

Appendix 5

2010 Edition

SAFETY AND ENVIRONMENTAL MANUAL

ASCR 5

The Marine Society & Sea Cadets

MSSC Safety & Environmental Manual for Sea Cadet Units and other Volunteer Units

Introduction

This manual applies to all Sea Cadet Units, area and district staff and those who run events for sea cadets. It also applies to facilities operated by volunteers for the purpose of sea cadet training under the control of a responsible person.

It further applies to the functions of the MSSC in so far as it provides for, regulates, trains, advises and authorises the activities and conduct of the SCC and unit activities. This manual is designed to take the best that the law offers, together with any other processes and procedures that will contribute to making the SCC a well-managed organisation with good performance in safety and the environment.

All SCC Units and facilities are required to comply with the requirements of this manual. This manual is a reference document on necessary health and safety matters as they affect the SCC. It is not therefore, intended to be a document that members of the Corps read from start to finish. SCC members are however to be aware of the document's existence and its broad contents should they need to refer to it for detailed advice or guidance.

Captain Sea Cadet Corps

Date...

The Marine Society & Sea Cadets

MSSC Safety & Environmental Manual for Sea Cadet Units and other Volunteer Units

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Unit Management, Documentation and Inspection

1 Policy, statement of intent and Unit arrangements

1.1 The MSSC shall maintain:-

1.1.1 A safety and environmental policy and keep this available to Units and facilities;

1.1.2 MSSC Safety and Environmental Protection manual and safety management system for Sea Cadet Units and review them at least annually;

1.1.3 A model statement of intent for units containing:-

1.1.3.1 In part 1 - this statement shall include a commitment to the safe operation of the Unit and to the protection and sustainability of the environment. Units may use the MSSC model policy and adapt it to their Unit. See model statement of intent for a Sea Cadet Unit in annex D;

1.1.3.2 In part 2 - the statement shall list the responsibility and duties of named individuals in managing, controlling and advising on safety and environmental protection. See model statement of intent for a Sea Cadet Unit in annex D.

1.1.4 An area safety management procedure;

1.1.5 An authority to train procedure;

1.1.6 An authority to train matrix.

1.2 The following should be displayed or made easily available for cadets, staff, supporters and visitors to inspect:-

1.2.1 The MSSC policy;

1.2.2 MSSC Safety and Environmental Protection Manual for Sea Cadet Units;

1.2.3 Unit statement of intent (or facility statement of intent);

1.2.4 Responsibilities and duties;

1.2.5 Arrangements specific for the unit.

1.3 Other relevant documentation

1.3.1 A unit or a facility must keep an awareness of the other documents that may impact on the way they conduct their operations (see annex F). The rules from other organisations will also impact on health, safety and the environment (annex C).

1.3.2 See also annex A for internal documentation structure.

2 Authority to train process (ATT)

2.1 The authority to train process provides:-

2.1.1 assurance to MSSC and MoD that units are managing their activities safely;

2.1.2 feedback to Units to enable them to take corrective or improvement action;

2.1.3 assurance or otherwise to units that MoD indemnity remains valid.

2.2 Procedure

2.2.1 The authority to train inspection (ATTI) is a process carried out by area staff with the key health, safety and environmental function being conducted by area logistics officers (ALO) to a prepared question set.

2.2.2 Written procedures define how the process is carried out.

2.2.3 The question sets are in three main health and safety sections.

2.2.3.1 General section dealing with the property, land, records, policy, risk assessment, events, travel, child protection.

2.2.3.2 Adventure section dealing with water and land adventure activities.

2.2.3.3 Weapons and ammunition dealing with safety and security related to this equipment.

2.2.4 There are about 98 elements in the three sections.

2.2.5 The procedures supporting the process are available on the web site.

2.2.6 The ATTI matrix will be subject to annual review and revision.

2.3 Indemnity

2.3.1 The authority to train is an indication to a unit that their safety arrangements are sufficiently sound to assure them that MoD indemnity is valid provided the activities are conducted within the three main requirements:-

2.3.1.1 Suitable and sufficient risk assessment,

2.3.1.2 Activity on list of approved activities,

2.3.1.3 Conducted by qualified persons.

2.3.2 Authority to train is not an assurance that the unit meets all legal requirements.

2.4 The assessment process

2.4.1 The ALO assesses each element based on the sub-elements and other guidance available. In response to the assessment the ALO marks between 0 and 5; adds comments for the guidance of the unit should action be needed.

2.4.2 The ALO may give advice and help at the time of the assessment. Some corrective actions may require time to plan, prepare and resource and this is to be recognised in any targets set.

2.5 The collected ATTI data

2.5.1 The data is retained in area and national data bases and is used for the purpose of:-

2.5.1.1 MoD and MSSC Trustee assurance;

2.5.1.2 The identification of strengths and weakness both between units and also amongst the listed elements;

2.5.1.3 To support consistency of assessment across all units and areas;

2.5.1.4 Provide input into the unit review process.

3 Assimilation of safety and environmental information

3.1 Background

3.1.1 For effective management unit committee members, instructors and staff must become knowledgeable about all aspects of running a unit and in particular the processes and procedures in place to ensure safety and good environmental performance

3.2 Motivation and control

3.2.1 All Unit committee members and staff must assimilate the contents of the policy, the statement of intent, the arrangements and Sea Cadet Regulations.

3.2.2 Having examined the documents the reader must record the fact in the Unit safety log.

3.2.3 Non-unit facilities shall ensure that the safety arrangements are communicated to users.

4 Management of health, safety and the environment

4.1 Structure

4.1.1 The effective management of a Unit or facility is key to success in safety and the environment.

4.1.2 Management requires structure, assigned responsibilities and checks to assure that management outputs meet the objectives.

4.2 The following positions are key to the management of Units and facilities:-

4.2.1 Unit Chairman - who has responsibility for:-

4.2.1.1 the fabric of the buildings, land, facilities and their safety and environment,

4.2.1.2 resourcing (includes staff, funding and property),

4.2.1.3 fire safety.

4.2.2 Commanding Officer or officer-in-charge - who has responsibility for:-

4.2.2.1 Training,

4.2.2.2 Outside activities beyond the Unit perimeter,

4.2.2.3 Cadet activities.

4.2.3 Unit safety co-ordinator - who has responsibility for:-

4.2.3.1 advising the chairman on safety and environmental matters

4.2.3.2 advising the Commanding Officer / officer-in-charge on safety and environmental matters,

4.2.3.3 conducting audits, inspections, reviews and investigations,

4.2.3.4 researching solutions,

4.2.3.5 preparing documentation.

4.2.4 In a facility the responsible person is responsible for all aspects of the facility and is accountable to the line manager.

Note 1: See Sea Cadet Regulations for full description of responsibilities.

Note 2: Where a Unit lies entirely within the boundary of a MoD establishment, the MoD may take all or some of the responsibility for the building and grounds so relieving the Chairman of some of the duties.

Note 3: In the remaining text reference to a unit also applies to facilities where practicable.

5 Hosting arrangements

5.1 Background

5.1.1 A common practice is to accommodate and allow cadets from other units to undertake sea cadet training at host units under the control of the visiting unit cadet force adult volunteers.

5.1.2 Where this occurs there must be a formalised process of ensuring that the host unit provides all of the safety information necessary for the safe conduct of the activities.

5.1.3 Similarly the hosted group must assimilate all the necessary safety information to enable the hosted group to conduct its activities safely and to ensure the effective preservation of the safety systems and arrangements available.

5.2 The arrangements should cover aspects with regard to:-

- 5.2.1 Buildings, equipment and grounds,
- 5.2.2 Emergency arrangements and emergency contact of host,
- 5.2.3 Location of equipment,
- 5.2.4 Details of the local community and community services,
- 5.2.5 Security,
- 5.2.6 Local rules and sensitivities,
- 5.2.7 Significant hazards,
- 5.2.8 Exclusion areas,
- 5.2.9 Excluded equipment,
- 5.2.10 Excluded activities,
- 5.2.11 Operating procedures for essential equipment,
- 5.2.12 Departure arrangements and standards required.

6 Planning

6.1 Objective

6.1.1 Units are to plan their health, safety and environmental actions to match the need to minimise risk for cadets, adult volunteers and others that may be affected by the unit.

6.2 What the plan should address

- 6.2.1 Statement of intent and responsibilities,
- 6.2.2 H&S coordinator's annual work schedule,
- 6.2.3 Unit training requirements,
- 6.2.4 Risk assessment review,
- 6.2.5 Monitoring requirements,
- 6.2.6 Maintenance tasks,
- 6.2.7 Fire and emergency actions,
- 6.2.8 ATT Annual inspections,
- 6.2.9 Building reports,
- 6.2.10 Committee minutes,
- 6.2.11 Internal and external audit and inspection reports,
- 6.2.12 Requirements for the disabled.

6.3 Safety Improvement Measures

- 6.3.1 The relative risk attached to each identified health and safety issue,
- 6.3.2 The cost of remedial action,
- 6.3.3 Practical aspects,
- 6.3.4 Involvement of other bodies or interests,
- 6.3.5 The potential reputation damage,
- 6.3.6 Resources available,
- 6.3.7 The potential for the issue to be dealt with by other measures planned,
- 6.3.8 The potential for external support,
- 6.3.9 The range of abilities and disabilities,
- 6.3.10 Plans should be committed to record and be suitably communicated.

6.4 Unit management committee and staff meetings

- 6.4.1 These meetings shall have safety and the environment as standing agenda items.
- 6.4.2 The minutes should record information presented on the framework of the safety system, risk assessments, accidents and incidents, hazard reduction, welfare, training, evacuation exercises, resources for safety, safety system monitoring and the environment and safety plans.

6.5 Key aspects to good management in safety and the environment.

- 6.5.1 Good communication,
- 6.5.2 Assigned responsibilities,
- 6.5.3 Written terms-of-reference for all key people,
- 6.5.4 Seeking advice where appropriate,
- 6.5.5 Identifying issues of concern that may be of value to safety in other Units or the MSSC, and passing information about the issue through the area officer,
- 6.5.6 Authorising all persons to halt a process that is heading into danger,
- 6.5.7 Complying with the control measures identified in the risk assessment and in the arrangements and procedures,
- 6.5.8 Checking and reviewing.

6.6 Duties to operate the safety management system

- 6.6.1 The Unit Chairman and the Commanding Officer have duties to ensure that the safety management system is followed and maintained and the required records are kept up-to-date.
- 6.6.2 Unit Chairmen and Commanding Officers have duties to ensure that health, safety and environmental duties are assigned, managed and executed such that a good standard of health, safety and environment is maintained and that the unit continuously improves its performance.
- 6.6.3 Unit Chairmen and Commanding Officers are required to carry out checks, reviews, rounds and audits at suitable intervals to satisfy themselves that the system is operating effectively.
- 6.6.4 Records of the checks, inspections, audits and rounds shall be maintained and made available for external inspection.
- 6.6.5 The unit should conduct a periodic document review for purposes of ensuring the currency of the documentation provided.

7 Supervision

7.1 Cadets

7.1.1 All Unit activities shall have immediate adult supervision where this is necessary to ensure safety.

7.1.2 Supervisors shall have the knowledge, experience, training and competence to recognise and avoid danger and prevent unreasonable risk to participants and others who may be affected by the activity.

7.1.3 Where immediate supervision is unnecessary, unwarranted or undesirable, the participants shall be sufficiently trained and experienced to recognise and deal with foreseeable dangers.

7.1.4 Where groups of cadets are involved in activities not immediately supervised, one cadet shall always be appointed as the senior person to oversee the safety of the activity. This cadet shall have the knowledge, experience, training and competence to recognise and avoid the foreseeable danger and prevent unreasonable risk to the participants and others who may be affected by the activity.

7.1.5 For the purposes of Safeguarding (Child Protection) it is good practice for a second adult of the opposite sex to accompany building monitors or similar persons with lone access to children.

7.2 Adults

7.2.1 Where adults carry out duties, supervision may be required, depending upon the assessed risk. These activities include:-

7.2.1.1 The use of machinery;

7.2.1.2 Activities requiring climbing or working at height;

7.2.1.3 Work on electrical systems;

7.2.1.4 Work involving substances;

7.2.1.5 Where a second person is essential for safety;

7.2.1.6 Where a second person is required to recover from an incident.

8 Care of equipment supplied in the interests of safety

8.1 Background

8.1.1 Some equipment such as fire extinguishers, emergency doors, safety helmets rely on their continued effectiveness and interference with such items may cause them to be incapable of being used safely when needed.

