable and stable image, adjustable, glare free.
- b. **Keyboard** – usable, adjustable, key tops legible.
- c. **Work Surface** – flexible arrangement, spacious glare free, document holder.
- d. **Work Chair** – adjustable plus foot rest.
- e. **Leg Room and Clearances** – should enable changes of posture.

- f. **Lighting** – provision of adequate contrast, no direct or indirect glare or reflections.
- g. **Noise** – distracting noise minimised.
- h. **Heat** – no excessive heat with adequate humidity
- i. **Software** – appropriate to the task and adapted to user capabilities.

HS&EP Procedure 20 - Environment

INTRODUCTION

1. The balance of our environment is being challenged through emissions to air and discharges to land and water. As a government organisation the RAFAC is obligated by the SofS for Defence to apply protective measures where appropriate. Furthermore, the application of a few simple measures may also save money. Issues affecting the environment of our planet are as follows:

- a. Water pollution.
- b. Air pollution.
- c. Ground contamination.
- d. The rate at which we are using up limited natural resources.
- e. The growing amount of waste.
- f. Thinning of the ozone layer.
- g. Global warming.

2. Power stations and other industry, cars and other vehicles all produce harmful gases such as sulphur dioxide, nitrogen oxides and hydrocarbons. If concentrations of these gases build up they can cause damage or may even be a health risk. Some substances dissolve in water vapour and fall to earth as 'acid rain,' damaging plants, animals and buildings whereas others cause summer or wintertime smog.

3. Burning fossil fuels such as coal, gas and oil to make electricity, fumes from vehicles and industrial processes, produce carbon dioxide and other greenhouse gases. Some of these gases are building up in the atmosphere trapping more of the sun's heat than before. As a result the world we live in may get warmer, leading to changes to climate and risks of drought and flooding. This is why the MOD requires us to reduce CO2 emissions through energy management.

4. You may think that one person or organisation acting alone cannot do much, but if we all act as best we can the overall impact will have a positive effect. Conversely, if we do not act responsibly these issues will definitely get worse.

5. Although the RAFAC is not classed as a large concern we may hold a potential for environmental harm. Spillage of pollutants occurs throughout the country and on many occasions damages wildlife habitats, kills fish and destroys the invertebrate life on which fish and many other animals feed.

6. The level of today's fines reflects this change in attitudes. Magistrates Courts have, for some time, been able to impose fines of up to £20,000 for

pollution offences and if a case goes to the Crown Court there is no limit to the fine. The polluter also has to meet the costs incurred by the Environment Agency in bringing the case to court - in short, *'the polluter pays!'*

7. Taking a global view, tropical and other forests are disappearing, land is being badly cultivated, many species of animals and plants are being lost and deserts are spreading. Coal, oil and gas are being used up and increased consumption generates more waste that in turn causes further disposal problems. We therefore need to manage our natural resources better and create less waste.

Waste

8. Waste is defined as that which is no longer needed but someone somewhere may be able to use it, ie 'one person's waste is another person's resource'. We need to ask the following questions. Do I need so much, do I need so many, what is the shelf life and how much do I throw away?

9. Recycling reduces the waste of raw materials and less energy is needed to produce new goods. For example, we can recycle paper/cardboard, aluminium/steel cans, furniture, toner cartridges, glass, cooking oil and waste metal. Simply use the correct bins and disposal sites.

10. The hierarchy of environmental controls are as follows:

- a. **Elimination** - do we need to use this at all?
- b. **Reduction** - do you need to use so much?
- c. **Re-use** – don't use and throw away - where possible use again.
- d. **Recycle** – composting is a good example of recycling.
- e. **Responsible disposal** – ensure that all waste is disposed of in accordance with the manufacturers guidance and enforcement authority requirements.

11. Carbon dioxide emissions, are contributing towards an increased volume of greenhouse gasses in the atmosphere. These in turn are increasing global warming, which is having an impact upon the planet's life forms (of which we are one). There are a few simple actions we may take which will assist. We can reduce the demand for power, which in itself creates pollution. The act of turning off electric lights and heaters which are not in use will reduce demand on power stations and in turn reduce the emission of carbon dioxide and other harmful substances into the atmosphere.

12. Another way of protecting the environment is to consider car sharing, eg do you car share or do you drive to your Sqn on your own? By car sharing you can save fuel, save money and by reducing emission, help save the environment.

13. Water consumption is increasing annually and in some parts of the country, droughts are becoming more frequent. Conservation measures should include turning off water taps when not in use, reporting dripping taps and filling the basin instead of washing under running water.

14. Good housekeeping and the application of current fire regulations should prohibit the build up of rubbish and where identified lead to its removal. These items must be disposed of responsibly in accordance with environmental legislation.

Controls

15. Hazardous substances must be stored iaw RAFAC procedures and the RA produced in conjunction with the RSA. Where a spillage occurs, appropriate control measures, including disposal of waste material, must be carried out iaw the RA.

Waste collection

16. Where a formation is finding difficulty regarding the collection of waste the OC Sqn must communicate the details to their Wg HQ and RSA. Wg HQ will notify the HQ RAFAC Branch for guidance and appropriate action.

16. If you have any questions regarding the RAFAC approach to Environmental Protection, contact your RSA for guidance.

HS&EP Procedure 21 - Waste Management

INTRODUCTION

1. The management of waste is an ever growing aspect of daily life, supported by a legal obligation to waste producers. Waste is legally defined as:

"any substance or object...which the producer or the person in possession of it discards or intends or is required to discard."

POLICY

2. MOD policy is to protect the environment and manage waste in a responsible manner. In accordance with enforcement authority requirements and the Secretary of State (SofS) for Defence instruction, where appropriate, the following actions are to be implemented by all RAFAC formations (including overseas sqns).

ADVICE AND GUIDANCE

3. Under normal circumstances, waste generated by RAFAC formations will equate to that of a household. If in any doubt, contact your RSA who will provide appropriate advice and guidance. Sqns located on MOD property should contact the Station/Unit Environment Protection Officer (EPO).

TYPES OF WASTE

4. Waste is anything that falls outside the hierarchy and is of no further use, eg electronic equipment, floor sweepings, bin waste, garden waste, packaging, paper, liquids, solids, wood.

HIERARCHY FOR THE MANAGEMENT OF WASTE

5. The best way to manage waste is to ask these questions:

- a. **Avoid** - can I avoid creating the waste, e.g. use another method/material/substance?
- b. **Re-use** - can the material/substance be re-used, e.g. electronic goods – think about this when purchasing?
- c. **Recycle** - can the material be re-cycled, e.g. composting of grass cuttings?

DISPOSAL

6. All waste must be disposed of in accordance with RAFAC policy and should be addressed in the appropriate risk assessment.

WASTE LEFT FOR COLLECTION

7. Waste left for collection outside premises should be in containers that are strong and secure enough to resist not only wind and rain but also animal disturbance, especially for food waste. All containers left outside for collection will therefore need to be secured or sealed. For example, drums with lids, bags tied up, skips covered. To minimise the risks, do not leave waste outside for collection longer than is necessary. Only put out waste for waste for collection on or near the advertised collection times.

SUPERVISION

12. Supervisors must monitor the activity to ensure that any changes are suitably addressed. Where change has been identified, appropriate action must be taken.

Note: The HS&EP awareness/refresher training CD-ROM (held by all RAFAC formations) will provide a fundamental understanding of these issues. Further advice and guidance may be obtained by contacting your RSA, through Wg HQ.

HS&EP Procedure 22 - First Aid

INTRODUCTION

1. The minimum level of first-aid equipment for each Sqn is a suitably stocked and properly identified first-aid container. Where outdoor activities are planned mobile first-aid kits should be carried. The content of a first-aid kit must be compatible with the risk, for example, the Sqn 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.

FIRST AIDER

2. 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).

TRAINING

3. Air Cadet Training Order [ACTO No 8](#) First Aid Training provides appropriate policy and guidance on this topic.

RECORD KEEPING

4. An accident record register must be kept to record any incidents involving injuries or illness, which have occurred during RAFAC activities. The accident recording proforma ([HS&EP Form 005](#)) should be reproduced and placed in a folder within the Sqn HS&EP 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.

HS&EP Procedure 23 - Accident Investigation

INTRODUCTION

1. The investigation of accidents and near misses is a mandatory part of RAFAC policy, as this activity can provide information that may prevent a similar occurrence. A study of minor accidents and near misses can often reveal a major hazard. Consequently, information must be gathered for evaluation, as soon after the accident as possible. Near miss investigation is even more important, as this event has not resulted in harm and as such, the resultant investigation may identify a weakness and prevent a more serious occurrence.

Note: The objective of an accident/incident investigation is to establish the facts, identify the cause(s) and make recommendations to prevent further occurrence.

NB: When **any** doubt as to who should conduct an accident investigation exists, the advice of the appropriate RSA is to be sought as a matter of urgency.

2. This procedure should be read in conjunction with [ACTO 40B](#) for accidents involving live or blank ammunition, pyrotechnics or weapons.

