

HEALTH AND SAFETY POLICY STATEMENT

Introduction

1. All members of staff in the ATC, whether they be military or civilian, are required to assist in achieving the Health and Safety aims of the Corps.
Staff at _____ Squadron should comply with the requirements and statutory provisions of the Health and Safety at Work Act 1974 subject only to the exceptions provided in legislation or arranged by the Ministry of Defence.
2. Cadets are not subject to Service law and thus cannot be said to be “at work” or “employees” for the purpose of the Act. However, cadet activities impose a duty of care on the Ministry of Defence and, thus, on adult staff of the Corps.
3. A fundamental principle of Corps policy is that personnel in charge of activities, training or routine work are responsible for ensuring that so far as is reasonably practicable, safe methods and environmental conditions exist in their area of responsibility. The Act does not require that all hazardous activities at work be stopped but only that adequate precautions be taken to safeguard the health and welfare of those engaged in them and that others are not put at risk by these activities.

Responsibilities of the Individual

4. All persons have a duty to comply with all health and safety orders in the interests of their own and others' safety. Any person becoming aware of an activity, procedure or situation which they consider may produce a potential hazard is to report the matter without delay to the Commanding Officer. Any person undertaking a task which it is their duty to perform is to comply with the safety regulations relating to that task and is to use any specialist protective clothing or equipment provided for use then undertaking that task. If unsure about any aspect of their work that might affect safety of anyone, they are to seek guidance from their Commanding Officer in the first instance. It is an offence for any person intentionally or recklessly to interfere with or misuse anything provided in the interest of health, safety or welfare at work.

Responsibilities of Adult Supervisory Staff

5. The term “adult supervisor” includes RAFVR(T) officers, adult warrant officers and civilian instructors. An adult supervisor at any level may be held to be personally liable for any injury sustained by those in their charge if all reasonable steps are not taken to ensure the safety of that charge. Disregard of health and safety orders or incorrect or inappropriate use of safety of other equipment which leads to an injury or any other person may also lead to the adult supervisor being held to be personally responsible.

6. Adult supervisors at all levels are to identify and, where reasonable practicable, eliminate hazards as they arise and are to carry out periodic inspections to check the standards of health and safety in their area of responsibility. They are to ensure that:
 - (a) All activities are adequately supervised;
 - (b) All adult supervisors are adequately trained in the safety precautions to be observed when undertaking their duties;
 - (c) Written information on the possible hazards and the safety precautions to be observed are readily available, with warning notices displayed where necessary;
 - (d) Adequate supplies of necessary protective clothing and equipment are available, eg when adventure training or shooting activities are taking place;
 - (e) Specific Health and Safety Orders are brought to the attention of their personnel at regular intervals.
 - (f) Details of any accident are reported in accordance with laid down procedures;
 - (g) Dangerous occurrences and continuing hazards are reported;
 - (h) Health and Safety at Work Executive Inspectors are permitted access.

7. In particular, before the commencement of an activity the adult supervisor is to:-
 - (a) Ensure that personnel under his control are adequately briefed in the task in hand;
 - (b) Ensure that necessary protective clothing and equipment is correctly used at all times;
 - (c) Eliminate unnecessary hazards.

Safety of Accommodation or Equipment Maintained by RFCA's or Parent Stations

8. Any person becoming aware of a defect in the design or condition of accommodation or equipment maintained by either RFCA or a parenting station, which it is considered may present a potential hazard to health or safety, is to report the matter to the officer IC the building concerned immediately. The officer IC the building is to:-
 - (a) Investigate the matter immediately;
 - (b) Take whatever measures considered immediately necessary to ensure the safety of personnel using the building;
 - (c) If necessary, report the defect to higher authority through the normal channels;
 - (d) Progress the maintenance or remedial action required of the RFCA or parenting station.