8.2 Preserving qualities and utility

8.2.1 Equipment provided for reasons of safety must be cared for and protected so that when it is needed its properties are not impaired.

8.2.2 All such equipment shall be monitored, supervised and cared for by a person recorded in the Unit safety log as the person responsible. The equipment may be divided between different persons.

8.2.3 Cadets, staff or supporters must not interfere with equipment provided for safety in a way that might adversely affect it.

9 Unit safety log (USL)

9.1 Conduct

9.1.1 An effective way to keep all information together, and for records to be collated in a systematic way that is readily accessible, is to maintain a Unit safety log (USL).

9.1.2 The Unit safety log also provides tangible evidence that the safety management system is being followed and is effective.

9.1.3 Overall responsibility for the USL lies with the chairman and Commanding Officer.

9.2 The Unit safety log can take whatever form is required provided:-

9.2.1 It is logically arranged with suitable index and effective partitions;

9.2.2 It contains, or refers to the location of all the data, records, certificates; instructions and information necessary to meet the needs of the Unit, inspectors and auditors;

9.2.3 The information is easily retrievable and well preserved;

9.2.4 It lends itself to easy update;

9.2.5 It has a duplicate (back up) in another place to ensure that it can be recovered in the event of a disaster.

9.3 The Unit Safety Log

9.3.1 May be kept electronically or on paper or on both media.

9.3.2 Shall be kept up-to-date.

9.3.3 Shall be reviewed by the visiting ALO annually. Any findings from the review are to be recorded and passed to the area officer and the unit for action.

9.3.4 A model Unit safety log is available from MSSC.

9.4 The recommended contents of the log (or signposts within log)

The following documents / records must be kept for the length of time given.

This list does not limit what can be kept in the Unit safety log.

(Where a Unit is on a MoD establishment some of the records may not have to be kept)

Electrical	Portable Appliance Testing (PAT) Records	Six years or s/s
Electrical	Electrical Installation	Ten Years
Equipment	Lifting Equipment and Operations	Five Years
Fire	Fire Alarm Tests	Three years
Fire	Evacuation Drill	Five years
Fire	Gas Boiler Installation Service and Test	Five Years
Fire	Oil Boiler installation Service and Test	Five Years
Fire	Smoke Alarms Test	Five Years
Fire	Emergency Lighting	Two years
Fire	Fire Extinguisher Locations and Types	Until Revised
Fire	Fire Extinguisher Checks	Two years
Fire	Sleepover certificates and arrangements	Ongoing
Fire	Gas appliances checks and tests	Five years
Fire	Building plan with fire relevant detail and escape routes	Until s/s
Incidents	BI510	Ten years
Incidents	F2508 (RIDDOR reports by employers only)	Ten years
Incidents	Accident Investigations	Ten years
Radiation	List of radiation sources	Two years

Risk	Risk Assessments	Until reviewed and replaced
Safety	Personal Protective Equipment (PPE) Maintenance and Ownership	Ongoing
Safety	ATTI Records	Five years
Safety	List of Qualified First Aiders	Until revised
Safety	Unit Read Record (essential reading for staff etc)	ten years
Safety	Record of ladders steps and standups	Two years
Safety	Plans for safety processes and improvements	Five Years
Safety	Record of documents having been read	Five Years
Site	Asbestos Register or asbestos statement	Forty Years/until s/s
Site	Safety Inspections	Two Years
Site	Contractor information	One year
Site	Internal audits	Five Years
Site	Annual inspection and review documents	Two Years
Site	Glazing - record of assessment	Five Years
Site	Play equipment	Two Years
Site	Agreements with MoD parent (Landlord)	Until revised
Substances	COSHH Assessments	Until reviewed
Training	Induction Training	Five Years
Training	Safety Briefings	Five Years
Transport	Driving Licence Checks - Qualified Drivers Mini bus	Five Years
Transport	Mini bus servicing and maintenance	Two Years
Transport	Mini bus weekly check	Two Years
Site	Sleepover records	Two years

10 Contractors

10.1 Control and co-ordination

10.1.1 Where contractors are engaged to carry out work on the Unit, a Unit representative must exercise controls to ensure that the contractor can work safely and that the impact of the contractor does not adversely affect the health and safety of cadets and CFAV. The Unit Chairman has overall responsibility for contractors.

10.2 Information to contractor

- 10.2.1 the location of asbestos - the asbestos register;
- 10.2.2 fire safety processes;
- 10.2.3 means of access and egress and security;
- 10.2.4 location and means of access to electrical isolation points;
- 10.2.5 emergency contact arrangements;
- 10.2.6 any specific hazards within the Unit;
- 10.2.7 conduct when cadets are in the Unit (if applicable) (safeguarding rules);
- 10.2.8 condition in which the Unit is to be left on completion of work or completion of day;
- 10.2.9 temporary storage arrangement for contractor equipment and materials;
- 10.2.10 Unit safeguarding and health and safety policy;
- 10.2.11 arrangements for the disposal of waste;

- 10.2.12 relevant safety rules;
- 10.2.13 use of electrical equipment.

10.3 Records and statements

- 10.3.1 A record of information provided to contractors should be included in the Unit safety log.
- 10.3.2 Units that regularly have contractors are advised to prepare and maintain a contractors' information pack.

10.4 Construction and Design

10.4.1 Units shall comply with the requirements of Construction (Design and Management) Regulations 2007 whenever they engage in the renovation or rebuild of their Unit buildings. These regulations place duties on clients (Sea Cadet Units) to ensure that:-

- 10.4.1.1 Construction work is carried out safely;
- 10.4.1.2 Suitable welfare provisions are available;
- 10.4.1.3 Information is provided promptly;
- 10.4.1.4 They co-operate with other persons involved in the construction.

10.4.2 Where the work is extensive the client has additional duties. Unit Chairmen are to contact the area officer to discuss any proposed extensive work for the purpose of compliance with the regulations.

11 Events

11.1 Organisation

- 11.1.1 Events and cadet visits organised by units are to be conducted by an appropriate organization.
- 11.1.2 Organisers of significant events are advised to consult the area office early in the planning outlining the nature of the event.
- 11.1.3 The organization is to identify the following:-
 - 11.1.3.1 The person in overall charge of the planning, management, resource provision, execution and administration;
 - 11.1.3.2 Persons nominated to take on specific tasks in support of the person in overall charge;
 - 11.1.3.3 A health and safety adviser.
- 11.1.4 The extent of the organisation, preparation and documentation is to be proportional to the nature and extent of the event or visit and be suitable for the potential risks involved.

11.2 Provisions

- 11.2.1 The purpose, scope, schedule, participation, execution and leadership of the event shall be defined at commencement of planning. Thereafter the information is to be updated as the plan develops.
- 11.2.2 The planning and management is to embody suitable and sufficient risk assessments and safety procedures to eliminate or minimize the risk to participants. The event documentation and preparation shall address all of the significant issues and responsibilities.

11.2.3 The organisers are to research relevant references that set rules and regulations governing the activities planned and make arrangements to ensure compliance.

11.2.4 Suitable documentation is to be maintained so that the planning processes are structured and the work done remains of value for future similar events.

11.2.5 The risk assessments and procedures are to be communicated to the participants and to parents and guardians where necessary.

11.2.6 The plan is to include arrangements for the provision of health and safety advice to the leadership during the event. This person providing such advice does not have to be health and safety qualified. The person must have a mature and detached view on safety, sea cadet experience and be able express advice in a concise and helpful way.

11.3 The mix and availability of adults for the purpose of safeguarding (child protection). For the purposes of Safeguarding (Child Protection) it is good practice for a second adult of the opposite sex to accompany supervisors with lone access to children.

11.3.1

11.4 Key considerations

11.4.1 Risk assessments and procedures.

11.4.2 Supervisors - qualifications, competence and ratios.

11.4.3 Specialist needs.

11.4.4 Dietary needs.

11.4.5 Equipment fit for purpose.

11.4.6 Transport compliance.

11.4.7 Communication arrangements.

11.4.8 Welfare and medical support.

11.4.9 Disability and medical needs

11.4.10 Emergency arrangements.

11.4.11 Insurance.

11.4.11.1 Authority to proceed.

11.4.11.2 Personal fitness.

11.5 Information

11.5.1 Inform parents/guardians of the plan and make available the risk assessments.

11.5.2 Inform parents/guardians of contact methods and numbers.

11.6 Review

11.6.1 On completion of an event, a review should take places, assessing the strengths and weaknesses of the organisation and executions and any outcomes that were not intended or may lead to scrutiny in the future such as accidents or incidents. Significant findings of the review should be recorded.

11.6.2 Subsequent similar events should address the recorded reviews.

Training and Expertise

12 Safety and environmental training

12.1 Briefings

12.1.1 Induction training and safety and environmental briefings shall be provided for all new cadet and staff entrants. A briefing arrangement shall also be provided for visitors. Briefings shall be suitably tailored for the age and maturity of the cadet.

12.2 The Unit is to prepare the following briefing arrangements:-

12.2.1 An induction briefing pack detailing the subjects to be covered and the method of delivery;

12.2.2 A safety briefing arrangement for visitors;

12.2.3 A safety briefing plan for the annual briefing.

12.3 The induction is to contain at least the following, where relevant:-

12.3.1 Duties and responsibilities;

12.3.2 Electrical safety;

12.3.3 Equipment for safety purposes;

12.3.4 Fire safety;

12.3.5 First aid arrangements;

12.3.6 Galley and food safety;

12.3.7 Lifting and manual handling;

12.3.8 Reporting arrangements;

12.3.9 Significant hazards;

12.3.10 Risk assessments, arrangements and safe practices;

12.3.11 Traffic safety arrangements;

12.3.12 Waste disposal and environmental objectives.

12.4 Annual briefing and ongoing training

12.4.1 Staff and cadets shall be trained in health and safety on at least an annual basis;

12.4.2 Training for cadets shall be suitable for their age and maturity;

12.4.3 The training package shall be prepared into lesson plans and deal with topics suitable for the unit and activities;

12.4.4 The annual briefings should cover the topics listed for induction.

12.5 Health and Safety Training Principles

12.5.1 MSSC shall arrange and resource suitable training for Unit safety and environmental purposes.

12.5.2 Priority is to be given to the appropriate training of the USC, CO, Chairman and key area persons.

12.5.3 Units shall provide some in-Unit training for staff and committee members.

12.5.4 Training may take many forms including classroom delivery, e-learning, distance learning and mentoring.

12.5.5 Training to certificate standard as well as informal training shall be undertaken.

12.5.6 Units should maintain a safety and environmental notice board providing interesting material for both adult and cadet.

12.5.7 The depth and extent of training shall be tailored to the age and maturity of the cadet for the purposes of cadet training.

12.5.8 New entry CFAV shall complete the H&S and safeguarding components of the new entry induction course.

12.5.9 Under the MoU the MoD undertake to make available places on H&S courses for key persons in the MSSC and SCC where capacity permits.

12.6 Records

12.6.1 The Unit shall keep suitable records of health and safety training and these records should be accessible through the USL.

13 Specialist advisers

13.1 MSSC

13.1.1 The MSSC shall maintain competent person(s) in place to advise the organisation and Units about safety and the environment.

13.1.2 The principal adviser shall be attached to MSSC headquarters to advise the organisation and to co-ordinate the advisers located in the area offices. The adviser's role is to advise on the structure, system, monitoring, analysis, auditing, reviewing and the provision of advice for the organisation, Chairman of Trustees and CEO, on safety, health and the environment.

13.2 Area Logistics Officers

13.2.1 Within the areas, area logistic officers (ALOs) shall advise Units on safety and the environment and act as advisers to the area office. Their role is to provide assurance that safety and environmental protection matters are being addressed effectively throughout all Sea Cadet Units and sea cadet activities within their area, so that any risks to sea cadets and staff are reduced to as low a level as is reasonably practicable. Particular emphasis is attached to matters relating to the protection of children and young people.