Note: The Accident Reporting proforma in ACP 20B, ACAI 202 has been superseded. **Accidents must be reported IAW RAFAC procedures contained in ACP 5.**

ACCIDENT CAUSES

3. Accidents may be caused by one or more of the following:

- a. **Design faults** - equipment, substances, safe system of training
- b. **Mechanical breakdown** – a lack of maintenance, misuse
- c. **Personal failure** – lack of knowledge, lack of information, lack of ability
- d. **Management failure** – Negligence, lack of supervision

4. Not all accidents may need to be investigated in depth. However, the determining factors as to whether an accident requires investigating are as follows:

- a. **Type** of accident (e.g. fall from a height, equipment, failure of a building structure).
- b. **Form and severity** of the injury OR the potential for severe injury and/or damage to property.
- c. Whether the accident indicates the continuation of a particular **trend**.

- d. Extent of involvement of **articles and substances** (used during activities).
- e. The possibility of a breach of the law.
- f. Whether the accident is **reportable** by law to the enforcing authorities (HSE)

INVESTIGATION - GUIDANCE

- 5. The accident investigation must establish the root cause(s) of an event or events that have resulted in an accident. It is not the function of the investigation or inquiry to apportion blame or to recommend disciplinary action **and this must be clearly communicated to all concerned.**
- 6. The investigation should aim to:
 - a. Discover the facts associated with the accident.
 - b. Ensure the causes are properly established.
 - c. Prevent recurrence or similar accidents, or make recommendations to achieve this.
 - d. Ensure that any legal reporting/notification requirements are met.

LEVELS AND TYPES OF INVESTIGATION

- 7. We have inserted this table to assist the Sqn Cdr by reducing the paper burden. Should a low severity accident occur, the Sqn Cdr (or his/her representative) **must complete and send only the [MOD Form 492](#), accompanied by any RA.** We will use the Injured Person/Witness Statement ([HS&EP Form 006](#)) for medium and high severity accident investigations (requiring a RIDDOR) where a higher level of investigation will be required. Although it may seem nugatory to report low severity accidents and illness, this is a requirement of our insurers and also forms an important part of our analysis exercise.

ACCIDENT INVESTIGATION GUIDE

SEVERITY	EXAMPLE	INVESTIGATOR APPOINTED BY & OUTCOME	REMARKS
LOW	FIRST AID TREATMENT (eg cut, bruise etc)	OC Sqn F492 ONLY	Also if taken to doctor for assessment and no serious injury diagnosed.
MEDIUM	MEDICAL TREATMENT (as opposed to precautionary medical attention)	Individual or Investigation Board, convened by Rgnl Cmdt or OC Wg. (Use HS&EP Form 006)	Investigating officer must be competent (either an RSA, SAA, or have been approved by CESO (RAFAC)).
HIGH	SERIOUS INJURY to RAFAC member(s) (or holding a potential for serious injury).	HQAC Safety Centre formal Investigation or Internally convened Board led by HQAC Safety Centre. (Use HS&EP Form 006)	As directed by Cmdt RAFAC, Rgnl Cmdt or OC Wg through CESO (RAFAC).

Note: [Terms of Reference for Accident Investigation Officers](#) for the investigation of an accident are in Bader, Key Documents, ToRs.

8. The type of investigation or inquiry required is dependent on either the severity, or potential severity of the accident. Minor accidents are to be investigated by local personnel, whereas more significant accidents may involve external personnel acting on the instruction of the Rgnl Comdt or OC Wg. Significant accidents (or near misses) may require a Board of Enquiry that will be carried out on the instruction of the Comdt RAFAC.

9. In view of the RAFAC's duty of care towards cadets and staff, any injury where the individual has been given medical treatment immediately at the scene, or taken DIRECTLY for medical treatment (eg. hospital, or doctor) thereby requiring RIDDOR action, is to be treated as **Serious** until confirmed otherwise by a qualified medical practitioner.

NB: All armament accidents and incidents are to be reported to TG 5 HQ RAFAC, in accordance with [ACTO 40B](#).

COMPETENCE AND PROCESS

10. Competence is a fundamental requirement of any safety management system and this includes the investigation of an accident. For low severity accidents, the Sqn Cdr, or a member of Sqn staff, may conduct the investigation. Because of the nature of this type of accident, only the F492 need be completed.

11. Medium and high severity accidents are to be investigated by competent personnel, either a Regional Safety Adviser or RAFAC personnel authorised by CESO (RAFAC). Where a volunteer holds professional HS&EP qualifications and is tasked to carry out these duties, copies of his/her documentation, along with a

short description of his/her experience of accident investigation, must be sent to the Safety Centre, HQ RAFAC for validation and approval.

INVESTIGATION TECHNIQUE

12. The following procedure should be followed when investigating an accident:

- a. Take control of the scene.
- b. Ensure that accident site has been made safe (eg. isolation of electrical supply, turn off water, gas etc).
- c. Deal with any casualty - first aid, removal to hospital or home or to another place within the workplace depending on the type of severity of any injury.
- d. Identify sources of evidence at the scene.
- e. Establish the facts as quickly and completely as possible about:
 - (1) General environment.
 - (2) Particular activity, practice or system of training involved.
 - (3) Sequence of events leading to the accident.
- f. Decide who should be notified.
- g. If available, use an instant, digital or video camera to photograph the accident scene.
- h. Make sketches and take measurements with a view to producing a scale drawing of the accident scene.
- i. List the names of all witnesses.

13. Interview witnesses thoroughly, in the presence of a third party if necessary, and take full statements.

- a. Interview on site if possible.
- b. Put person at ease.
- c. Get individuals version.
- d. Ask questions at the right time.
- e. Do not prompt or lead the witnesses.
- f. Check your understanding by feeding back to witness.

- g. Quickly record, in writing, critical information (where possible get the person to write, sign and date their own statement).
- h. End interview on a positive note.
- i. Keep lines of communication open (provide contact information).

EXTERNAL INQUIRY

14. In certain circumstances such as death, serious injury, unusual circumstances, an accident trend or a significant near miss, an external investigation may be convened. Authority will be given at the appropriate level eg Comdt RAFAC, COS RAFAC on behalf of Comdt RAFAC, Rgnl Comdt, OC Wg or Sqn Cdr in accordance with "Procedure 15 – Accident Investigation."

15. Enforcement authorities such as the HSE and Police have a legal right to visit and investigate independently. Should this occur, HQ RAFAC Safety Centre must be notified at the earliest opportunity and all reasonable support given to the inspectors/officers concerned.

CONCLUSION

16. Remember that your objective is to prevent a similar accident recurring. Evaluate the facts, and individual witnesses' versions of the same event (as to accuracy, reliability and relevance). Try to arrive at conclusions as to the *cause* of the accident on the basis of the relevant facts. Examine closely any contradictory evidence. Never dismiss a fact that does not fit in with the rest - ***Try to find out more!***

17. Learn fully about the activity involved. Consider the personnel involved in terms of their ages, training, experience and level of supervision. In certain cases, it may be necessary for equipment to be examined by a specialist. Produce a report for the officer commanding, emphasising the causes and remedies to prevent a recurrence, including any changes necessary. Certain Accidents and Incidents will require an independent board of inquiry to be set up. Further advice may also be obtained through the command chain. If you are unsure – obtain help from your RSA and/or activity specialist, through the chain of command.

Note: The HS&EP awareness/refresher training CD-ROM (held by all RAFAC formations) will provide a fundamental understanding of these issues. Further advice and guidance may be obtained by contacting your RSA, through Wg HQ.

HS&EP Procedure 24 - Accident Reporting

INTRODUCTION

1. There are a number of definitions of an accident one of which is as follows:

“An accident is an unplanned event or act resulting in an injury or death to persons or damage to property”

2. The Management of Health & Safety at Work Regulations places a general duty to adequately investigate the immediate and underlying causes of accidents and incidents to ensure that remedial action is taken, lessons are learned and longer term objectives introduced. Accident reporting is an invaluable assistance towards the identification and rectification of HS&EP weakness within our organisation.

CONTEXT

3. This procedure is written in the context of the squadron and should be viewed in conjunction with ACP 20, ACTO 40 (in the case of accidents involving ammunition, pyrotechnics or weapons). It applies equally to an event sponsored by a Wg, Rgn or HQ RAFAC. A copy of the MOD Accident Reporting proforma can be found in Bader, Key Documents, Forms ([MOD Form 492](#)) and Annex D provides a simple flow chart showing the steps to be taken following an accident. Sqns are to send repeat accident reporting documentation to their Wg HQ until a confirmation receipt has been returned. This also applies where controlling formation is managed by a higher authority, eg send to RHQ and/or HQ RAFAC.

WHO IS TO REPORT AN ACCIDENT?

