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Safety Health Environment & Fire (SHEF) Management System  
Document No HTS/HS/001



Royal School of Military Engineering Group  
Safety, Health, Environment and Fire Policy Statement

Responsibility for Safety, Health, Environment and Fire (SHEF) across the Royal School of Military Engineering Group (RSME Gp) falls to me as Commandant. I hold all RSME Gp Station/Unit Commanders responsible and accountable for the management of SHEF within their own units. I have also tasked Holdfast Training Services (HTS) to manage SHEF in those RSME Gp Stations/Units within the Public Private Partnership (PPP) contract and offer SHEF advice and, where possible, support to the Commanders of the RSME Gp units outside of the PPP contract.

We are committed to excellence in all aspects of our activity; this includes ensuring the health and safety of everyone within the RSME Gp. The successful implementation of this policy requires total commitment from all levels; we must all aim to continuously strive for improvement in our SHEF performance and standards. Everyone who is based in, or sub-contracted to, the RSME Gp has a legal obligation to take reasonable care for his/her own health and safety and that of others who may be affected by his/her acts or omissions.

All personnel, military and civilian, are to ensure that our statutory duties are met at all times. Meeting the requirements of current legislation and JSPs 375, 418, 426 and 815 will be the minimum standard to be achieved by all RSME Gp units. The management system is based on hazard identification and risk analysis process which aims to identify and manage all risks to the RSME Gp and those affected by its operations.

Effective SHEF management is intrinsic to the success of the RSME Gp. Our aim is not to become risk averse but to apply a pragmatic approach which reduces risk so far as is reasonably practicable. It is recognised that accidents cause injury and suffering to people and loss through damage to property, plant and the environment. All accidents and environmental incidents are preventable, and everyone must do their best to prevent them from occurring.

HTS and Authority Unit Commanders will, as far as is reasonably practicable, ensure the provision and maintenance of:

- Safe systems of work and safe handling, use, storage, maintenance and transport of personnel, articles, substances and plant used at work.
- A safe working and accommodation environment with adequate welfare facilities, safe access and egress, and provision of necessary information, instruction, training and supervision.
- Suitable arrangements for communications with, and co-ordination of, both employees and subcontractors.

In adopting this policy, the RSME Gp commits to the provision of the requisite resources, priorities and training to fulfil its legal obligations. We must remain attentive to unsafe conditions and practices to prevent them becoming accepted and fully support Don't Walk By reporting at all levels. In commending this policy statement to all personnel, I seek to encourage a full sense of shared responsibility for SHEF at work.

This policy statement will be regularly monitored to ensure that the objectives are achieved. It will be reviewed on an annual basis in accordance with ARTD policy and revised in the light of legislative or other changes. Any revisions will be brought to the notice of all those affected by it.

Signed:

Name	Brig M Bazeley
Position	Commandant Royal School of Military Engineering Group
Date	13 OCT 16

Name	Mr N Chapman CBE
Position	Managing Director Holdfast Training Services Limited
Date	13 OCT 16

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Enclosure 1 to  
Comdt RSME Gp SHEF Statement  
Dated 13 Oct 16

**THE ORGANISATION AND ARRANGEMENTS FOR THE MANAGEMENT OF SAFETY HEALTH ENVIRONMENT AND FIRE FOR THE RSME GROUP**

**Responsibilities of Commanding Officers (COs) and Heads of Establishment (HoEs)**

1. COs and HoEs are to ensure their legal and moral responsibilities for SHEF are being effectively managed and discharged. They must take ownership of their civil servants, contractors' and their soldiers' safety both in barracks and during training. To achieve this they are to establish risk management systems based upon ACSO 3216. The extent of the system is dependent upon the size and complexity of the unit. Core considerations include:

- a. **SHE Statement of Intent and supporting Organisational and Procedural Arrangements.** Issue a signed statement of intent, supported by adequately detailed Organisation and Procedural Arrangements;
- b. **Roles and Responsibilities.** Clearly define subordinate Commander and Line Manger SHEF roles and responsibilities in job specifications;
- c. **Competent SHEF Advice.** Appoint a Unit Safety Manager. This is normally the Quartermaster who must receive the required health and safety training;
- d. **Safety Culture.** Actively promote a positive attitude towards health and safety by encouraging safe training and working practices. Monitor workloads to ensure individuals supported and not facing undue pressure. Examples of good safety practice should be rewarded by means of Commander Commendations and other official reward schemes. This can include minor award schemes, special bonus awards and the GEMS scheme;
- e. **Risk Management and Nominated Delivery Duty Holding Responsibilities.** Maintain risk assessments and safe working and training environments through a formalised system of hazard identification, risk analysis and control. Importantly, this includes: working within specific equipment safety cases, ensuring specified controls remain robust, clearly communicated and up to date. When operating under a 2\* dispensation a higher standard of control is required and all specified controls, balances and checks must be rigorously applied and closely monitored. Specific duties and responsibilities are held by nominated Delivery Duty Holders (DDH). This includes, completing the DDH on line training programme, ensuring that all applicable RtL activities are effectively risk managed to a standard that is ALARP. Where risk is deemed to have become unacceptable, stop the activity and adjust and if an unacceptable risk remains immediately raise this a concern up to the operating level for review and executive action;
- f. **Accident Reporting and Prevention.** Monitor and minimise in-barracks and training related accidents including, injuries and cases of ill-health. All accidents must be investigated to identify root causes and to an extent and depth commensurate with the level of risk. This includes raising a learning account within the specified time period and reporting the accident or incident to the chain of command. All accidents and incidents must be reported to AINC in accordance with the criteria specified in ACSO 3216. Near miss reporting must be actively encouraged and supported;
- g. **Fire Safety.** Maintain suitable precautions and arrangements in accordance with Fire Safety Management Plans (Fire Risk Assessments) and as advised by the relevant DFRMO