13.2.2 ALOs are to analyse the health, safety and environmental provision of Units and advise on resourcing, prioritising and managing risk reduction measures for activities, equipment, land and buildings.

13.2.3 ALOs are to provide suitable training to Units.

13.2.4 The principles of ALO duties are listed in annex B.

13.2.5 ALOs should be consulted over any health, safety or environmental issue for which a unit requires help, support or advice.

13.3 ALOs record of advice to Units; feedback to area officers:

13.3.1 Progress,

13.3.2 Compliance,

13.3.3 Resource deficiency,

13.3.4 Resource opportunities,

13.3.5 Priorities,

13.3.6 Impact on training.

13.4 Specialist advice

13.4.1 Areas, units and districts are encouraged to engage specialist advisers where this makes economical sense for the purpose of delivering suitable health, safety and environmental training

13.5 Review

13.5.1 Area officers (with the support of the SEPA) are to:-

13.5.1.1 Review ALO advice periodically.

13.5.1.2 Conduct checks and analysis of the inspections, checks and audits carried out by ALOs.

13.6 Seeking Advice and support

13.6.1 Units are encouraged to seek advice and support from the area logistics officers with regard to the whole range of health, safety and environmental matters.

13.6.2 Units who require additional advice or reassurance should contact the MSSC Safety and Environmental Protection Adviser.

Risk Management

14 Risk management

14.1 Conduct of Risk Assessment

14.1.1 Addressing the potential risks and providing appropriate control measures is a management and planning function central to safety and the environment.

14.1.2 Units must conduct risk assessments in accordance with the well-established five steps to risk assessment. The assessor is to identify the hazards, define the people, prioritise the risk, identify the controls, identify additional controls and review.

14.1.3 The significant risks shall be recorded and the records kept within the Unit safety log.

14.1.4 The risk assessments are to be retained in an easily retrievable form.

14.1.5 Units should conduct unrecorded risk assessments where the risks are not significant.

14.1.6 Dynamic risk assessments may be unrecorded where they are relevant to a responsive or fast moving situation.

14.1.7 Where, by necessity, the training process is changed, the person in charge should conduct a risk assessment taking into account the changes and record only those additional or changed risks that are significant.

14.1.8 Where risks cannot be assessed because of too many unknowns, the activity should cease.

14.2 Consideration should also be given to:-

14.2.1 dealing with emergencies;

- 14.2.2 impact of fatigue;
- 14.2.3 disabilities of participants or users;
- 14.2.4 a sudden and unexpected change in the environment;
- 14.2.5 medical factors;
- 14.2.6 maturity, stature, age, experience of participants.

14.3 Reasons for risk assessments

- 14.3.1 The risk assessment should form a fundamental basis for the safe procedure.
- 14.3.2 A qualification for MoD indemnity is that the activity is properly risk assessed.

14.4 Training

- 14.4.1 All instructional staff and appropriate UMC members are to receive training in risk assessment techniques.
- 14.4.2 Where training is required in carrying out risk assessments, Units should contact their ALOs.

14.5 Main categories of risk assessments required for Units

Site,
 Asbestos,
 Adventurous Activities,
 Events,
 Emergency arrangements,
 Food hygiene,
 Water borne Activities,
 Training activities,
 Repair and maintenance,
 Electrical Equipment,
 Workshops,
 Equipment,
 Office activities,
 Transport,
 Heads and bathrooms,
 Visitors,
 Weapons and Ammunition,
 Open days / public events.

15 Hazard identification

15.1 The following table gives examples of hazards to be considered. This list is not exhaustive:-

Biological agents.	leptospirosis in water).
Chemicals and substances.	Cleaning of equipment.
Cleaning of premises and infrastructure.	Compressed air.
Confined spaces.	Contact with hot/cold surfaces.
Criminal activities / abuse	Drowning.
Electricity.	Excavation work.
Explosions, (particularly fuels).	Fall of object from height.
Fall of the person at the same level.	Fall of the person from height.
Fire.	Gas supplies.

Hand tools.
Hygiene and food.
Lighting.
Maintenance of infrastructure.
Mechanical lifting operations.
Operation of vehicles.
Sharps.
Slips.
Stacking of stores.
Use of boats.
Weather conditions.
Criminal activity
Young persons' inexperience/ lack of knowledge.

Housekeeping.
Ingesting dust.
Maintenance of equipment.
Manual handling.
Noise.
Provision and use of machinery.
Skin contamination.
Smoke inhalation.
Stored fuels.
Vibration.
Equipment and Tools.
Child abuse

15.2 Recording and using

15.2.1 The hazards should be listed and assigned with an assessment of seriousness.

15.2.2 The hazard evaluation should then form part of the risk assessment and remedial action process.

15.2.3 Reporting safety and environmental issues

15.3 Unit System

15.3.1 A system is to be provided and maintained whereby Unit members or committee members may report health, safety and environment issues for consideration by the Unit Chairman, the CO or a person delegated to handle these issues.

15.3.2 Where a reporting line is not specified then the Unit line management arrangement is to be used.

15.4 Action on report

15.4.1 Pass to a more senior level, or,

15.4.2 Carrying out suitable remedial or corrective action, or,

15.4.3 Answering the person making the report with a plan or solution.

15.5 Organisation

15.5.1 Reports are not to be left without a close-out process that is visible.

15.5.2 Units are to prepare and maintain a written system for such reporting.

15.5.3 The record of actions and close-out should be included in the Unit minutes.

15.6 Motivation

15.6.1 Units shall motivate all persons to contribute to health, safety and environmental improvement and accident prevention.

Site and Buildings

16 Building and site safety

16.1 The Buildings

16.1.1 The unit buildings shall be maintained in a state that is safe for its purpose. It is also to be suitable to accommodate persons with disability, where this is needed, and is within the reasonable means and capability of the unit.

16.1.2 The unit should comply with the requirements of the disability discrimination law.

16.2 Land

16.2.1 The surrounding land, equipment, fences and gates shall be maintained in a safe condition to prevent injury.

16.2.2 Where areas are known to be hazardous suitable fencing or marking to prevent access shall be in place and the purpose of that fencing or marking shall be briefed to adults, cadets and visitors.

16.2.3 Access should be sufficiently secure and relevant to the prevalence of crime and the potential for harm from criminal elements.

16.3 System

16.3.1 Routine rounds should include aspects of health and safety.

16.3.2 Observations requiring action shall be recorded and communicated to the CO or Unit Chairman. Rounds are normally recorded in the quartermaster's log.

16.3.3 Safety inspections shall be periodically carried out to determine measures to address and improve safety.

16.3.4 Inspections shall be recorded in the Unit safety log together with any findings.

16.3.5 Remedial actions required are to be presented to the CO and Unit Chairman and discussed at the UMC.

16.3.6 The Unit must demonstrate that it has a planned, organised and co-ordinated arrangement in place to ensure the suitable upkeep of the Unit buildings and land.

16.3.7 The arrangement should ensure that the buildings and land are safe and that costs are minimised by timely repair and maintenance.

16.3.8 The use of inspection templates and check list is strongly recommended.

16.4 Suitable records shall be maintained to include:-

- Access equipment,
- Fire equipment, extinguishers, doors and clear pathways, fire risks
- Flammable store,
- Floors, steps and stairs,
- Gas appliances,
- Heads and bathrooms,
- Kitchen equipment,
- Lighting, heating and electrical systems,
- Open areas, vehicle areas,
- Portable electrical equipment - visual inspection,
- Roof, ceiling, rain water disposal
- Safety signs,
- Security,
- Store rooms and storage space,
- Substances store,
- Vermin,
- Waste disposal,
- Windows and doors.

17 Heating

17.1 Suitability

17.1.1 The Unit should be heated by an appropriate means to provide a uniform temperature suitable for the activities.

17.1.2 Heating should be environmental sound so as to reduce the production of waste heat within the capital resource capacity of the unit.

17.2 Heating systems should be:-

17.2.1 central boiler powered by gas or oil using a water circulation scheme with water filled radiators;

17.2.2 other centrally arranged heat recovery systems professionally approved;

17.2.3 fixed electrically powered heaters of the storage or instant kind;

17.2.4 hot-air ducting from a central heating Unit.

17.3 Servicing and checks

17.3.1 Radiators and heaters shall be assessed for maximum temperature and precautions implemented to prevent injury from contact with hot surfaces.

17.3.2 Boilers and gas or oil burning appliances shall be regularly serviced and inspected by Gas Safe (formerly CORGI) or OFTEC registered and qualified persons. Records of the servicing shall be retained in the Unit safety log.

17.3.3 Gas appliances shall be maintained, by qualified persons, in a safe and serviceable state and be subject to regular inspections.

17.4 Mobile Heating

17.4.1 The use of mobile heating, particularly powered by LPG or similar products is strongly discouraged. These should only be used for emergency purposes.

17.4.2 Gas storage bottles must be kept outside in a suitable enclosure.

17.4.3 Where gas storage bottles are required to be kept inside the building, a system is to be in place so that fire fighters are warned that bottles are inside the building and the location of them.

18 Fire safety

18.1 The Unit Chairman is to ensure that:-

18.1.1 A competent person carries out a fire risk assessment or carries out a review of the existing assessment at no more than annual intervals;

18.1.2 The findings of the risk assessment are to be implemented as additional control measures and embodied in the fire management plan;

18.1.3 The risk assessment shall take into account the variety of use;

18.1.4 The fire management plan is reviewed at least annually;

18.1.5 Fire orders are up-to-date;

18.1.6 Fire prevention inspections are carried out;

18.1.7 Fire evacuation drills are carried out six monthly or more frequently and are recorded in the USL;

18.1.8 The control measures identified in the risk assessment are implemented;

18.1.9 Appropriate signs are in place for the purpose of evacuation;

18.1.10 Appropriate signs and information are in place for the purpose of the plan;

18.1.11 Safe pathways are clear and free from smoke generating materials;

18.1.12 Doors, with a suitable fire rating, are fitted to protect safe pathways where necessary;

18.1.13 Fire detection or smoke detection systems are fitted where appropriate and are tested at suitable intervals;

18.1.14 The standard of the fire detection and alarm system and the scale of the interconnection and zoning shall be appropriate to the use and complexity of the building;

18.1.15 Staff, supporters and cadets are trained in fire safety and evacuation;

18.1.16 Staff and supporters are capable of identifying the appropriate extinguisher for type of fire and operating it to maximum effect;

18.1.17 The fire alarm system is tested monthly or more frequently. Where there are multiple alarm points these shall be tested in sequence. These tests must be recorded in the USL;

18.1.18 Suitable lighting is provided to automatically replace mains powered lighting during loss of mains power to support the orderly evacuation of the Unit.

18.1.19 Emergency lighting is to be routinely tested and records kept.

18.2 Expert Liaison

18.2.1 It is recommended that liaison be established with the local fire and rescue service to encourage the provision of inspections, training and support from the local fire and rescue service.

18.2.2 Liaison is particularly important so that heightened awareness of the fire and rescue service is established where sleepovers occur.

18.2.3 Where installed, integrated alarm systems shall meet the appropriate standards on which expert support should be obtained.

18.3 Staff, cadets and supporters must be able to carry out the following:-

18.3.1 Raise the alarm, and call the fire brigade;

18.3.2 Use all escape routes from the building;

18.3.3 Identify the evacuation muster point;

18.3.4 Contribute to the maintenance of clear pathways to safety;

18.3.5 Use fire fighting equipment provided within the limits prescribed by the Unit Chairman. The top priority is to evacuate the building and the use of fire fighting is reserved for the purpose of preventing an easily containable fire developing into a significant threat. (Cadets should not use fire fighting equipment except when it is essential to open a safe pathway.)

18.4 Fire prevention and management

18.4.1 Keep the building and surrounding area clean and tidy.

18.4.2 Minimise the use of flammable materials in the fabric of the building and within contents.

18.4.3 Clear away flammable materials

18.4.4 Keep significant waste in bins with secure lids.

18.4.5 Control ignition sources.

18.4.6 Carry out inspections, checks and rounds at regular intervals.

18.4.7 Ensure extinguishers are inspected at least annually and these inspections recorded in the USL and on the extinguisher.