4. The controlling authority of the activity – be it a Sqn, Wg, Rgn, HQ RAFAC, or an external activity provider, holds the duty to carry out accident and RIDDOR reporting action. RIDDOR reporting will normally be carried out by Wg HQ personnel. However, care must be taken to ensure that accidents are not dual reported - eg should an accident occur during a regionally controlled activity, there exists a potential for the Rgn, Wg, Sqn and training provider concerned to raise a RIDDOR report. To avoid this, a decision must be made *and clearly understood by all concerned* as to who will carry out this action and take the lead in the investigation.
5. In all cases, a copy of the accident report and any associated documentation, eg RA, RIDDOR report, must be copied to HQ RAFAC Safety Centre and the appropriate RSA as soon as possible.
6. Where an accident is reported by an external provider (eg RAF station or private organisation), a copy of the resultant accident report (and RIDDOR if appropriate) must be obtained by the RAFAC person in charge of the injured party and sent to the offices shown on the flow diagram at Annex D. If the station or organisation fails to provide the requested documentation, the appropriate RSA

must be informed at the earliest opportunity, with full details, to enable him/her to make enquiry.

7. Where an accident occurs during an RAFAC controlled event on the premises of a provider organisation, the RAFAC accident report (and RIDDOR if appropriate) should be copied to the organisation's HS&EP Office.

8. Where an accident occurs during a specialised activity, eg RIAT, airshows, the accident must be reported in accordance with the procedures agreed prior, by the appropriate RSA.

HOW IT SHOULD BE DONE

9. Whenever an RAFAC related accident occurs, the following reporting actions must be carried out (see flow chart at Annex D):

- a. Insert details in the appropriate accident record (ie Sqn, Wg, Rgn, HQ RAFAC).
- b. Where RIDDOR applies, the appropriate Headquarters (normally the Wg HQ) must be informed (10 working days to report to HSE).
- c. [MOD Form 492](#) must be completed and forwarded **with copies of all related risk assessments** through the appropriate wing HQ to the HQ RAFAC Safety Centre Administration Office and also the appropriate RSA (documentation to HQ RAFAC within 10 working days of accident. Where a serious accident occurs, the appropriate RSA and HQ RAFAC Safety Centre must be notified by telephone as soon as possible, giving appropriate up to date information).

NB: This documentation may be required as evidence during any future investigation or audit.

NOTE

The RSAs & Safety Centre are available to provide advice and guidance. However, accurate advice can only be given when the sponsor has provided the complete facts and as early as reasonably possible.

REVIEW OF RA

10. After an accident, all applicable RAs must be reviewed against the circumstances involved to ensure that any unforeseen hazards are identified and controls implemented. Should further control measures be required, the RA must be updated accordingly and all appropriate personnel informed.

TIMESCALE

11. To enable HQ RAFAC Safety Centre personnel to provide support, it is essential that all documentation be forwarded to HQ RAFAC as soon as reasonably possible after the event. **In the case of serious injury or death, an initial telephone notification will be appropriate** (followed with more information as it becomes available). Where a RIDDOR Report is required, that report must be sent to the HSE within 10 working days.

SUPPORT

12. The chain of command is the normal method for the receipt of information. However, RAFAC Safety Centre personnel and the appropriate RSAs for the regions concerned are available for the provision of professional HS&EP advice and guidance. Where serious injury has occurred, the appropriate RSA must be informed and as soon as is reasonably possible – normally via Rgnl or Wg HQ. This action will enable the RSA to provide those involved with professional HS&EP assistance in accordance with RAFAC HS&EP policy.

13. When assistance is requested, **all** information appropriate to the accident must be declared to the appropriate RSA & Safety Centre personnel. This is a fundamental provision, which will enable him/her to understand the situation and provide an informed response.

Note: The HS&EP awareness/refresher training CD-ROM (held by all RAFAC formations) will provide a fundamental understanding of these issues. Further advice and guidance may be obtained by contacting your RSA, through Wg HQ.

“IT’S ALL ABOUT PREVENTION”

HS&EP Procedure 25 – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

INTRODUCTION

NB: Personnel authorised to carry out RIDDOR duties must obtain the guidance of a RSA RAFAC prior to communicating to the HSE.

1. The standard of duty for accident reporting is the same for all members of the RAFAC and visitors. Under normal circumstances, accidents are to be investigated by a person appointed by the officer commanding. The Health & Safety Executive (HSE) views the RAFAC under Section 3 of the Health & Safety at Work etc Act 1974 (HASWA) and for reporting purposes RAFAC personnel will be regarded as “**Members of the Public**”.

2. Where a more serious case is identified, a notification to the HSE may be required iaw RIDDOR. This procedure should be read in conjunction with [AP 1919, Para 6](#).

Note: RIDDOR notification to the HSE is in addition to the RAFAC accident investigation and reporting procedure. Should an HSE Inspector pursue a RIDDOR notification, the RAFAC accident investigation and report will most certainly be requested.

RIDDOR REPORTABLE

3. Where a member of the RAFAC, a visitor or a member of the public has been injured, an important deciding factor as to whether (or not) a RIDDOR report is raised is, ‘*has the person been given medical treatment immediately at the scene, or taken DIRECTLY for medical treatment (eg hospital, or doctor)*’. In that case, a RIDDOR report must be actioned.

4. Medical treatment does not include first aid; however para-medical assistance is viewed as medical assistance.

5. In certain circumstances road traffic accident and violence are not reportable under RIDDOR. The RSA will provide guidance in these circumstances.

RIDDOR REPORTING

NB: Personnel authorised to carry out RIDDOR duties must obtain the guidance of a RSA RAFAC prior to communicating to the HSE.

6. The Sqn Cdr or Activity Commander concerned is responsible for communicating full information to the higher formation (Wg/Regn) to identify the requirement for RIDDOR reporting. Before reporting, the advice of an RSA must be obtained. The Wg HQ, will carry out reporting action iaw Para 9 below and copy the report to HQ RAFAC by email.

Note: RIDDOR – HSE Northern Ireland

A. Sqn's visiting Northern Ireland are to contact to the WExO Northern Ireland who will act as the focal point as there is a different reporting chain in Northern Ireland. WExO Northern Ireland will furnish the appropriate Wing HQ and the RSA RAFAC with a copy of the report. The HSE require that RIDDOR actions must be implemented within 10 working days of the accident (or in the case of disease, within 10 working days of diagnosis).

B. Northern Ireland (HSENI) link:
<http://www.hseni.gov.uk/contact-us/report-an-incident.htm>

7. Advice on reporting may be obtained through the chain of command. Where an activity is being provided by a non-RAFAC organisation, that organisation will be the 'Duty Holder' for RIDDOR reporting and **a copy of the RIDDOR and appropriate documentation must be obtained by the RAFAC formation and sent to the HQ RAFAC Safety Centre, copied to the appropriate RSA RAFAC.**

8. An example of a reportable disease is dermatitis. To be identified as RIDDOR reportable the disease must have been contracted through an RAFAC activity.

ON-LINE RIDDOR REPORTING

9. The HSE, on-line reporting system may be accessed through the links provided at www.hse.gov.uk.

10. Under normal circumstances the injury and disease sections will be utilised and to assist, examples of the correct information regarding the RAFAC to be communicated to the HSE are given in examples of the [HSE F2508 – Report of An Injury](#) and [HSE F2508A – Report of a Disease](#).

11. The appropriate RSA RAFAC will provide guidance, especially where circumstances require a specific report, eg Dangerous Occurrence, Flammable Gas Incident etc – holding specific requirements.

12. The relevant Wg HQ, or where appropriate, the controlling formation (eg. RHQ or HQ RAFAC) is to carry out RIDDOR reporting online at – www.hse.gov.uk.

For fatal or major injuries only, duty holders must contact the JCCC (see Quick Reference Guide).

13. Copies of the RIDDOR must be sent to the HQ RAFAC Safety Centre and the appropriate RSA. The Wg HQ should retain a copy for inspection, eg. HSE inspectors/investigation, auditors, MOD and external bodies. The onus rests with the sender to keep a record iaw RAFAC guidance and to ensure that the information is accurate.

SPORTING INJURIES

14. The following guidance is provided to assist with the decision making process for RIDDOR reporting and should be applied on a case-by-case basis.

- a. **Control** – were the control measures suitable and sufficient for the activity concerned, ie did poor control of the activity contribute towards the accident?
- b. **Playing surface** – was the playing surface in a satisfactory condition, taking account of the activity, ie did the playing surface introduce any contributory factors to the accident – eg poorly maintained or uneven surface?
- c. **Equipment** – did the equipment, in use at the time, contribute towards the accident, ie was the equipment appropriate to the activity and was it maintained to the appropriate standard?

NB: A RIDDOR report is not required for sporting accidents unless one or more of 14a, 14b or 14c are contributory factors.

15. Where any one or more of these tests have contributed to the accident, RIDDOR action must be initiated. **Conversely, where none of these tests has been a contributory factor towards the accident a RIDDOR report is NOT required.** The appropriate RSA will provide professional assistance upon request.

INSECT BITES AND STINGS

16. Insect bites and stings that occur in the open are not viewed to be controllable and should not be reported. Where bites/stings occur indoors RIDDOR duties apply and the incident must be reported iaw guidance.