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office. Appoint necessary competent persons to assist with the fire safety duties to comply with legislation and MoD policy;

h. **Environmental Protection.** Maintain a formalised Site or Unit Environmental Management System (EMS) based on the Army's Environmental Management System for Army Sites (EMSAS). All lodger units follow the requirements of the Site EMS;

i. **Assurance Monitoring.** COs and HoEs are to confirm the accuracy of the annual unit SHE self-assessments. These are completed on the intervening years between the externally conducted audits. A signed copy of the self-assessment must be provided to the Op Gp SHE Advisor. External audits are to be fully supported and audit recommendations and plans closed out within the agreed time period;

j. **Consultation and Communication.** Provide a system for consultation and co-operation on health, safety, welfare and environmental matters with the representatives of service, civilian employees and contractors as follows:

(1) **Service Personnel.** Through the normal Chain of Command;

(2) **Civilian Employees.** Through the normal Chain of Command, and in consultation with Industrial and Non-Industrial Trade Union Safety Committees and Whitley Council;

(3) **Lodger Units.** A formal site memorandum of agreement must be drawn up and agreed by all parties. This must include formalised arrangements for consultation on site safety requirements and resolving areas of concern. The lead unit must ensure that all lodger units and main contractors are included in the site safety committee meeting;

(4) **4Cs Duty Holder.** All sites must have a 4Cs Duty Holder to act as the focal point for all contractors entering and working on the site. The nominated Duty Holder must have clear terms of reference that have been signed off by the CO or HoE. The post holder's duties include establishing systems to enable co-operation, communication, co-ordination and control of visitors to site including contractors and sub-contractors.

k. **Workplace Transport Safety.** Ensure all transport routes, deliveries and general vehicle work operations are fully risk assessed and specified controls established and reviewed. This includes provision of clear signage, speed restrictions, traffic routes and segregated safety zones for pedestrians;

l. **Safe Operation of Equipment.** Ensure all equipment is operated within the safety performance standards and operating/maintenance instructions issued by Defence Equipment and Support (DE&S) and the user standards set by the relevant lead Capability Directorate (CD). Equipment is not to be used outside these standards without the correct elevation of risk and a documented 2\* dispensation as required by the Army Duty Holding Policy.

m. **SHEF Committee Meetings.** Hold a SHEF committee meeting once every 6 months to discuss and review SHEF performance standards, including results of external audit, accidents and incidents, audit self-assessments, training requirements, best practice initiatives and the effectiveness of site policy and instruction.

n. **Emergency Preparedness.** Maintain robust and up-to-date site emergency plans to deal with local natural disasters and man-made emergencies. The level and extent of planning depends upon the nature of the risk posed at the specific location. Where relevant this includes formal systems to comply with the Major Accident Control Regulations 1999. Lodger units fall under the lead unit's site plan;

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o. **Contact with the Enforcing Authorities.** SO1 SHE HQ ARTD is the focal point for all contact with the Health and Safety Executive (HSE), the Environment Agency (EA), CESO(A), and other Executives and Agencies. All correspondence should be directed via SO1 Svcs HQ RSME.

### Responsibilities of Line Managers

2. Line Managers are required to support the CO/HoE in discharging their SHEF duties including:
  - a. **SHEF awareness and training.** Maintain a broad understanding of key SHEF legislation and the basic principles of risk management. This includes completing the mandated online Health and Safety and Environmental Awareness courses on the Defence Learning Environment (DLE) and Civil Service Learning (CSL) websites. Ensure all their staff receive basic health and safety site induction training and are aware of the risk control measures specific to their work and site;
  - b. **Risk Management.** Ensure so far as is reasonably practicable, personnel under their control are not exposed to unnecessary risks, including exposure to hazards which may give rise to cases of ill-health (including stress) and physical injury;
  - c. **Work Place Accidents and Incidents.** Report and investigate all workplace accidents, incidents and Near Misses. Inform the Unit Safety Manager or advisor of all accidents ensuring these are recorded in the local accident book/form and reported to AINC as specified in ACSO 3216.

### Responsibilities of Individuals

3. All military personnel, civilian employees, and all contractors must adhere to Site/Unit SHEF requirements and follow a standard legal obligation to:
  - a. **Standard of Care.** Take reasonable care of their own health and safety; and that of others who may be affected by their acts or omissions at work, ensuring care is taken to avoid environmental incidents and pollution;
  - b. **Reporting failures in SHEF systems.** Cease any activity they perceive as unsafe and seek advice from their line manager or site representative. Immediately report any situation or activity observed to have the potential to cause injury or danger to the environment;
  - c. **Accident Reporting.** Comply with Statutory and Army requirements for reporting accidents and incidents. Immediately report any personal workplace injury or incident to the Line Management or site representative;
  - d. **Compliance to Site SHEF Requirements.** Comply with all Site/Unit SHEF requirements and controls including specific off limit areas and safe systems of work. Not misuse or interfere with anything provided for their safety.

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