18.4.8 The number, type and distribution of extinguishers are suitable for the Unit.

18.5 Fire extinguishers

18.5.1 Extinguishers are to be checked at regular intervals by persons qualified to do so. An annual inspection is the normal period. Dry powder extinguishers may, through vibration, settle the powder preventing efficient operation. Boat extinguishers of this type should be shaken occasionally to ensure that the powder will flow.

18.6 Sleepovers – overnight stay

18.6.1 Areas and units are to ensure that the fire prevention arrangements in the sleepover policy and procedures are followed and appropriate authorisation is put in place. See annex E.

19 Overnight stays in Units

19.1 Background

19.1.1 A Unit must carry out a suitable and sufficient risk assessment before cadets and staff may sleep over in a Unit.

19.1.2 Written procedures must document the control measures necessary for a safe sleepover.

19.1.3 A unit shall operate in accordance with Annex E.

19.2 The issues that must be addressed are:-

- 19.2.1 The provision of night wardens and the conduct of routine rounds; for the purposes of Safeguarding (Child Protection) it is good practice for a second adult of the opposite sex to accompany the fire monitors or those conducting rounds;
- 19.2.2 The provision of suitable sanitation, ventilation and heating;
- 19.2.3 Security;
- 19.2.4 Segregation between sexes;
- 19.2.5 Child protection issues;
- 19.2.6 Potential for onset of illness and response;
- 19.2.7 Use of fire resistant materials;
- 19.2.8 Fire drills and alarm tests;
- 19.2.9 Fire prevention, detection, alarm, evacuation and fire fighting arrangements are suitable;
- 19.2.10 Distance to place of safety or final exit;
- 19.2.11 Provision of food and drink;
- 19.2.12 Upper bunk bed restraint;
- 19.2.13 Disposition of points of ignition and combustibles;
- 19.2.14 Briefings;
- 19.2.15 Training sessions in emergency procedures;
- 19.2.16 Protection of evacuees during and after the emergency evacuation.

20 Glazing and window cleaning

20.1 Safety Measures

- 20.1.1 Glazing within the Unit shall be assessed and the thickness of glass determined and recorded.
- 20.1.2 The thickness found should be checked against the specification for the size, location and type of window or door.
- 20.1.3 The Unit should maintain records on glazing and, where necessary, plan remedial work to replace non-complying glazing.
- 20.1.4 The replacement of glass should be prioritised based on the resources available and where the risk is greatest.
- 20.1.5 Window cleaning should be risk assessed and arrangements made to maintain a system of work that minimises the risk.
- 20.1.6 Units should assess internal glazing in cupboards, show cases, mirrors, notice-boards and address the risks from impact and shattering. Hazardous glazing should be replaced with a less hazardous solution.

21 Workshops

21.1 Access and other information

- 21.1.1 Workshops should have restricted access or access permitted under defined supervisory arrangements. Teaching the health and safety issues related to use of tools, equipment and workshops is an important process in the future health and safety of cadets.

21.1.2 More specific information related to the use of workshops is given elsewhere in the manual.

21.2 Maintenance

21.2.1 Clear floors kept clean.

21.2.2 Floor markings where the workshop is of significant size.

21.2.3 Free from trailing cables.

21.2.4 Good access with escape options.

21.2.5 Suitable control of flammables and provision of fire extinguishers.

21.2.6 Suitable lighting or natural lighting.

21.2.7 Control of ignition sources.

21.2.8 Capable of being secured to prevent unauthorised access.

21.2.9 Special fire prevention measures should be in place where exposed flame is used.

21.2.10 The workshop should be adequately ventilated and suited to the work being done.

21.3 Machinery

21.3.1 Should be prevented from unauthorised operation.

21.3.2 Suitably guarded.

21.3.3 Have adequate instructions.

21.3.4 Be kept clean, maintained and given suitable electrical tests.

21.3.5 Hand tools should be kept in good condition.

21.3.6 Machinery should have emergency stop arrangements.

21.3.7 Lifting equipment must be suitably maintained, inspected and used only by those with the skill to do so safely.

21.4 Waste disposal

21.4.1 Be collected in a suitable receptacle.

21.4.2 Be cleared regularly.

21.4.3 Be secure to prevent the support of fire.

21.4.4 Disposed in the appropriate manner (as hazardous waste if necessary).

21.5 Assigned responsibilities

21.5.1 A suitable competent person should take control of the workshop.

21.5.2 The name of the responsible person should be identified at the entrance.

21.5.3 The Unit should have a policy on working alone in the workshop setting out the conditions for such work.

21.6 Stores

21.6.1 Material stores should be safely stacked and controlled.

21.6.2 The conditions for storage should preserve the qualities of the material.

21.6.3 A storage plan and shelf/cupboard labelling should be in operation.

21.7 Training

21.7.1 Use of the workshop should only follow suitable training or proven skills in the activities to be undertaken.

21.7.2 Those authorised to use the workshop should be listed and identified against any restrictions (for example - authorised to use pillar drill but no other power tools.)

21.7.3 Similar restrictions should apply to COSHH materials.

21.7.4 Training should be given where significant lifting and handling is needed.

Equipment

22 Personal protective equipment (PPE)

22.1 Principles and compliance

22.1.1 When all other safety measures have been exhausted personal protective equipment may be used to provide the safety levels required.

22.1.2 PPE includes clothing and many other pieces of equipment for enhancing safety and protecting the individual.

22.1.3 PPE must be controlled, stored, inspected and maintained such that it maintains the qualities for which it was designed.

22.1.4 PPE must be used or worn in accordance with the instructions and the design.

22.1.5 The activity procedure should define whether PPE is required and how and when it should be used.

22.1.6 Units shall appoint a person to take control of PPE.

22.2 The person appointed should maintain a record of maintainable PPE and include:-

22.2.1 Date acquired,

22.2.2 Dates of inspection and findings,

22.2.3 Date disposed,

22.2.4 Disposable PPE need not be accounted for.

22.3 The user must:-

22.3.1 Use equipment correctly,

22.3.2 Report maintainable PPE defects,

22.3.3 Return maintainable PPE in good condition or report defect.

22.4 Cleaning of PPE

22.4.1 PPE worn next to the skin or, through contact may transmit infections, should be appropriately cleaned at suitable intervals or after use.

22.4.2 The Unit should maintain a suitable written procedure at the PPE point so that users are kept aware of the cleaning requirements and that these are followed.

22.4.3 The procedure should include instructions on:

22.4.3.1 Frequency or situation where cleaning should be undertaken;

22.4.3.2 The method of cleaning as appropriate to the item;

22.4.3.3 The method a drying or treatment on completion of cleaning;

22.4.3.4 The means of restoring the item to store and further use.

22.5 ALO Checks

22.5.1 ALOs are to:-

22.5.1.1 Examine PPE records and check these records against the equipment held.

22.5.1.2 Examine the arrangements for maintenance, cleaning and disposal.

23 Equipment

23.1 The Unit shall ensure that equipment is:-

- 23.1.1 Suitable for the intended use;
- 23.1.2 Safe for use, maintained in a safe condition, and, in certain circumstances, inspected to ensure that this remains the case;
- 23.1.3 Used only by people who have received adequate information, instruction and training.
- 23.1.4 Accompanied by suitable safety measures, e.g. protective devices, markings, warnings and PPE;
- 23.1.5 The Unit must ensure that risk assessments are undertaken and effective measures taken to eliminate or minimise risk associated with the Unit equipment.

23.2 Equipment includes:

- 23.2.1 Hand tools;
- 23.2.2 Machinery;
- 23.2.3 Office equipment;
- 23.2.4 Lifting equipment;
- 23.2.5 Kitchen equipment;
- 23.2.6 Ladders, pressure water cleaners, laboratory equipment;

23.3 The following list identifies particular aspects that must be addressed:-

- 23.3.1 Dangerous parts of machinery: control measures (i.e. guarding) to reduce the risk to staff from dangerous parts of machinery;
- 23.3.2 Protection against failure: control measures (i.e. emergency stop controls) to reduce the risk to staff;
- 23.3.3 High or very low temperatures: measures to ensure that persons do not come into contact with work equipment and materials which are likely to burn, scald or sear;
- 23.3.4 Control systems and controls: controls should not be capable of being circumvented and must be located in such a manner that the operator cannot be at risk when using them;
- 23.3.5 Isolation from sources of energy: machinery must be provided with the means to isolate it from the electricity supply and any other sources of power;
- 23.3.6 Stability: work equipment to be sufficiently stable, by clamping or fixing, to avoid risks;
- 23.3.7 Lighting: work places to be adequately lit by appropriate means in line with the work being undertaken;
- 23.3.8 Maintenance operations: wherever possible maintenance operations to be carried out while the equipment is stopped. Competent persons only to carry out maintenance;
- 23.3.9 Markings/warnings: work equipment to have appropriate markings, safety warnings or symbols that are easily understood;
- 23.3.10 Erecting/dismantling equipment: to be appropriately planned so that work equipment is erected and dismantled safely. The work to be in compliance with the manufacturer or supplier instructions where available;
- 23.3.11 Relevant risk assessments and procedures are to be available to the users of work equipment.

23.4 Signs

- 23.4.1 Signs shall comply with the Health and Safety (Safety Signs and Signals) Regulations 1996.

23.5 Hand tools

- 23.5.1 A risk assessment must be conducted on all hand tool operations.

23.5.2 Users are to be suitably trained or be under training.

23.5.3 Where cadets are being given training and project work, in the use of hand tools, supervision must be maintained following initial training.

23.5.4 Suitable and sufficient information must be provided to cadets and staff.

23.5.5 Tools provided must be fit for the task and in good repair.

23.5.6 Some tools will require the use of PPE such as goggles, gloves, safety boots and aprons. Where these are identified they should be available, in good condition and used.

24 Display screen equipment (DSE)

24.1 Application

24.1.1 It is unlikely that any Unit DSE user will qualify as a regular user of DSE equipment.

24.1.2 Nevertheless users of such equipment should comply with good practice in the use of such equipment.

24.2 The basic rules for the use of DSE equipment.

24.2.1 Take plenty of breaks from the task;

24.2.2 Ensure that you are comfortable in the position you adopt;

24.2.3 Ensure that the chair, desk, screen, keyboard, mouse and other material are spatially related for maximum comfort and ease of use;

24.2.4 Make sure that your posture is right;

24.2.5 Minimise glare and reflections from the screen;

24.2.6 The screen font is suitable for your eyesight and task;

24.2.7 The equipment is well adjusted to give non-flicker, suitable contrast and brightness;

24.2.8 Minimise background noise;

24.2.9 Temperature is suitable for the task;

24.2.10 The software is suitable;

24.2.11 Consider pre-existing injury or condition and adapt the process to suit;

24.2.12 Units with a regular DSE user should carry out a risk assessment of the person and equipment. A regular user would use the equipment for more than five hours per week.

25 Lifting operations

25.1 Units where lifting operations are conducted must adhere to the following rules:-

25.1.1 Ensure that lifting equipment is of adequate strength and stability for each load;

25.1.2 That every part of a load and anything attached to it and used in lifting it is of adequate strength;

25.1.3 Lifting equipment is positioned or installed in such a way to minimize the risk of the equipment or load striking a person;

25.1.4 Precautions are in place to prevent someone falling whilst operating with the load;

25.1.5 Equipment is marked with the safe working load for each configuration;

25.1.6 Accessories for lifting are also marked in such that they can be used safely;

25.1.7 Lifting operation shall be properly planned by a competent person; appropriately supervised and carried out in a safe manner;

- 25.1.8 Equipment shall be thoroughly examined before being brought into operation;
- 25.1.9 Equipment shall also be examined if it is exposed to conditions that may cause deterioration;
- 25.1.10 Equipment shall be examined at least every 12 months by a competent person;
- 25.1.11 Defects found on inspection shall be corrected before the equipment is used again;
- 25.1.12 Units must keep suitable records in the Unit safety log to demonstrate systematic control and management of lifting operations and equipment.

25.2 Demonstration lifting equipment

25.2.1 Where demonstration lifting equipment is rigged to lift token loads for the purpose of demonstrating mechanical advantage, velocity ratios and efficiency the following is to be undertaken:

- 25.2.1.1 The equipment is to be used for demonstration purpose only;
- 25.2.1.2 Be maintained under the control of the demonstrator;
- 25.2.1.3 Be regularly inspected and checked to ensure strength, suitable anchorage, the load is suitable for demonstration purposes and that the whole equipment is in a good state of repair and fit for purpose.