17. This does not negate the requirement to brief and protect RAFAC personnel from potential insect and plant contact iaw the risk assessment process. In the event of a bite or sting the [F492](#), RAFAC accident reporting procedure is still required.

HS&EP Procedure 26 - Health & Safety Inspection - Certification

1. *'Without the following key elements in place, a Safety Management System (SMS) is rudderless – the converse is also true!'*

This procedure will provide recognition to formations that have demonstrated the basic requirements of the RAFAC, SMS. Any formation falling short of achieving at least a bronze star must take immediate steps to recover the situation through liaison with the appropriate RSA and Wg HQ.

2. The following outcomes may be achieved:

- a. **GOLD STAR** - positive and pro-active attitude towards H&S duties.
- b. **SILVER STAR** - fundamental H&S duties addressed and correct.
- c. **BRONZE STAR** - fundamentals of H&S duties addressed.
- d. **NO RATING** - significant failure of H&S duties requiring urgent attention.

3. During inspections, each RSA will implement this procedure designed to recognise and certify the level of H&S presented. The adviser will identify areas of strength and also highlight any weakness found. At the end of the inspection, the RSA will, as well as the usual documentation and guidance, present the Sqn with a certificate appropriate to the outcome.

4. The outcome level (star rating) will be determined as follows:

- a. Responses to the 'questions grid.'
 - (1) Bronze Star will require positive insertions to all of the Bronze Star questions to be compliant.
 - (2) Silver Star will require positive insertions to all of the Bronze and Silver Star questions to be compliant.
 - (3) Gold stars will require positive insertions to all of the Bronze, Silver and Gold star questions to be compliant. A H&S initiative must also be demonstrated, eg Senior Cadets, suitably briefed to carry out monthly Sqn H&S Inspection or innovative awareness training - Cadet ELA.
- b. Where an item is not held (and is NOT an RAFAC requirement) the adviser will accept this as compliance.
- c. A significant negative observation will negate an award (at all levels) until the issue has been resolved to the satisfaction of the RSA.

5. Visits will be carried out iaw with the Safety Centre Programme (approximately each Sqn every 3 years) and where a gold star has been achieved an extra year will be added, ie a 4 year visit period. Visits outside of the programme may also be arranged upon request, adviser requirements and post HS&EP inspection revisits where appropriate

CHIEF ENVIRONMENT & SAFETY OFFICER RAFAC SQUADRON HEALTH AND SAFETY RECOGNITION

QUESTIONS GRID SQN H&S INSPECTION						
Item No	PERFORMANCE INDICATOR	EXAMPLES OF EVIDENCE	BRONZE STAR	SILVER STAR	GOLD STAR	OUTCOME NOTES (Adviser only)
1	VISITOR BRIEF	H&S information to visitor.	Briefing given	Briefing to suitable & sufficient level	Recorded, eg visitor signed in.	
2	ARRANGEMENTS STATEMENT	Arrangements Statement.	Arr. State. held	Appropriately displayed	Signed & dated (in date)	
3	BUILDING & SURROUNDS RA	Building & Surrounds RA	B&S RA Held	Appropriately displayed	Signed & dated (in date)	
4	HS&EP MANUAL (ACP 5)	HS&EP Manual (ACP 5)	Access – via BADER/ hard copy where appropriate.	Access/ availability (to personnel)	Pro-active promulgation (to personnel)	
5	HS&EP AWARENESS/ REFRESHER TRAINING	HS&EP CD-ROM – present-used-recorded?	Held & viewed by appropriate personnel	Viewings recorded appropriately	Reviewed (2 yearly) by appropriate personnel	
6	RISK ASSESSMENT	Sqn held RA	RA held for significant hazards	RA signed/dated & appropriate	RA promulgated appropriately	
7	RISK ASSESSOR (RAr)	RAr accessibility	RA to suitable & sufficient standard	Access to RAr (may be from another Sqn)	Sqn personnel RAr trained (BRONZE minimum)	
8	FIRE FIGHTING EQUIPMENT (FFE)	Types of FFE held, appropriate, maintained	FFE present	FFE appropriate to needs	FFE maintained appropriately	
9	FIRE DRILL	Evacuation procedures	Drills carried out	Records in date.	Satisfactory Drill demonstrated	
10	ELECTRICAL SAFETY	PAT Testing of electrical equipment.	Appliances PAT tested	PAT tests in date	Records maintained appropriately	

11	FLAMMABLE SUBSTANCES	Flammable Substances (when held).	Held iaw ACP 5	Storage iaw ACP 5	RA appropriate	
12	H&S RECORDS	eg, Asbestos, Inspection, RF&C, DFRMO, Adviser	Held appropriately, eg Filed	Access/availability, (eg easily found?)	Promulgation, ie visible to appropriate personnel	
13	ACCIDENTS	Accident Record & F492 reporting	Accident recorded appropriately	F492 actioned appropriately	Remedial actions appropriate	

Note: Where an item is not held (unless holding is mandatory, eg flammable substances), an automatic positive will be inserted for bronze, silver and gold.

HS&EP Procedure 27 - Work Equipment Authorisation & Minor Ground Maintenance Undertaken On a Self-Help Basis

Work Equipment

1. All RAFAC personnel are reminded that under normal circumstances, only hand tools are authorised for use by cadets. Powered equipment, eg band saw, welding equipment, pillar drills and similar equipment are not authorised and should not be stored in RAFAC accommodation. In certain circumstances, where a clear need can be demonstrated (the RSA must be included in the decision making process) the Rgnl Comdt may grant authority to proceed. Authority will be granted on a case-by-case basis and will be specific to the equipment and the activity described. Where authority to proceed has been obtained, the RSA will assist in carrying out a suitable and sufficient risk assessment.

Ground Maintenance

2. All RAFAC personnel are reminded that under normal circumstances, only hand tools are authorised only minor low risk grounds maintenance is to be undertaken by adults or cadets on a self-help basis eg lawn cutting, weeding and hedge trimming. Only domestic household garden tools are to be used. When undertaking grounds maintenance tasks, personnel are to be afforded appropriate training and any protective equipment and, where necessary, supervision depending on the age and maturity of the cadets. Under **NO** circumstances is major work to be undertaken by staff eg. felling trees or working at height etc. In these circumstances, a works order should be passed to the WExO. If a Sqn is in doubt on whether work should be conducted, guidance is to be sought from either RAFAC Org staffs or RSAs through the WExO.

General

3. It is mandatory that before any work is conducted appropriate risk assessments, in accordance with ACP 5, are completed. This will identify risk to the individual and others and any requirement for personal protective equipment, training and the appropriate level of supervision. Where electric tools are used, a Residual Current Device (RCD) **must be fitted**.

COSHH

4. Chemicals such as weed killer and Petrol, Oil & Lubricants (POL) are to be clearly and appropriately labelled. Where absolutely necessary, chemicals are to be stored in a safe location in accordance with manufactures instructions. POL, if stored at the Sqn, is to be stored in a recognised POL cabinet that complies with all current legislation. Guidance on the storage of POL is published in CROs and ACP 5.

HS&EP Procedure 28 - Cadet Health and Safety, Entry Level Award (Cadet ELA)

Introduction

1. The Cadet Entry Level Award (ELA) in Health & Safety (H&S) is now available to cadets of all ages on a voluntary basis. The ELA is an Industry Recognised Award and as its name suggests, provides the cadet with fundamental H&S understanding (hazard identification, control measures and safety signs). The ethos of the Cadet ELA is flexibility, in that the cadet's delivery of evidence should be fun as well as informative, eg the evidence format may be a movie, presentation, essay, poster, poem, or by completing the guidance booklet – cadets are to be encouraged to 'think out of the box,' as long as the five Award objectives are met.

Methodology

2. Each RSA has been trained by CESO (RAFAC) to guide Volunteer Tutors (VT) from willing Sqn personnel, managed by a delivery programme. After this training the VT will be authorised to offer the Award to his/her cadets. 'One Wg has indicated its intention to have a Risk Assessor (RA) training course and the Cadet ELA, VT course on the same day and a Sqn Cdr has integrated the Cadet ELA into his cadet induction training – *"so that our cadets start off on the right foot."*

Achievement

3. On successful completion of the course, each VT will receive a certificate and successful cadets will receive an A4 certificate and a wallet card. Each successfully participating Sqn will receive a recognition certificate. Most importantly, our cadets will be aware of the fundamentals of H&S.

Mechanism

4. OC Sqns should register through their Wg HQ (each RSA will liaise through Rgn and Wg HQs) and identify volunteer(s) willing to attend a short VT training course (1 to 2 hours). Following this, the VT is authorised to provide the Cadet ELA. The HS&EP section of BADER will provide further information/amendment as it becomes available.

HS&EP Procedure 29 - DANGEROUS SUBSTANCES AND EXPLOSIVE ATMOSPHERES REGULATIONS (DSEAR)

INTRODUCTION

1. The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) require the assessment of risk of harm to personnel from fires or explosions involving dangerous substances. These risks must be eliminated or reduced so far as is reasonably practicable. The aim is to both prevent harm to personnel, visitors and members of the public who may be put at risk, and to minimise collateral damage.
2. DSEAR deals with the immediate danger to life or health from fires or explosions resulting from the ignition of dangerous substances and should not be confused with COSHH which deals with the chronic and acute health effects of exposure to substances hazardous to health. Processes and the storage involving dangerous substances that require a DSEAR assessment will also require COSHH assessments.