Reception of Health and Safety Executive Inspectors

9. The Health and Safety at Work Act 1974 is enforced by Inspectors appointed by the Health and Safety Executive. Under Section 20 of the Act, an Inspector is empowered to visit ATC premises to ensure that the Regulations are being properly applied, provided that prior notice is given. On arrival, an Inspector is to be identified; the OC or Deputy OC is to check the Inspector's letter of appointment and identity card. What facilities the Inspector has a mandate to visit should also be ascertained.
10. An Inspector is to be escorted through the visit by the OC or Deputy OC and is to be permitted access to all ATC premises. Personnel are to give such information and assistance as is necessary to meet the Inspector's remit.
11. On receipt of the Inspector's report, a copy is to be sent immediately to ACRHQ(SW) through Wing HQ, together with details of any action taken on recommendations contained within the report. A copy of the report is to be sent to the appropriate RFCA or parent station.

Reporting of Injuries

12. The reporting of injuries is to be in accordance with AP 1919, Chapter 6, and ACP 20B, AI No 202.

Safety of Visitors

13. The ATC is responsible for the safety of all visitors to its premises. All persons authorising visits are to ensure that visitors are made aware of any potential hazards that might exist.

Assessment of Risks

14. The Commanding Officer will ensure that a risk assessment is undertaken in respect of the squadron premises, such assessment to be reviewed at least every 12 months. The assessment must consider the following matters as a minimum requirement:

- (1) **Workplace Environment**

It is the policy of No Squadron ATC to comply with the Workplace (Health, Safety and Welfare Regulations 1992).

In order to comply with the 1992 Regulations, employers are required to ensure that the workplace, equipment, devices and systems are maintained (including cleaning) in an efficient state, efficient working order and good repair. The squadron must provide adequate ventilation, lighting and cleanliness with adequate space. Sanitary conveniences, washing facilities and drinking water must be adequately provided and all windows and doors must be of a safe construction.

- (2) **Work Equipment**

It is the policy of No Squadron ATC to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1992. By virtue of those regulations, employers are required to ensure that work equipment is so constructed or adapted as to be suitable for those persons for which it is provided. The Regulations require that it is to be regularly maintained and that sufficient information, instruction and training is provided in order that it may be used safely.

- (3) **Display Equipment**

It is the policy of No Squadron ATC to comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992. Under these Regulation, employers must perform a suitable and sufficient analysis and risk assessment of all work stations, screens and users' working environment.

- (4) **Personal Protective Equipment**

It is the policy of No Squadron ATC to comply with the requirements of the Personal Protective Equipment at Work Regulations 1992. Under these Regulations, employers are required to ensure that suitable protective equipment is provided to employees who may be exposed to risk to their health and safety except where and to the extent such risk has been adequately controlled by other means which are equally or more effective.

- (5) **Manual Handling**

It is the policy of No Squadron ATC to comply with the requirements of the manual Handling Operations Regulations 1992. These Regulations require employers so far as is reasonably practicable to avoid the need for staff to undertake any manual handling operations where there is a risk of injury. Where it is not reasonably practicable to avoid manual handling operations, then steps must be taken to reduce the risk of injury to the lowest possible level.

34% of all occupational accidents are back injuries caused by poor lifting techniques. It is therefore important that particular attention is paid to this type of hazard.

(6) **Electrical**

Part of the 1992 Regulations require that all work equipment is regularly maintained. This includes electrical appliances. The assessment should include a visual check for poorly fitted plugs, frayed wires or other obvious faults.

(7) **Hazardous Substances**

Under the Control of Substances Hazardous to Health Regulations 1988, chemicals classified as harmful, irritant or corrosive including those of a toxic nature, must be identified and the risk in using such substances minimised.

(8) **Noise at Work**

It is a requirement of the Noise at Work Regulations 1989 that noisy environments are identified by employers and necessary steps are taken to reduce noise levels.

(9) **Fire Safety**

The assessment should include a visual check of all fire equipment and a check that regular fire drills are carried out. It should be confirmed that appropriate fire signs are in place and clearly visible.

(10) **First Aid**

Under the Health and Safety (First Aid) Regulations 1981, employers must provide adequate equipment and facilities to give first aid to an employee who is injured at work. They should also supply a suitable number of persons capable of rendering first aid to injured employees.

The assessment should be reviewed at least every 12 months.

Dated this day of 2004

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(Rank & Name.....)

Read, signed and dated by the following members of staff:

..... Date.....

..... Date.....

..... Date.....

..... Date.....

..... Date