26 Manual handling

26.1 Need and solutions

- 26.1.1 Manual handling is a prolific cause of injury and time off work.
- 26.1.2 The Unit must conduct suitable risk assessment on manual handling and factor in the age, strength, maturity and possible frailty of some cadets.
- 26.1.3 Units should carry out manual handling training for those most vulnerable to injury from manual handling.

26.2 Within Units, manual handling is a frequent activity and includes:-

- 26.2.1 Moving boats;
- 26.2.2 Moving stores;
- 26.2.3 Pulling on lines;
- 26.2.4 Loading vehicles.

26.3 The following issues will help reduce manual handling injuries:-

- 26.3.1 Has it got to be moved now;
- 26.3.2 Can a mechanical device be used;
- 26.3.3 What are the hand grips like;
- 26.3.4 Are there sharp edges or other features that may damage the skin;
- 26.3.5 Assess the situation;
- 26.3.6 Assess the weight;
- 26.3.7 Assess the centre of gravity;
- 26.3.8 Would assistance reduce risk;
- 26.3.9 Invoke a team;
- 26.3.10 Is the correct protective equipment being worn;
- 26.3.11 Is the lift within the physical capabilities of the cadets and/or staff..

26.4 Plan the task

- 26.4.1 Plan a route that is free from obstructions, tripping and slipping hazards.
- 26.4.2 Provide opportunities for rest and recovery.
- 26.4.3 'Walk' the route before carrying out the task.
- 26.4.4 Know where the load is to 'end up.'
- 26.4.5 Fully brief anyone who is assisting.

26.5 Method

- 26.5.1 Decide how to hold the load before the lift.
- 26.5.2 Ensure a firm grip with both hands.
- 26.5.3 Attain and maintain a good posture - back straight.
- 26.5.4 Wear suitable safety equipment - gloves and safety shoes - where provided.
- 26.5.5 Beware of finger and/or toe traps, especially when lowering the load.
- 26.5.6 Stop or abandon the process if there is a deviation from the plan and reassess.

26.6 Safe lifting precautions

- 26.6.1 Assess the load and make sure that the area is clear of hazards.
- 26.6.2 Keep the back straight at all times, stand as close as possible to the load with feet apart, bend the knees. Keep the head up and do not twist the trunk.
- 26.6.3 Hold the load as close to the body as possible.

26.7 Storage

- 26.7.1 Stores should be arranged in such a manner that heavy items are stored at floor and lower levels. Only very light equipment should be stored above head height.
- 26.7.2 Where equipment is stored by suspension there should be enough persons available to support the equipment when being moved to and from storage.
- 26.7.3 The suspension apparatus should be checked before use and periodically checked thereafter. It should always be of sufficient strength to take three times the anticipated maximum load.

27 Pressure vessels

27.1 Inspection and test

- 27.1.1 Units that hold pressure vessels for the purpose of storing gas or air at pressure must ensure that vessels are suitably tested, inspected and fit for purpose.
- 27.1.2 The inspection and test should also extend to associated pipe work and ancillary equipment such as valves and pressure limiters.

27.2 Records and advice

- 27.2.1 This is a specialist area and documentation from the HSE should be consulted.
- 27.2.2 Units are advised to obtain specialist help and seek advice from the ALO.
- 27.2.3 Tests should be recorded in the Unit safety log.

28 Play equipment

28.1 Installation

28.1.1 Play equipment, goal posts and similar items must be installed robustly and be subject to inspection on a programmed routine basis.

28.2 Records and reference

28.2.1 Inspections shall be recorded in the Unit safety log.

28.2.2 See dedicated Sea Cadet Regulations.

Substances

29 The control of substances hazardous to health

29.1 Implications and Information

29.1.1 Substances enter the body by one or more routes; ingested - swallowed; inhaled - breathed in; or absorbed - soaked through the skin.

29.1.2 The effects may be acute (immediate) such as vomiting or fainting as well as long term.

29.1.3 Units are to seek specific advice where any of the substances are listed in the current EH40. (EH40 is published by the HSE on an annual basis and information is available on the HSE web site.)

29.2 Substances can cause:-

29.2.1 Dermatitis (skin inflammation/irritation) as a result of skin contact;

29.2.2 Loss of consciousness due to exposure to toxic fumes;

29.2.3 Asthma or more serious breathing conditions due to breathing in fumes;

29.2.4 Cancer by long-term exposure to certain substances known as carcinogenic;

29.2.5 Infections from bacteria.

29.3 Routine usage of common household items

29.3.1 Under normal circumstances, the quantities used and exposure time should not present any problems providing the manufacturers' instructions are complied with.

29.3.2 Safety data sheets define how the products should be used and what, if any, protective equipment is required.

29.3.3 It is important to consider the effects of the mixing of different substances.

29.3.4 Common household products when mixed with bleach can produce phosgene gas.

29.3.5 Other effects can include chemical burns to the skin, irritation of the respiratory tract and damage to the eyes.

29.4 Risk Assessment for non-household substances

29.4.1 Before any activity that uses hazardous substances is undertaken, the manufacturers' safety data sheet should be assessed, safety precautions addressed and a risk assessment completed.

29.4.2 The risk assessment should be written around the data sheet.

29.4.3 It is advisable to keep the data sheet as an annex to the assessment.

29.4.4 The risk assessment will result in a series of control measures needed to minimise risk. This may include:-

29.4.4.1 Substitution of the substance;

29.4.4.2 Reduction of amounts;

29.4.4.3 Ventilation arrangements;

- 29.4.4.4 Special tools;
- 29.4.4.5 Exposure times;
- 29.4.4.6 Process arrangements;
- 29.4.4.7 Personal protective equipment.

29.5 Storage

29.5.1 Store substances in a safe manner and in accordance with the manufacturer's instructions and consider aspects such as:-

- 29.5.1.1 Temperature;
- 29.5.1.2 Ventilation;
- 29.5.1.3 Spillage;
- 29.5.1.4 Escape into drains;
- 29.5.1.5 Manual handling.

29.6 Food and drink

29.6.1 Hazardous substances must be kept entirely separate from the consumption of food and drink.

29.6.2 Hygiene actions should be taken on completion of work with hazardous substances.

29.7 The Unit is to:-

- 29.7.1 Train persons who deal with these substances;
- 29.7.2 Communicate information about the substances to those who may come into contact with them;
- 29.7.3 Maintain information about substances and the emergency and urgency actions required;
- 29.7.4 Make available records about the use of substances to the ALO.

30 Asbestos

30.1 Characteristics and actions

- 30.1.1 Asbestos may be found in many Units, especially those housed in older buildings.
- 30.1.2 Asbestos may be found in three forms, chrysotile, amosite and crocidolite.
- 30.1.3 Where the asbestos is undisturbed and identified, the material presents no harm.
- 30.1.4 Should the material be damaged, fibres may become airborne presenting a significant hazard to health.
- 30.1.5 Where identified, appropriate control measures must be implemented and maintained.

30.2 Identification

- 30.2.1 The identification of asbestos within a SCC Unit is the responsibility of the Unit Chairman/Unit management committee.
- 30.2.2 All Units must have an asbestos survey report by a competent person.
- 30.2.3 The report must show the suspected location and identity of the asbestos and the nature of its present containment.
- 30.2.4 The survey report shall be retained in the USL and should be made available to all with a need to know.
- 30.2.5 Where practicable, locations containing asbestos should be labelled.
- 30.2.6 Where a unit discovers that on inspection no asbestos is believed to be in the unit this should be recorded in the USL together with the date of the inspection.

30.3 Measures

30.3.1 Before work is commenced on the fabric of the building, the person in-charge of the work shall be given all information available on any asbestos contained in the fabric of the building. The information shall be suitable and sufficient to enable persons working on the building to avoid danger from asbestos.

30.3.2 Staff, supporters and cadets must be informed of the location of asbestos. They are to be informed that the locations are not to be disturbed under any circumstances. Where possible and helpful for the purposes of safety the location of asbestos should be indicated by suitable warning labels.

31 Flammable materials

31.1 Main Storage

31.1.1 Flammable materials shall be stored in a secure store suitably separated from other materials and areas of the Unit to prevent the spread of fire.

31.1.2 The store shall be organised, maintained, ventilated, protected and controlled to ensure safe and environmentally sound storage.

31.1.3 The storage shall protect the drains from inadvertent spill in to the drains by the use of suitable measures.

31.1.4 The Unit shall have arrangements in place to manage the store, deal with spills and dispose of unwanted materials.

31.1.5 The amount of fuel (particularly petrol) allowed to be stored in total and in portable tanks is severely limited and these limits should not be exceeded. A storage facility should be labelled prominently with the maximum amounts allowed.

31.1.6 Arrangements must be in place to ensure that the location of all places where petrol is stored is communicated to users of the premises.

31.1.7 Metal portable storage tanks should be avoided.

31.2 Environmental Protection

31.2.1 Secondary containment should be considered depending on the nature and quantities stored. The adjacency of water courses and the nature of the ground should also be considered with a view to protecting controlled waters.

31.3 Aerosols

31.3.1 Some Aerosols contain flammable propellant or flammable content and may be open to abuse by young persons.

31.3.2 Instructors are advised to remove such aerosols from cadets during any course where there is an overnight stay and return them to the owner at the end of the course.

31.3.3 Units sending cadets to events should warn them not to take such aerosols with them.

31.4 Boat refuelling

31.4.1 Boats must be refuelled or fuels transferred using a risk assessed procedure. The procedure must address the:-

31.4.1.1 Nature of the fuel and the ease of ignition;

31.4.1.2 The presence of static and static producing materials such as clothing, matting, and nearby overhead lines or similar producers of strong electric fields.

31.4.1.3 The need for the discharge of static by the use of earthing or bonding arrangements.

31.4.1.4 The emergency arrangements to deal with any spontaneous ignition.

31.4.1.5 The use of transferable fuel tanks with plug in facilities.

31.4.1.6 The availability of commercial fuel supplies with boat access.

31.4.2 See RYA guidance.

31.5 Commercial Boat Fuelling systems

31.5.1 There are a number of commercial systems that help with the process of fuelling and these should be considered.

31.5.2 The systems decrease spillage, reduce exposure of the fuel to air, minimise production of electrical charges and enable better control of the fuel.

31.6 Paints and other flammables

31.6.1 These should be kept to a minimum and be suitable to the unit needs. Not all paints are flammable.

32 Ionising radiation

32.1 The following items may contain radio active materials:-

32.1.1 Smoke detectors;

32.1.2 Gun sights;

32.1.3 Bubble sextants;

32.1.4 Sound powered phones;

32.1.5 Compasses (mainly large compasses found in boxes): (So far binnacle compasses have not been found to contain radioactive material);

32.1.6 Trophies from ships and aircraft from around the second world war period.

32.2 General

32.2.1 The hazard from radioactive material depends upon the material, its activity and quantity of material.

32.2.2 Smoke detectors may pose a hazard where many (over 400) are gathered in the same location such as a store. The same applies to sights and compasses. The problem is only likely to apply to a transshipment store.

32.2.3 Of much greater risk are trophy items from the second world war and in the years immediately after (such as instruments, cockpit equipment, large compasses and sound powered telephones) that contain radium. Where Units are aware of such items on the Unit site the equipment should not be tampered with and its presence should be reported to the Area Officer. If a Unit is offered such equipment for display it must be declined. The cost of safe disposal of radium can be very high.

32.2.4 Where equipment containing low level material becomes broken, it should be handled with care and measures should be taken to avoid contaminating skin and ingesting any material. Advice should be sought from the Area Office immediately.

32.2.5 A Unit requiring a survey of their headquarters for the purpose of reassurance with regard to radioactive sources should contact the Area Office.

32.2.6 Units should maintain a list of known or suspect radioactive sources within their Unit safety log.

32.2.7 The ALO is required to check the list and correlate it with the equipment held.

32.2.8 Units must muster their holding on an annual basis and submit an annual return to DSTL Environmental Sciences.

32.2.9 Units must not dispose of such equipment or materials except through the appropriate channels and only with Area Office agreement.