SCOPE

3. It is the policy of the RAFAC to protect the H&S of volunteers, cadets and all other persons through proper control of the risks from dangerous substances and explosive atmospheres to which people may be exposed as a result of RAFAC activities.
4. Where the RAFAC shares facilities/infrastructure with another organisation, private individual or is a lodger within a TA Centre or on MOD property, arrangements must be put in place to co-ordinate the implementation of the protective measures required by DSEAR. The responsibility for the DSEAR will usually belong to the prime organisation.
5. DSEAR is concerned with the harmful physical effects from thermal radiation (burns), over-pressure-effects (blast injuries) and oxygen depletion effects (asphyxiation) arising from fire or explosion and applies whenever the following conditions are met:
 - a. There is work / activity being carried out.
 - b. A dangerous substance is present, or is liable to be present.
 - c. The dangerous substance presents a risk to any person's **safety**.
6. In the context of the RAFAC, these regulations apply on any premises, whether owned or managed by the RAFAC or not, and whether the premises are used for RAFAC activities or recreational purposes.
7. This procedure covers dangerous substances and explosive atmospheres anywhere within the RAFAC, i.e. Sqn buildings and shared facilities but also it applies to areas beyond the normal activity area e.g. as the result of visits to other Sqn's, camps, trips and any other external activities.
8. The requirements of the procedure may be met in respect of other areas by ensuring that the risk assessments and risk control measures produced by those responsible for those areas are suitable and sufficient prior to the commencement of the activities that may give rise to exposure.

POLICY

9. DSEAR provides the legal framework to protect people against health risks from dangerous substances and explosive atmospheres. RAFAC personnel must comply with these Regulations. The arrangements detailed in this document are intended to inform all on how the RAFAC will comply with the requirements of DSEAR.

10. The main tool to ensure compliance with DSEAR and with this procedure is the DSEAR risk assessment (RA).

11. There is a specific requirement, under DSEAR to carry out a risk assessment in respect of all dangerous substances and explosive atmospheres and to put in place appropriate risk control measures to remove or reduce the risk to volunteers, cadets and other persons who may be exposed to such dangerous substances and explosive atmospheres as a result of RAFAC activities.

12. The requirement to carry out risk assessment under DSEAR is an absolute duty and failure to carry out assessment of significant risk and properly manage the use, storage, handling and disposal of dangerous substances and explosive atmospheres is a breach of DSEAR that may result in the prosecution of the RAFAC and individuals involved.

13. The procedure which follows details how all areas within the RAFAC are to manage the use of dangerous substances and explosive atmospheres. Compliance with this Procedure will ensure that there is no breach of legislation. Failure to follow this Procedure is a breach of this Policy and is likely to lead to a breach of legislation.

PROCEDURE

14. In order to ensure compliance the following steps are required:

- a. Contact your RSA if you plan to hold any of these substances.
- b. Carry out a risk assessment of any activities involving dangerous substances.
- c. Provide measures that will eliminate or reduce as far as reasonably practicable the identified risks.
- d. Provide equipment and procedures to deal with accident and emergencies.
- e. Provide information and training to those within the activity area.
- f. Recognise locations where explosive atmospheres may occur, and identify where necessary.
- g. Any arrangements should be explicit and ensure good practices for reducing the risk to persons from fires, explosions and similar energy releasing events that are caused by dangerous substances such as gas and flammable solvents are implemented.

15. For those who already comply with H&S legislation, the impact of DSEAR will be small, as the risks to safety from fire and explosion will already be covered by other risk assessments and fire safety risk assessments that have already been generated.

ACTIVITIES/SUBSTANCES TO WHICH DSEAR APPLIES

16. The following activities and substances may be commonly found within the RAFAC and in particular on Sqn premises. The list is not exhaustive, but offers examples:

- a. Storage of petrol as a fuel for lawn mowers and / or projects.
- b. Storage of flammable goods, such as paints and solvents.
- c. Storage, use and handling of flammable gases, including LPG.
- d. Transport of flammable liquids in containers.

INITIAL DETERMINATION OF THE PRESENCE OF DANGEROUS SUBSTANCES

17. **Check** whether substances or preparations in use have been classified under the European Regulation on Classification, Labelling and Packaging of Substances and Mixtures, (CLP) as: **explosive, oxidising, extremely flammable, highly flammable or flammable**.

18. **Assess** the physical and chemical properties of the substance and the circumstances of the use / storage of the substances to see if that combination can create a safety risk to persons from an energetic event. If so, a dangerous substance is present.

19. If the initial assessment shows that there is a safety risk to persons arising from a fire, explosion or other energy-releasing event then the substance is a dangerous substance for DSEAR purposes.

RISK ASSESSMENT

20. If dangerous substances are identified as being present in the activity area DSEAR requires a risk assessment to be carried out. If there is no risk to safety, or the risk is trivial, no further action is needed.

21. The purpose of the risk assessment is to enable a decision as to what steps are required in order to eliminate or reduce, so far as is reasonably practicable, the safety risks from dangerous substances and ensure that these safety control measures are implemented.

22. A Stage 1 DSEAR Risk Assessment (RA) must be undertaken (to ascertain if a full DSEAR Assessment is required) for any process or activity that is suspected to have the potential to create an explosive atmosphere in normal operation, handling, storage or maintenance.

23. If the Stage 1 DSEAR RA identifies a possibility of dangerous substances or processes that may result in an explosive atmosphere, then a Stage 2 DSEAR RA must be carried out. The Stage 2 DSEAR RA assesses the fire and explosion risks that may result from the ignition of the dangerous substances.

24. Stage 1 and 2 DSEAR RA templates can be found in Bader, Key Documents, Forms [HS&EP Form 015](#).

PREVENTION AND CONTROL

24. Control measures must be put in place to eliminate risks from dangerous substances, or reduce them as far as is reasonably practicable. Where it is not possible to eliminate the risk completely measures to control risks and reduce the severity (mitigate) of the effects of any harmful event must be made.

26. The best solution is to eliminate the risk completely by replacing the dangerous substance with another substance, or using a different process. In practice this may be difficult to achieve.

27. The following control measures are to be considered where the risk cannot be eliminated within the RAFAC and in particular on Sqn premises. The list is not exhaustive, but offers examples that should be applied in the following priority order:

- a. Reduce the quantity of dangerous substances to a minimum.
- b. Avoid or minimise releases of dangerous substances.
- c. Control releases of dangerous substances at source.
- d. Prevent the formation of a dangerous atmosphere.
- e. Collect, contain and remove any releases to a safe place (e.g. ventilation).
- f. Avoid ignition sources.
- g. Avoid adverse conditions (e.g. temperature limits) that could lead to danger.
- h. Keep incompatible substances apart.

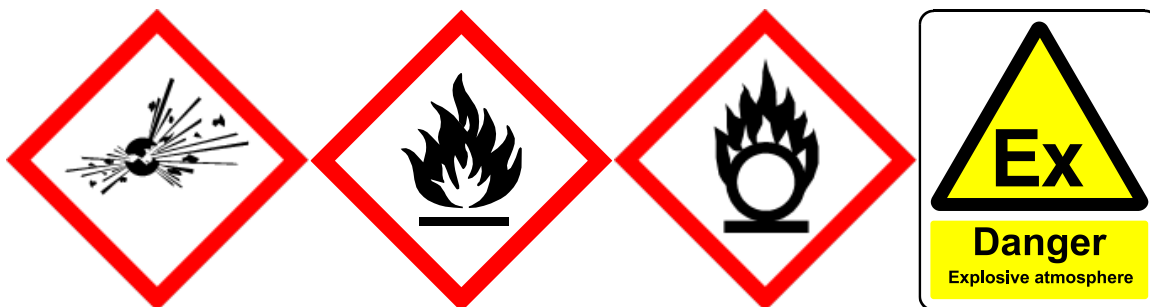
28. DSEAR also specifies that the measures taken to achieve the elimination or the reduction of risk should include the identification of hazardous contents of containers and pipes e.g. COSHH lockers / stores.

29. Many will already be marked or labelled under existing EC legislation. For those that are not, 'identification' could include training, information or verbal instruction, but some may require labelling, marking or warning signs.

ADDITIONAL REQUIREMENTS FOR EXPLOSIVE ATMOSPHERES

30. Where a risk assessment indicates that explosive atmospheres may occur you should ensure that:

- a. Locations and contents within are suitably identified.
- b. Identified locations are protected from sources of ignition.
- c. Where necessary locations are marked with an "Ex" sign at the entry point.
- d. Before first operation, areas, storage facilities and equipment where explosive atmospheres may be present require verification as being safe.