32.3 Indications and Interference

32.3.1 A tell-tail sign of the presence of radium is where the luminous numerals or letters have turned to a brown colour having originally been a dull green.

32.3.2 No person should interfere, disassemble or dismantle any item where there is reason to suspect the presence of radioactive substances.

32.3.3 Where indications suggest the presence of radioactive substances a report should be made to the area office or through the line management.

Energy

33 Electrical safety

33.1 Planning

33.1.1 Changes to the electrical system shall be suitably planned.

33.1.2 Specialist support shall be used in the planning and execution of any work.

33.1.3 Changes to the system shall be subject to suitable inspection and checks.

33.2 Management

33.2.1 The unit should maintain a diagram showing the circuits, protection arrangements and isolation arrangements so that loss of power or faults can be dealt with quickly, easily and safely.

33.2.2 This diagram should be easily available at the distribution point or other suitable location.

33.2.3 A suitable tool kit and materials for addressing immediate needs for rewirable fuse carriers or similar actions should be kept readily available.

33.3 Inspection

33.3.1 The electrical system for the lighting and power supply for the Unit shall be inspected by a competent person at intervals of no more than ten years or at the period specified on the inspection certificate where this specifies a lesser period. Any remedial work identified shall be undertaken to bring the system up to a safe standard.

33.3.2 The Unit shall retain records of inspections, non-compliances and recommendations.

33.4 Risk can be reduced by the following:-

33.4.1 Replace with battery powered equipment. Most associated battery chargers will however have a mains voltage input.

33.4.2 Replace mains equipment with reduced voltage requirement, (industry uses 110v or 50v in some cases & not 240v). Such equipment will have a mains supplied isolating transformer.

33.4.3 Ensure all visual checks have been carried out before use.

33.4.4 Use hand tools that are electrically insulated.

33.4.5 Securely clamp the outer layers of flexible cables to prevent them being pulled from terminals.

33.4.6 Use proper and approved connectors.

33.4.7 Avoid jewellery, rings and other metal adornments.

33.4.8 Use appropriate PPE when identified by the equipment manufacturer or by risk assessment.

33.4.9 Ensure there are sufficient sockets for the Unit requirement.

33.4.10 Ensure power supply circuits are properly rated and suitably protected by fuses or breakers.

33.4.11 Switch off power before connecting/disconnecting plugs and sockets.

33.4.12 Replace all damaged/frayed cables before use.

33.4.13 Disconnect equipment from power supply before cleaning or maintenance.

33.4.14 Avoid touching electrical equipment with wet hands where practicable.

33.4.15 If switches/sockets/plugs/sockets/connectors become hot during use - have them checked by a competent person before further use.

33.4.16 Ensure equipment ventilation is unobstructed to prevent overheating.

33.4.17 Use Residual Current Devices (RCDs) where practicable. Where fitted check/test these Units every three months or when there is good reason to do so.

33.4.18 One socket one plug. Only use extensions or multiple Units for low power equipment, e.g. computers and printers.

33.4.19 Only competent persons are authorised to work on electrical equipment. This includes both the Unit buildings/infrastructure and Unit equipment.

33.4.20 Risk assessments must be completed in all cases where this type of work will be carried out.

33.4.21 Should any training or activity include working on or with electrical equipment then the risk assessment should reflect the age and inexperience of any cadets involved.

33.5 Portable electrical equipment (Mains voltage)

33.5.1 Portable electrical equipment is moveable electrical equipment connected to the mains supply by a plug.

33.5.2 A useful guide is leaflet IND (G) 236 - Maintaining Portable Electrical Equipment In Offices & Other Low-Risk Environments - published by the HSE.

33.5.3 Portable electrical equipment must be visually checked before use and on receipt. The manufacturer's instructions should be followed.

33.5.4 Each piece of equipment should be recorded and hold a unique identifying number. This information should include: unique identifying number, name of item, name of manufacturer, serial number and date of purchase (if known).

33.5.5 Equipment inspection must be conducted on an agreed time scale by a competent person. This time scale is not to exceed five years but for equipment in a hostile environment (most tools) the check should be as frequent as annually.

33.5.6 A competent person must inspect donated electrical equipment before it may be used. Units are advised to decline donated electrical equipment unless the quality is known and there is pressing need for it.

33.5.7 Donated fridges and/or freezers should not be accepted.

33.5.8 Units should use a residual current device wherever possible within the supply to portable equipment.

33.6 Visual checks of portable electrical equipment should be carried out periodically or before use:-

33.6.1 Check for damage such as cracks, cuts, splits or signs of abrasion to the equipment casing or lead;

33.6.2 Check cable security where the cable enters the equipment and plug;

33.6.3 Check the plug for damage such as cracks, bent pins, indication of over-heating, and for the security of the power supply cable;

33.6.4 Check the complete assembly, from equipment to plug, for loose screws/components, signs of overheating, discolouration and staining;

- 33.6.5 Ensure electrical supply sockets are not over-loaded;
- 33.6.6 Check that the equipment has not been used for unsuitable purposes.

33.7 If someone comes into contact with an electrical supply, take the following action:-

- 33.7.1 Switch off the power;
- 33.7.2 Secure safety of casualty;
- 33.7.3 Apply the minimum of first aid for airways, breathing and circulation;
- 33.7.4 Summon immediate Medical Assistance;
- 33.7.5 Comfort casualty;
- 33.7.6 Once casualty is under professional medical control make out a record of what happened;
- 33.7.7 Carry out the accident / incident procedure described elsewhere in this manual.

34 Noise

34.1 Staff are to identify noisy environments and take action to:-

- 34.1.1 Minimise the exposure of cadets and staff;
- 34.1.2 Where prolonged exposure is of concern the Unit is to initiate noise monitoring via the ALO's.

34.2 Hazard of particular note

- 34.2.1 Boatswain's Calls are a source of high and medium frequency sound.

34.3 The following precautions are to be taken for boatswain's calls:-

- 34.3.1 The activity should be conducted in the open spaces;
- 34.3.2 Participants should never be closer than 3 metres to each other;
- 34.3.3 Spectators should be further than 3 metres from the nearest piper;
- 34.3.4 In competition, judges should be no nearer than 3 metres;
- 34.3.5 Training periods should last no longer than 15 minutes;
- 34.3.6 A break of at least 15 minutes should be taken between training periods;
- 34.3.7 Cadets should be informed of these rules and they are to be told that these rules apply away from the Unit (eg at home);
- 34.3.8 An information leaflet should be provided for parents or guardians if the cadet is to practice at home.

35 Activities at height

35.1 General

- 35.1.1 The Unit is to assess activities at height such that they may be planned, managed and controlled in such a way as to prevent injury and damage.
- 35.1.2 Units shall conduct risk assessments and have arrangements in place to control activities at height.
- 35.1.3 Generally these will include safety lines and duplicated safety systems to prevent falls.
- 35.1.4 Working at height also includes work with ladders, access platforms, steps and standups where secondary fall arrest systems may not be practicable.

35.1.5 Such access equipment must be suitable for purpose, well maintained, properly erected or placed and used by a person with sufficient knowledge, experience and training to avoid danger.

35.1.6 Units are also required to protect persons from injury due to the potential for objects to fall from height. Units are required to assess the storage of all materials and equipment so that there is adequate protection from falling objects.

35.2 Ladders, steps and standups

35.2.1 shall be periodically inspected;

35.2.2 where defective they are to be taken out of use and repaired, prevented from being used or disposed;

35.2.3 records of inspections are to be maintained.

35.3 Scaffolding (Tower Type)

35.3.1 Tower scaffolds must be constructed, used and dismantled in compliance with the manufacturer's instruction.

35.4 Scaffolding (Constructed type)

35.4.1 Scaffolding shall be constructed, maintained, inspected and dismantled by competent suppliers. In some cases the scaffold structure will have to be designed. A competent supplier should be able to advise Units on the requirements.

35.5 Unguarded fall points

35.5.1 Unguarded fall points include harbour walls and similar facilities.

35.5.2 Units should ensure the safety of cadets and staff by appropriate marshalling, control and briefing. It is not always possible or practicable to provide fall arrest in these circumstances.

35.5.3 The use of such facilities should be addressed in the risk assessment.

Care of the Environment

36 Care of the Environment

36.1 Main Objectives

36.1.1 The sea cadet organisation supports protecting the environment and the policy of sustainability.

36.1.2 Units should conduct their business on the basis of being good neighbours.

36.1.3 The Unit should set environmental objectives for their local area and use consumables on the principle of sustainability.

36.1.4 Units should address the liberation of carbon to the atmosphere through the control of consumption of energy and materials.

36.2 Basic controls to help protect the environment include: -

36.2.1 Eliminate - is this substance or equipment required.

36.2.2 Reduce - keep the amounts used to the lowest essential minimum.

36.2.3 Reuse - where practicable, reuse instead of throwing away.

36.2.4 Recycle - make use of local recycling facilities, this would probably be in the form of paper, glass, electrical equipment and metal.

36.2.5 Responsible disposal - dispose of all waste in accordance with local authority recommendations. Follow manufacturers' guidance on waste disposal.

36.3 Energy conservation

36.3.1 The Unit shall have an objective to reduce energy consumption to the minimum for effective operation. This can be done in the following ways:-

- 36.3.1.1 Ensure lights are switched off when rooms are unoccupied;
- 36.3.1.2 Adopt efficient equipment and lighting;
- 36.3.1.3 Switch off electrical equipment when not in use;
- 36.3.1.4 Do not leave equipment on standby for long periods;
- 36.3.1.5 Heating should be maintained at the lowest possible setting to achieve comfort and minimum training environment;
- 36.3.1.6 Engines on vehicles, boats etc should not be allowed to idle for long periods.

36.4 Water Conservation

36.4.1 Water consumption can be reduced by implementing simple actions:-

- 36.4.1.1 Turn off taps when the water is not needed;
- 36.4.1.2 Ensure leaking water systems are repaired promptly;
- 36.4.1.3 Use showers instead of baths;
- 36.4.1.4 Partly fill wash basins instead of washing under running water;
- 36.4.1.5 Collect water for land maintenance and outside cleaning.

36.5 Sewerage

36.5.1 The sewerage system shall only be used for suitable domestic waste within the capacity of the system. Items with the possibility of causing blockage and chemicals other than those approved shall to be disposed by other means.

36.6 Waste electronic and electrical equipment

36.6.1 Electronic and electrical waste shall be soundly environmentally disposed.

36.6.2 Units may maintain a record of the purchase of electrical and electronic equipment by using the portable appliance testing (PAT) arrangements.

36.6.3 Units should use the facilities provided by suppliers to dispose of like for like purchases through the household arrangements provided under the WEEE Regulations. These facilities are provided by law.

36.7 Hazardous waste

36.7.1 Hazardous waste must be treated in compliance with environment law. Units are to obtain professional disposal contractors to deal with such materials and ensure that they follow the specified documentary processes.

36.7.2 Units should seek advice where this problem arises.

36.8 Escape of fuels, lubricants and contaminants to lakes, rivers and water courses

36.8.1 Where such liquids or materials could escape and enter local water, Units are to provide secondary containment so as to prevent such escape and provide for the easy recovery of the liquids or materials.

36.8.2 The Unit shall have a spills procedure and materials suitable to soak up minor spills.

36.9 Notification of contamination of land or water and damage to species and habitat.

36.9.1 Responsible persons shall inform, through the area officer or line management, any release that has or is likely to contaminate land or water or damage species or habitat.

Welfare

37 Safeguarding (child protection)

37.1 Safeguarding (Child Protection). The Unit shall conduct its business in such a way that:-

37.1.1 The safeguarding (child protection) policies and procedures are given high priority and fully implemented;

37.1.2 Adults who have the potential to gain unsupervised access to cadets must have a criminal records disclosure through the relevant disclosure authority;

37.1.3 Key safeguarding procedures are to be on display at the unit where they can be viewed to those who use or visit the unit. The following should be on display:

37.1.3.1 Codes of conducts for adults (ASCR12) and cadets (ASCR 13)

37.1.3.2 Safeguarding policy statement (Annex B to Chapter 1 of SCR)

37.1.3.3 Child helpline numbers for cadets,

37.1.3.4 Child helpline numbers for cadets,

37.1.3.5 The identity of the Unit Child Protection Officer,

37.1.3.6 The identity of the Designated Worker at Area Office.

37.1.4 In addition to above all policies and procedures listed in the Safeguarding Policy Statement referred to above must be accessible to those who use or visit the Unit and made available to cadets' parents or guardians.

37.1.5 All instructors and Unit assistants must sign the Unit staff awareness record (SCC form P20) indicating they have read and understood the Child Protection Policy Guidance Document (ASCR 9) and code of conduct for adults (ASCR 12).

37.1.6 All instructors and Unit assistants must carry a copy of the Child Protection Pocket Guide and JSP 535 when attending Sea Cadet Units and activities.

37.1.7 Adults who have potential to gain unsupervised access to cadets shall complete form P20.

38 Criminal Activities

38.1 The unit shall ensure that:-

38.1.1 The opportunity for criminal violence against staff and cadets is minimised;

38.1.2 Young people are given special protection commensurate with their vulnerability;

38.1.3 Information is promulgated to cadets and staff identifying sensible precautions to be taken to prevent criminal violence.

38.2 The Unit shall maintain a risk assessment taking into account:-

38.2.1 The nature and prevalence of crime in the area of the Unit;

38.2.2 The nature and prevalence of crime in the area of its other activities;

38.2.3 Advice from police, local authority and MSSC sources;

38.2.4 The potential for spreading crime and violence from within the Unit;

38.2.5 The influence of criminal elements within the Unit;

38.2.6 Relationships with local police.

38.3 Unauthorised, illegal or inappropriate material, equipment or weapons

38.3.1 Commanding Officers and Unit Chairman are to be aware that items or materials may enter the unit carried by adults or cadets.

38.3.2 The presence of such items or materials is forbidden and all instructors and supporters of the unit should be watchful for them and taken action to confiscate or deal appropriately with them.

38.3.3 The finding of illegal items may require reports to the police.

38.3.4 Commanding Officers/Officers-in-Charge should make a judgement, based on suitable advice, about the return of confiscated material to the purported owner.

38.3.5 Weapons, explosives, pornographic material and dangerous substances should be dealt with in consultation with the police.

39 Prior injury and medication

39.1 Adult volunteers and staff

39.1.1 Where staff or cadets are subject to a prior injury that may affect their health and safety, the nature and degree of incapacitation is to be reported to the Commanding Officer or his/her delegate.

39.1.2 Staff shall report to the Commanding Officer, or delegate, receipt of any medication or treatment that may adversely affect the safety of themselves, instructors or cadets.

39.2 Cadets

39.2.1 Where cadets are in receipt of medication or treatment that may affect their own safety this must be reported to the Commanding Officer or his delegate.

39.2.2 Cadets who participate in corps activities involving extended periods away from home are to comply with SCRs relevant to the disclosure on treatment and medication.

39.3 Records, risk assessment and arrangements

39.3.1 Units should make confidential records to address these issues. These records should be suitably destroyed once the issue is out-of-date.

39.3.2 Units shall take into account, within their risk assessment, any safety issues related to prior injury and medication.

39.3.3 Where a medical condition, such as an allergy, affects a cadet and requires specific precautions or measures, the person in charge of the event should determine how the condition is managed at home as guidance as to how the condition can be managed for sea cadet activities.

40 Welfare

40.1 Purpose and provision

40.1.1 The purpose of providing adequate welfare facilities is to promote and maintain the good health of the staff and cadets and to protect them from adverse effects of disease and the environment.

40.1.2 The CO and Unit Chairmen shall provide for the welfare of the staff and cadets. This shall be achieved by the provision of adequate environment, suitable protection, toilets, washing facilities, clothing stores, drying of clothing, drinking water and other reasonable requirements for the care of adults and young people.

40.2 Provision for disability

40.2.1 In providing for the welfare of adults and cadets, the CO and Unit Chairman shall provide for the reasonable requirements of disabled volunteers, cadets and visitors.

40.2.2 Units should comply with the MSSC safeguarding policy with regard to equality, diversity and the provisions for all community members.

40.3 Vermin

40.3.1 The Unit shall have a plan to deal with vermin and infestation where this is identified as a problem.

40.3.2 In combating a vermin problem Units may have to seek contractor support.

40.4 Spread of disease and containment

40.4.1 Units should respond to any current information relating to pandemic, epidemic or local outbreaks of disease by following the advice available from the following sources:-

40.4.1.1 The MSSC,

40.4.1.2 The National Health Service (NHS),

40.4.1.3 The Health Protection Agency (HPA),

40.4.1.4 Local Authorities,

40.4.1.5 Local health providers,

40.4.1.6 Specialist providers set up for specific disease response or control.

41 Food preparation and eating areas

41.1 Enforcement Inspection

41.1.1 Local authorities carry out food hygiene inspections at sea cadet units.

41.1.2 Lambeth Council is the MSSC and SCC lead authority for food hygiene and may be able to help in addressing inconsistency or difficulties with any inspections. Contact with Lambeth Council should be made through the MSSC SEPA.

41.1.3 Recommendations made by inspectors should be planned and implemented as soon as possible keeping the inspector informed.

41.1.4 See accident and incident advice and reporting requirements elsewhere in the manual.

41.2 Controls

41.2.1 Galleys, food preparation and consumption areas are to be maintained in a clean and hygienic state.

41.2.2 Appropriate signs should be displayed to control access to the area and to warn and prohibit.

41.2.3 The person in charge of the area should hold suitable qualifications in food hygiene.

41.2.4 Where necessary Units are to record their food preparation and food hygiene procedures.

41.2.5 The basic food hygiene certificate is to be displayed for those who prepare food in the galley.

42 Pregnant persons and nursing mothers

42.1 The Unit shall implement risk assessments taking into account the status of:-

42.1.1 Pregnant cadets, instructors or helpers;

42.1.2 Nursing mothers who have given birth during the last six months.

42.2 Action on pregnancy

- 42.2.1 Staff or cadets of the Unit who become pregnant should inform the CO or OIC in confidence as soon as possible;
- 42.2.2 The CO or OIC should then review or undertake a risk assessment in order to determine additional control measures to protect the pregnant person or mother and child;
- 42.2.3 These control measures are likely to limit the activities in which a pregnant person or nursing mother may participate in;
- 42.2.4 Records should be kept in the confidential section and not be included in the Unit safety log.
- 42.2.5 See Annex F for more detailed guidance and information for those with a health condition.

43 Stress

43.1 Characteristics

- 43.1.1 Pressure can lead to stress.
- 43.1.2 Stress is the term used where pressure leads to a feeling that an individual cannot cope with the pressures placed on them.
- 43.1.3 Stressors can be environmental or psychological.
- 43.1.4 Physical effects can include raised heart rate, increased sweating, headache, dizziness, blurred vision, aching neck and shoulders, skin rashes and a lowering of resistance to infection.
- 43.1.5 Other effects can include increased anxiety and irritability, a tendency to drink more alcohol and smoke more, difficulty in sleeping, poor concentration and an inability to deal calmly with everyday tasks and situations.
- 43.1.6 Often these effects are usually short-lived and cause no lasting harm. When the pressures recede there is a return to normal.
- 43.1.7 Intense or prolonged stressors may be more damaging and result in longer-term psychological problems and physical ill-health. This may result in high blood pressure, heart disease, thyroid disorders, ulcers, anxiety and depression.

43.2 Stressors

- 43.2.1 Harmful levels of stress are most likely to occur where:-
 - 43.2.1.1 Pressures pile up on top of each other or are prolonged;
 - 43.2.1.2 People feel trapped or unable to exert any control over the demands placed on them;
 - 43.2.1.3 People are confused by conflicting demands made of them;
 - 43.2.1.4 These situations are more likely to affect people who exercise least control.

43.3 Problems can be triggered or made worse where:-

- 43.3.1 People feel a high degree of uncertainty about their activities and their objectives;
- 43.3.2 Schedules are inflexible and over-demanding;
- 43.3.3 There is prolonged conflict between individuals, including harassment, bullying, contempt or indifference;
- 43.3.4 There is a lack of understanding and leadership;
- 43.3.5 Physical conditions can also be stressful. These include excessive noise, heat, humidity or vibration, or the presence of toxic or dangerous materials or other workplace hazards which might not be adequately controlled.

43.4 Signs which may point to a stress problem include:-

- 43.4.1 Changes in performance;
- 43.4.2 Increase in error rates;
- 43.4.3 Poor decision making;
- 43.4.4 Deterioration in planning and control;
- 43.4.5 Changes in attitude and behaviour;
- 43.4.6 Loss of motivation and commitment;
- 43.4.7 Erratic or poor timekeeping;
- 43.4.8 Tension and conflict between colleagues.

43.5 Action on reducing stress:-

- 43.5.1 Reduce or eliminate stressors;
- 43.5.2 Leaders give support;
- 43.5.3 Reduce uncertainty;
- 43.5.4 Improve sense of worth or value;
- 43.5.5 Encourage confidence and competence;
- 43.5.6 Consistency of treatment;
- 43.5.7 Good direct 2-way communication;
- 43.5.8 Improve the feeling of security;
- 43.5.9 Ensure that staff members have the skills, training and resources needed to do their jobs properly.

44 Lone operating

44.1 Duty

- 44.1.1 Units must make provision to protect persons who may be active alone at the Unit or elsewhere.

44.2 The lone operator should always have a communication buddy. This is the person who is informed that the lone person:-

- 44.2.1 Has arrived at the location;
- 44.2.2 Has left the location;
- 44.2.3 Is undertaking certain tasks;
- 44.2.4 Is fine with no problems;
- 44.2.5 Where possible, in a functional mobile phone area, mobile phones should be carried on the person of the lone operator. A radio connexion is another option.

44.3 The buddy is also the person who raises the alarm if:-

- 44.3.1 the lone person indicates he is in trouble;
- 44.3.2 the lone person fails to meet the call schedule.

44.4 Certain activities should not be carried out alone:-

- 44.4.1 Using EH40 substances; (see section on COSHH substances)
- 44.4.2 Using certain machine tools;
- 44.4.3 Operating on jetties or pontoons;
- 44.4.4 Operating at height where there is a risk of fall.

Incident Response

45 Accident and incident response plan

45.1 Accident categories

45.1.1 The following categories are provided for the purpose of statistical analysis. They should be applied on the basis of best fit and judgement is required.

45.1.1.1 **Minor Injuries:** Cuts, abrasions, mild knocks on head, muscle strain, mild sprains, minor medical event, fainting.

45.1.1.2 **Serious Injuries:** Breaks to fingers, thumbs, toes, foreign matter in eyes with little adverse effect, more serious cuts and wounds, breathing difficulties, serious sprains and dislocations, heavy blows to head, significant medical event, disease with rapid recovery.

45.1.1.3 **Major injuries:** Breaks to main frame bones and arms and legs, eye injuries, unconsciousness but not fainting, serious bleeding, significant head injuries, retention in hospital, medical event requiring hospital attention, minor amputation, disease with prolonged recovery, heart or breathing difficulties.

45.1.1.4 **Critical injuries:** Multiple fractures, injuries to key internal organs, serious head injuries, medical event requiring extended hospital stay, loss of sight, major amputation, loss of hearing, disease with lasting disability, serious heart or breathing difficulties, near drowning.

45.1.1.5 **Death:** Death through injury or medical event; the death, injury, medical event or the discovery of the onset of the medical event occurring during cadet activities.

45.1.1.6 **Dangerous Occurrence:** An event often causing damage to property, equipment or materials but for good fortune could have resulted in serious injuries or worse.

45.2 Action

45.2.1 The on-scene control lies with the most appropriate person discovering the incident or accident.

45.2.2 Once the issue has been reported to the person in charge of the activity, the person in charge of the activity, or a person delegated, takes overall control.

45.2.3 The person in overall control then sets up or continues with suitable communication arrangements with whatever resources are required and any agencies that need to know.

45.2.4 Where the injury is sufficiently serious, professional help must be summoned urgently and the victim passed into professional hands.

45.2.5 The priority is to remove a life threatening danger or remove the victim from immediate and life threatening danger and take whatever action is required to sustain life and promote recovery.