NOTE:

Though DSEAR applies to the storage of LPG, an outdoor LPG storage area that is designed, constructed and maintained in accordance with the LPG Association Code of Practice 7 is not required to be classified as hazardous place under DSEAR and as such the “Ex” sign described in the Regulations need not be displayed.

ACCIDENT, INCIDENT AND EMERGENCIES

31. DSEAR requires that arrangements are made to protect all staff (and others who are within the activity area) in the event of accidents etc. Arrangements are to be provided as follows:

- a. Suitable warning (including visual and audible alarms).
- b. Escape facilities – if required.
- c. Emergency procedures to be followed in the event of an emergency.
- d. Practice drills.
- e. Making information on the emergency procedures available to all staff.
- f. Contacting the emergency services to advise them that information on emergency procedures is available (and providing them with any information necessary)

32. The scale and nature of the emergency arrangements should be proportionate to the risks.

INFORMATION, INSTRUCTION AND TRAINING

33. All RAFAC personnel, cadets and other persons who might be at risk are to be provided with suitable information, instruction and training on precautions and actions they need to take to safeguard themselves and others, including:

- a. Names of the substances in use and risks they present.
- b. Access to any relevant safety data sheets.
- c. Copies of this procedure.
- d. The significant findings of the risk assessment.

34. Information, instruction and training need only be provided to non-RAFAC personnel where it is required to ensure their safety. Where it is provided, it should be in proportion to the level and type of risk.

RECORDING THE SIGNIFICANT FINDINGS OF THE RISK ASSESSMENT

35. DSEAR requires the recording of the significant findings of the risk assessment. The details should include:

- a. The measures taken to eliminate and/or reduce risk.

- b. Sufficient information to show that the activity area and equipment will be safe during operation and maintenance.
- c. Any special measures taken to ensure co-ordination of safety measures and procedures, when a shared activity area is utilised.
- d. Measures taken to inform, instruct and train staff.

RECOMMENDATION FOR ASSESSMENT OF RISK

36. Most, but not all, dangerous substances present a health risk as well as a safety risk. Most of the above aspects of risk assessment will be dealt with in the COSHH risk assessment of hazardous substances.

37. It is recommended that when formulating a DSEAR assessment, the hazards of fire and explosion are addressed at the same time as the undertaking of COSHH risk assessments. The need to undertake separate risk assessments and therefore duplication of effort is removed.

Note: Further advice and guidance may be obtained by contacting your RSA, through Wg HQ.

HS&EP Procedure 30 – Climatic Injuries (Heat Illness and Cold Injury)

Introduction

1. Heat illness and cold injury are serious issues with cases regularly occurring in the temperate climate of the UK. The incidence of heat illness and cold injury depends on numbers exposed to the risk and how well that risk is managed. The overall incidence rate of heat illness and cold injury cases has not changed over the past 5 years. For both heat illness and cold injury, rates are higher in the untrained and the young (16-19 years).
2. The significant impact on life and health as a result of heat illness and cold injuries sustained in the UK and overseas is nearly all preventable, provided the risk factors are assessed properly and appropriately managed. This prevention requires awareness of the risk by Staff and Cadets at all levels, as well as training in assessment of the risk and putting in place the right control measures. Whilst prevention is the primary means of reducing heat illness and cold injury, where cases do occur, their impact may be reduced if appropriate first aid measures and evacuation to effective medical care are carried out efficiently and promptly.
3. Anyone uncertain as to the content of this ACP should seek advice from their Regional TSA or RSA.

Aim

4. The aim of this ACP is to educate all RAF Air Cadets personnel in the prevention and treatment of cases of heat illness and cold injury in order to minimise the risks of injury or death.

Training

5. **All personnel.** All personnel within the RAF Air Cadets are to be made aware of the potential problems that can be caused by climatic conditions during an activity. Cadets and staff are to be briefed using the DVD -‘Don’t Be Your Worst Enemy’ (which can be obtained from Wg HQ and/or local military units) and the accompanying Powerpoint presentation. If activity cdrs and supervisors are concerned about some of the language within the video (esp for the younger cadets), then they can brief the relevant information to the cadets using the PPT presentation as long as they themselves have watched the video and are fully conversant with the requirements and the material. All staff should watch the video and undergo refresher training on an annual basis. Training should be recorded in Cadet and staff Trg Records. The training should be included in relevant risk assessments as a controlling measure and recorded on BADER SMS, where appropriate, as part of the authorisation procedure. All are to be aware of the following:

- a. Heat illness.

- b. Cold Injury.
 - c. Methods of prevention.
 - d. Identification.
 - e. First-aid management.
6. **Refresher Training.** Training should be refreshed on an annual basis as a minimum. It should also be considered to carry out climatic injury trg prior to the onset of summer/winter season with the emphasis on the prevailing weather conditions of the season. In addition, if the RA identifies that the activity and/or location requires particular emphasis on climatic injury, then additional briefings should be given. Such occasions may be trips abroad or when weather conditions in the UK are forecast to be more extreme than the norm
7. **Guides.** In addition to the DVD and presentation, all should have access to Cdrs' and Individual Guides to Climatic Injuries and Cadet Training Safety Precautions. These can be obtained from Wg HQ. Wg HQ should request additional copies via HQ RAFAC if required.
 - a. **A Cdr's Guide to Climatic Injury.** Cdrs, activity cdrs and supervisors at all levels should ensure that a suitable and sufficient risk assessment is undertaken prior to every activity carrying a risk of climatic injury, whether involving a single individual or multiple personnel. It is the cdr's duty to ensure that they have sufficient information to undertake an appropriate risk assessment. All activity cdrs and supervisors (including cadet team members who are being remotely supervised on DofE activities) shall read and have access to A Commander's Guide to Climatic Injury as part of their Safety Pack (as a minimum requirement).
 - b. **An Individual's Guide to Climatic Injury.** Further awareness can be provided by enabling all staff and cadets access to the Individual's Guide to Climatic Injury which should be available on sqn notice boards, during activities and as part of the safety pack.
 - c. **Cadet Training Safety Precautions (CTSPs).** It is RAF Air Cadets policy that all staff and cadets should carry CTSPs. CTSPs provide a quick guide on the recognition and treatment of Heat Illness and Cold Injury. The CTSPs are not to replace the requirement for annual training or for Cdrs and activity leads to have read and have access to the Cdr's Guide.

RISK MANAGEMENT

8. **Risk Assessment.** It is the commander's duty to ensure that an appropriate risk assessment is carried out. The following factors should all be considered in order to provide an overall assessment:

- Level of effort required for the activity.
- Duration of Activity.

- Individual risk factors eg age, health, size.
- Available medical support.
- Training.
- Environmental Conditions.
- Dress.
- Access to sufficient, clean water.
- Food.
- Acclimatisation.
- Shelter.
- Supervision.

9. **Reduce the risk.** Activity cdrs and supervisors should plan and put in place appropriate control measures to reduce the risk to As Low As Reasonably Practicable (ALARP). They should assess whether objectives could be achieved (with less risk) by rescheduling or modifying the activity. Activity cdrs and supervisors should consider additional control measures that may need to be employed in the event of changing circumstances.

10. **Record and Report.** Activity cdrs and supervisors should record their risk assessment and report identified residual risk. On completion of the risk assessment the residual risk should be ALARP. If the residual risk cannot be reduced to ALARP the activity is not to proceed without referring the case to the Chain of Command to seek further direction. Further advice may be sought from other Suitably Qualified and Experienced Personnel (SQEP). RAs are submitted as part of the normal applications procedure via SMS and approved at the appropriate level.

11. **Effective preparation.** Ensure that all personnel taking part are adequately briefed and prepared. Briefing should include the warning signs of climatic injuries, prevention and avoidance measures as well as treatment to meet the hazards identified within the RA for that activity. Ensure that any standing orders or instructions regarding training restrictions are understood by all participants.

12. **Supervision.** Activity cdrs and supervisors are responsible for the adequate supervision of all personnel for the duration of the activity including the implementation of all control measures from the risk assessment, such as water provision, appropriate clothing and rest periods.

13. **Medical Plan.** When developing the medical plan for an activity, activity cdrs and supervisors should ensure that the activity is covered by an appropriate degree of first aid/medical cover, including the necessary real life medical support, and that a clear and efficient means of evacuation has been arranged and readily available in the event of a medical emergency. Every individual should be able to apply first aid measures and casualty procedures. All personnel should be empowered to raise concerns regarding climatic injuries before and during any planned activity.

14. **Continuous review.** Risk assessments should be dynamic and reviewed throughout the activity as circumstances can change. If required, changes brought

about by a dynamic review should be included in the written RA as soon as is practical.

15. **Press-on-it-is.** Press-on-it-is or 'Soldiering on' through a minor illness is potentially extremely dangerous. This also applies to personnel who are pushed too hard in training or other activities where environmental conditions are assessed as presenting a risk of heat illness. Cdrs/supervisors should be careful not to allow cultural attitudes of 'soldiering on' to prevail where this may put individuals at increased risk.

16. **Buddy-buddy.** People with climatic injuries may not recognise the signs and symptoms in themselves. Cdrs/supervisors should emphasise the use of the 'buddy-buddy' approach to observe, identify and report climatic injury concerns. Early reporting of concerns will enable timely intervention by commanders and, if necessary, medical treatment.

Further Guidance

Note: Further advice and guidance may be obtained by contacting your RSA and TSA through Wg HQ.

Annex:

- A. [RA Flow Diagram](#)
- B. [RA Worked Example.](#)
- C. [GRA Worked Example](#)
- D. [RAFAC Accident Reporting Flow Chart.](#)

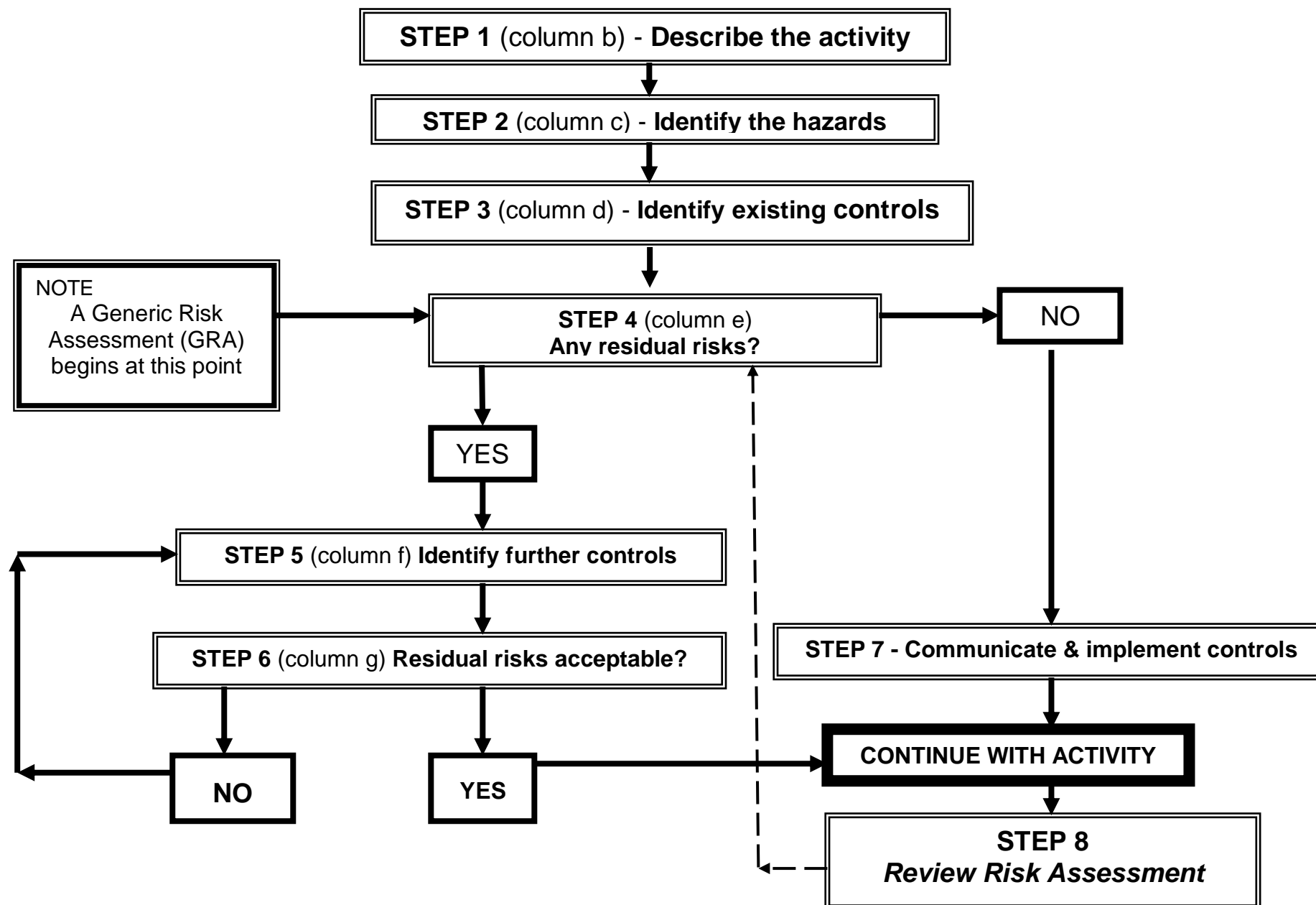
Forms:

HS&EP Form 001	-	ACP 5 Amendment Proposal
HS&EP Form 002	-	RA Blank Proforma.
HS&EP Form 003	-	RA Building and Surrounds
HS&EP Form 004	-	Fire Practice Register.
HS&EP Form 005	-	Accident Register.
HS&EP Form 006	-	Injured Person/Witness Statement.
HS&EP Form 007	-	Sqn Fire Orders
HS&EP Form 008	-	MOD Form 492.
HS&EP Form 009	-	Sqn/DF Health and Safety Inspection
HS&EP Form 010	-	Routine Staff Wg Inspection
HS&EP Form 011	-	Report of an Injury
HS&EP Form 012	-	Report of a Disease
HS&EP Form 013	-	Health, Safety & Environmental Protection Statement
HS&EP Form 014	-	Personal Emergency Evacuation Plan (PEEP)
HS&EP Form 015	-	DSEAR Risk Assessment

[TORs](#) - Accident Investigating Officer(s) Draft Terms of Reference.

[TORs](#) - Health and Safety Co-Ordinator, (Region, Wing or Squadron Draft Terms of Reference

RISK ASSESSMENT FLOW DIAGRAM



Unit: __123 (Loamshire) Squadron ATC__

Activity / Exercise: Hill Walking (Brecon BeRAFACns)_____

RA Number: **123/AdTrg/001**GRA: ~~YES~~ / **NO** (please delete as appropriate)**Relevant Publications / Pamphlets /
Procedures:**

1. ACP5
2. ACP17
3. _____

Assessor: Fg Off WebsterDate of Assessment: 14 / 09Review date: 14 / 10

Related RA's (eg Manual Handling)

The following steps relate to the RA process.

Ser	Activity	Hazards Identified	Existing Controls	Residual Risk acceptable YES or NO	Additional Controls	Residual Risk Acceptable YES or NO
	(step 1)	(step 2)	(step 3)	(step 4)	(step 5)	(step 6)
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1	Hill Walking (Brecon BeRAFACns)	Inclement Weather	a. Sufficient Instructors 1:5 b. Foul Weather Clothing c. Weather Forecast d. Briefing	YES		
2	Hill Walking (Brecon BeRAFACns)	Slips, Trips, Falls	a. Correct Footwear b. First Aid Kit c. Evacuation Procedures	YES		
3	Hill Walking (Brecon BeRAFACns)	Getting Lost	a. Planned Routes held by base b. Escape routes held by base c. Maps / Compasses	YES		
(a)	(b)	(c)	(d)	(e)	(f)	(g)

			d. Briefing e. Adequate Map reading training f. Communications g. Base Search Party	YES		
4	Hill Walking (Brecon BeRAFACns)	Fatigue	a. Sufficient Instructors 1:5 Physical Assessment prior to departure	YES		
5	Hill Walking (Brecon BeRAFACns)	Thirst, Hunger	a. Water b. Food	YES		
6						
7						
8						
9						
10						
11						

Details of person responsible for carrying out this Risk Assessment / Review

CONTROLS	NAME (print)	POST	DATE	SIGNATURE
ACTIVITY COMMANDER (I have carried out this risk assessment)	Flt Lt G Herd	OC 2999 Sqn	14/6/09	<i>G Herd</i>
OC or Nominated Rep (I have viewed this risk assessment and I am aware of the activity and content)	Fg Off J Webster	Sqn Trg Officer	14/6/09	<i>J Webster</i>

Unit: Sqn, Wg, Rgn (Wing in this example)Activity / Exercise: White Water CanoeingRA Number: HQ RAFAC/AdTrg/001GRA: **YES / NO** (please delete as appropriate)**Relevant Publications / Pamphlets /
Procedures:**

4. ACP 5
5. ACP 17
6. _____

Assessor: Sqn Ldr J JonesDate of Assessment: 9 / 9 / 09Review Date: 9 / 9 / 09

Related RA's (eg Manual Handling)

The following steps relate to the RA process

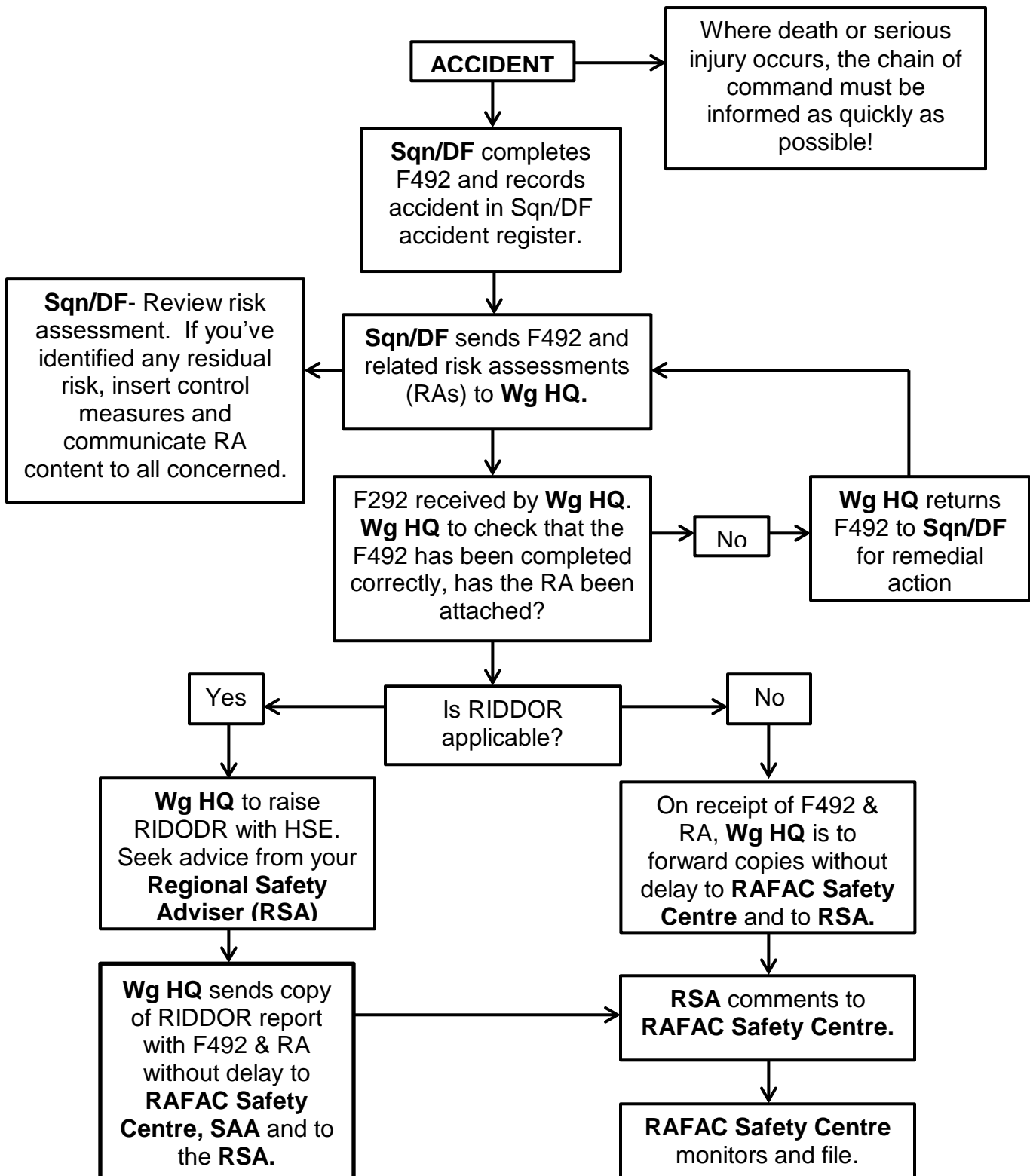
Ser	Activity	Hazards Identified (step 2)	Existing Controls (step 3)	Residual Risk acceptable YES or NO (step 4)	Additional Controls (step 5)	Residual Risk Acceptable YES or NO (step 6)
	(b)	(c)	(d)	(e)	(f)	(g)
1	White water canoeing	Drowning	Swimming tests capsize drills rescue techniques, buoyancy aids river not in full flood, instructor ratio 1:3	NO	All require prior experience fast flowing rivers. Exercise arranged Snowdonia prior. Gradually increase level of adventure & demand not exceeding participants mental & physical ability	YES

(a)	(b)	(c)	(d)	(e)	(f)	(g)
2	As Ser.1	Injury (from capsize)	Training and Proficiency	NO	As Ser. 1	YES
3	As Ser.1	Cuts & Abrasion	First Aid Kit Trained First Aider	YES		
4	As Ser.1	Head Injuries	Helmets worn at all times	YES		
5	As Ser. 1	Hypothermia	Wet Suits, towels, dry clothing	YES		
6	As Ser.1	Waterfalls/barriers	Guidebook. Local knowledge. Experience of river.	YES		
7	As Ser.1	Waterborne disease	Guide book Local knowledge Medical Kit	YES		
8	As Ser. 1	Canoe/paddle failure	Canoes/paddles maintained & inspected	YES		
9						
10						
11						

Details of person responsible for carrying out this Risk Assessment / Review

CONTROLS	NAME (print)	POST	DATE	SIGNATURE
ACTIVITY COMMANDER (I have carried out this risk assessment)	Wg Cdr A Wright	I/C Projects	9/9/09	A Wright
OC or Nominated Rep (I have viewed this risk assessment and I am aware of the activity and content)	Sqn Ldr B Clark	I/C Projects	9/9/09	B Clark

RAFAC ACCIDENT REPORTING DIAGRAM



CHAPTER - 6

AUDIT, INSPECTION AND REVIEW

INTRODUCTION

1. Audit, inspection and review are useful tools which if applied correctly, will provide good information upon the organisations HS&EP performance. Most commanders will welcome this “fresh eye” approach towards his/her procedures and use the outcome to help the organisation progress.

SQUADRON COMMANDER’S HS&EP TOUR (INFORMAL)

2. The objective of this activity is to demonstrate ownership of HS&EP within the formation. The task should normally take no more than ten minutes and should be conducted on a monthly basis. The tour should be an informal activity and consists of a simple walk around the accommodation to speak with cadets and staff on HS&EP matters and to observe the current situation (clearly, any HS&EP weaknesses should be dealt with swiftly).

SQUADRON HS&EP INSPECTION

3. This procedure should be carried out monthly, with remedial actions endorsed by the Sqn Cdr. The inspection proforma ([Sqn H&S Inspection Check list - HSE Form 009](#)) has been designed to enable staff and/or senior cadets to carry out Sqn HS&EP inspection tours. Where a cadet is selected to carry out this activity, the Sqn Cdr must be confident in the maturity and responsibility of the cadet and that he/she understands the importance of carrying out the inspection correctly. When each activity has been completed, the proforma is to be signed and dated by the person carrying out the inspection and also the commanding officer **who should review the content and action any deficiencies**. On completion the proforma is to be inserted into the Sqn HS&EP binder and retained as evidence of compliance.

ROUTINE WG STAFF INSPECTIONS

4. When carrying out routine wing staff inspections, the checklist ([Routine Wg Staff Inspection checklist - HSE Form 010](#)) should be completed and any anomalies highlighted to the Sqn Cdr. This action will provide a useful audit record. Inspection personnel should check progress during the next inspection and close out actions as appropriate. Following each inspection, the original form is to be filed in Wg HQ, with one copy to the OC Sqn and RSA.

FIRE INSPECTIONS

5. When a fire inspection has been carried out, it is important to communicate the outcome through the chain of command and place the original document into the Sqn HS&EP binder.

RFCA INSPECTIONS

6. Where the RFCA carries out an annual inspection of cadet accommodation, all HS&EP aspects of the building and its surrounds will be addressed. Any resultant report is to be placed into the squadron HS&EP binder for future reference and actions, with a copy to the RSA.

POST ACTIVITY REVIEW

7. A great deal of information may be obtained by carrying out post activity reviews along the lines of “what did we mean to do, what actually happened, why did this occur and how can we do it

letter next time". This important activity is carried out by most successful organisations and the inclusion of HS&EP as an agenda item, will provide a good vehicle for constructive feedback. This information may be amended into the RA and procedures for future benefit.

REVIEW ACCIDENT AND HS&EP ARRANGEMENTS

8. The OC of each formation must review his/her safety management system (eg risk assessment application, accident statistics) to identify any weakness.

9. The objective of this exercise is to identify trends, enabling the appropriate remedial actions to be taken. Furthermore, all RAs must be reviewed annually, to ensure that their content is still valid. Whenever an accident takes place, the RA and control measures must be reviewed to determine whether or not, they remain valid.

HSE INSPECTIONS

10. Where a HSE Inspector or a local authority Environmental Health Officer (EHO) indicates his/her intention to visit an RAFAC premises the Safety Centre is to be informed as quickly as possible. The appropriate RSA must be informed also.

11. To clarify 'jurisdiction', the following applies:

- a. HSE Inspectors hold jurisdiction for the enforcement of all RAFAC, HS&EP matters.
- b. EHO's may visit/inspect Environmental and Food Hygiene issues.

12. During such visits reasonable assistance is to be provided. Guidance may be obtained from the Safety Centre or your RSA.

13. Copies of all resulting reports and correspondence are to be copied to HQ RAFAC (FAO: CESO (RAFAC)) with details of any remedial action taken. Original documentation is to be kept on Sqn HS&EP records.

HQAC SAFETY CENTRE AUDIT

14. Safety Centre staff will carry out the systematic audit of the RAFAC Safety Management System, at Rgnl level on a frequency to be decided. The methodology will be communicated at a later date.