45.2.6 The person in charge is to minimise first-aid to that which is essential for meeting these objectives.

45.2.7 Where possible any first-aid should be delivered by a qualified first-aider but this requirement must not hinder the preservation of life or the promotion of recovery.

45.3 After-care and support

45.3.1 The person in charge is to decide and put into action the next stage in the treatment based on best available advice:-

45.3.1.1 Monitor the injury locally;

45.3.1.2 Obtain local treatment from professional sources;

45.3.1.3 Obtain hospital treatment;

45.3.1.4 Obtain emergency action.

45.4 Transport

45.4.1 Whenever treatment is required in hospital or at a local facility the most suitable transport is by ambulance and this should be arranged on an urgent or non-urgent basis.

45.4.2 The use of a taxi is the next best solution. A person under the age of 18 is to be accompanied by an adult (with CRB clearance).

45.4.3 Transport by private car must only be carried out where absolutely necessary. In such a case, any person under the age of 18 should be accompanied by a person of the same sex or no fewer than two persons (with appropriate child protection clearance). Only a vehicle with appropriate insurance shall be used for this purpose.

45.5 Next of Kin

45.5.1 Cadets and staff are to have next of kin records available at the Unit or whenever they are away from their Unit on sea cadet activities.

45.5.2 Except where the injury is critical or the injury or occurrence has resulted in death the person in charge should proceed to inform next of kin. If the injury is critical, or death has occurred, proceed as for occurrence of death described under that heading.

45.5.3 Where the injury and treatment relates to a person under the age of 18 then the person in charge is to inform the next of kin as soon as is reasonably practicable:-

45.5.3.1 Establish the identity of the person called and their relationship to the injured person. This is to ensure that the person is the appropriate next-of-kin.

45.5.3.2 Determine their location and alternative means of communication.

45.6 Information to be exchanged with the next of kin:-

45.6.1 The name of their next-of-kin injured. (where there is potential for misidentification a date of birth should be confirmed);

45.6.2 Nature of the injury and the time of occurrence;

45.6.3 A brief statement of last known state ie conscious/unconscious;

45.6.4 A brief statement on cause but only if clearly known;

45.6.5 The immediate action taken;

45.6.6 The location of the injured person;

45.6.7 The name of the person treating / details where available;

45.6.8 A contact point where the injured person is being treated;

45.6.9 Your name, identity and how you can be contacted;

45.6.10 Determine whether the next of kin are likely to attend the under 18 year old and if so their likely arrival time.

45.7 Continued attendance

45.7.1 Where an under 18 year old has been admitted to hospital for the purpose of treatment, a sea cadet adult representative should remain available at the location for the purposes of supplying information, providing support and being a communication point.

45.7.2 A sea cadet adult representative shall take no part in the medical processes unless specifically requested by the medical staff and agreed by the injured person.

45.8 Records and communication

45.8.1 The person in charge must keep written records of the incident and times including details of:

45.8.1.1 Information passed on;

45.8.1.2 First aid applied;

45.8.1.3 Persons involved;

45.8.1.4 Information on the accident site, witnesses, environment and any criminal activity thought to have occurred;

45.8.1.5 Senior MSSC involvement and Media Interest.

45.8.2 Where the accident is serious or media interest is likely, the person in charge is to take the following action:-

45.8.2.1 Inform the district officer, with an outline of the information;

45.8.2.2 Inform the SCC Headquarters (duty person), area officer, and the safety and environmental protection adviser;

45.8.2.3 Maintain suitable records.

45.9 Multiple person injuries

45.9.1 Where multiple person injuries are incurred, the person in charge is to deploy adult staff to support each individual in compliance with the requirements for the single victim accident. Where the injured are sent to the same facility, one adult can provide the communication and control point for all the victims.

45.9.2 Where there are multiple person injuries it is of paramount importance that information passed to next of kin relates only to their next of kin.

45.10 Death

45.10.1 Where a person involved in sea cadet activities is killed, either outright or shortly after injury, the following actions must be taken by the person in charge:-

45.10.1.1 Inform the police through the 999 service; obtain medical support

45.10.1.2 Ensure that the identity of the person is beyond doubt. Where this cannot be established use the statement that "the injured person has not been identified".

45.10.1.3 Inform the person in charge of the establishment if relevant;

45.10.1.4 Inform persons listed below:-

**CEO or duty person at MSSC headquarters 020 7654 7000,
(MSSC out of hours 07789 398 133 or 07789 398 123),
Area Officer,
District Officer.**

45.11 Control, Communication and Dispersal (death or critical injury)

45.11.1 Where identity is beyond doubt, commence action through the police or other services to have the parents, guardian or next of kin informed but do not implement action from site or allow telephone information to be passed with any news.

45.11.2 Place an embargo on cadet and staff telephones and brief persons against divulging information prematurely.

45.11.3 Liaise with authorities in providing information.

45.11.4 Keep records of actions.

45.11.5 Take charge of personnel involved and develop teams to reassure cadets and others adversely affected by the incident.

45.11.6 Develop scheme for early closure of the event and the return of cadets to their homes.

45.11.7 For the purpose of information the victim should be considered to be injured until death is incontrovertibly certified by an authorised person.

45.12 Incidents to report to area office

45.12.1 The listed incidents or occurrences are to be advised to area office (ALO, AO, DAO, BMD or Office Manager). The figures in brackets give guidance on the maximum time (**hours**) between the incident and the report being received by an ALO, AO, DAO, BMD or Office Manager.

45.12.2 The initial report should be by telephone and, where necessary, this should be followed by written communication.

45.13 Listed incidents

45.13.1 Where police attend a unit or unit activity for the purpose of dealing with a crime or emergency (120).

45.13.2 Where a significant threat is made to or there is an assault on a cadet or adult volunteer when in uniform or because of their known association with the sea cadets (72).

45.13.3 Where the fire and rescue service attend a unit or unit activity for the purpose of a rescue, dealing with a fire emergency but not for a false alarm (72).

45.13.4 Where an ambulance or medical professional attend a unit or unit activity for dealing with a medical urgency or emergency (120).

45.13.5 Where a death or major injury occurs in the course of sea cadet activities, travel or on the unit premises. (Major injury is as defined in RIDDOR) (2).

45.13.6 Where there is a dangerous occurrence (Dangerous occurrence is as defined in RIDDOR) (24)

45.13.7 Where a competent person inspecting the premises gives a view that he/she believes the building to be unsafe in any respect (120).

45.13.8 Where threats are received which indicate an intention to harm a cadet, member of staff or the premises (12).

45.13.9 Where child protection processes commence following a complaint or the identification of suspicions (12).

45.13.10 Where an adverse health, safety or environment issue related to the unit is expected to receive media attention (12).

45.13.11 Where, as the result of activities, contamination of land or water or damage to species or habitat has occurred (6).

45.13.12 Where, as the result of activities, there is a likelihood of contamination of land or water or damage to species or habitat occurring (6).

45.13.13 Where an enforcing body such as the :-

45.13.13.1 Health and Safety Executive;

45.13.13.2 Local Authority Environmental Health;

45.13.13.3 Fire and Rescue Service;

45.13.13.4 Gas Supplier;

45.13.13.5 Environment Agency;

45.13.14 inspects or tours unit premises or activities (72): makes an adverse statement about the health, safety, hygiene or environmental state of the unit; Issues an improvement notice; Issues a prohibition notice; or threatens court action.

45.14 Availability of the response plan

45.14.1 Units are advised to adapt this plan to their own unit for the purpose of a step by step procedure for easy reference. The plan should be retained in a suitable location such as the unit safety log or within the transportable log for events.

46 First aid

46.1 First aiders and facilities

46.1.1 Units must provide suitable first aid facilities. Suitable facilities must be capable of being transported to Unit activities. First aid qualification requirements are detailed in TIs Chapter 4.

46.1.2 The Unit shall ensure that a suitable number of staff and supporters are qualified to the approved level.

46.1.3 First-aid qualified persons are to be listed in a prominent place.

46.1.4 The Unit is to maintain a plan for the renewal of qualifications and the qualification of new members of the staff and supporters.

46.1.5 Only first-aid qualified persons may administer first aid except emergency first-aid.

46.1.6 Emergency first-aid includes protecting or removing a person from the immediate threat of danger and ensuring the casualty's airways are clear, breathing and heart activity is sustained and bleeding is controlled.

46.1.7 First-aiders are to do the minimum required to preserve life and hasten recovery.

46.1.8 First-aiders are not to hesitate to call for professional medical support.

46.2 Appointed persons for first aid

46.2.1 Appointed persons' duties include:-

46.2.1.1 Taking charge of an emergency;

46.2.1.2 Monitoring and maintaining first aid equipment;

46.2.1.3 Applying emergency first aid in resuscitation, control of bleeding and dealing with the unconscious;

46.2.1.4 Obtaining the immediate services of a first aider or professional medical support.

46.3 First Aid Cover

46.3.1 Units are to ensure that within their planning, provision is always made for the presence of one or more first-aid trained persons.

46.4 Feeling unwell

46.4.1 Those feeling unwell should report this to a member of staff;

46.4.2 Arrangements shall be made to provide transport to take the person home or call for the support of professional medical help.

46.5 On-going monitoring - where access to guardians not available

46.5.1 Where a cadet or adult volunteer seeks first aid attention particularly for an impact injury, it is important to keep under review that the casualty may have sustained bone injuries or fractures that are not immediately evident;

46.5.2 Young people are liable to greenstick fractures (this declines with age) and may be able to continue near-normal activities despite the bone injury;

46.5.3 Such injuries should be subject to ongoing monitoring, co-ordinated by a system that ensures that checks are not overlooked and are carried out with all of the previous first aid actions and results available;

46.5.4 Whenever there are reasonable grounds to suspect that a bone injury has been sustained, professional medical assistance should be engaged;

46.5.5 Similar, on-going monitoring, should be used for other symptoms that show little sign of recovery.

47 Accident and incident investigation

47.1 Purpose, set up and competence

47.1.1 The investigation of accidents and incidents can provide valuable information on trends and guide the organisation as to where it can most effectively focus its resources.

47.1.2 The lead person appointed for an accident or incident investigation should have the knowledge, experience and relevant technical expertise and should have been involved in a previous investigation in a team under the control of an experienced investigator.

47.1.3 The purpose of the investigation is to determine what happened and establish any causal links.

47.1.4 The investigation should identify where regulations or good practice have been breached.

47.1.5 The investigation must focus on the health and safety aspects and not stray into apportioning individual blame or responsibility.

47.2 Sequence

47.2.1 Once the casualty has been dealt with, it is important to preserve the scene and any evidence that may indicate the cause and underlying cause.

47.2.2 Information should be gathered as soon as possible after the event.

47.3 Information collected should include:-

47.3.1 Photographs, sketches, scale drawings, equipment instructions and data;

47.3.2 Samples or equipment;

47.3.3 Casualty and witness details and statements;

47.3.4 Information about any previous problems with the location, equipment or the environment;

47.3.5 Analysis or copies of procedures, risk assessments, qualifications, skills, supervision, controls;

47.4 Gathering witness and casualty statements:-

47.4.1 Questions should be asked that do not lead the witness or the casualty;

47.4.2 Encourage a friend to accompany a witness;

47.4.3 Make clear that this is a safety investigation only;

47.4.4 Time should be given to allow an answer;

47.4.5 Conflict between statements should be noted but not discussed with witnesses;

47.4.6 Take copious notes and read the notes back to the witness on completion so that the witness has a chance to correct or amend any information.

47.5 Analysis

47.5.1 Follow the causal links through the direct causes and then to the underlying causes.

47.6 Describe within the report

47.6.1 The terms of reference for the investigation;

47.6.2 The personalities of the investigation and those key to the events;

47.6.3 Describe the injuries and damage as far as they are known;

47.6.4 Narrative describing the incident, the events that were relevant leading up to the incident, the incident and the immediate after-action;

47.6.5 List the documentation, procedures, risk assessments and undocumented processes where these are relevant;

47.6.6 Describe the relevance of the documentation to the incident;

47.6.7 Define any experience, skills and qualifications deficits;

47.6.8 Describe any behavioural basis for what happened;

47.6.9 Describe the management and safety systems;

47.6.10 Describe the relevance of equipment, the environment, substances and conditions.

47.7 Draw conclusions

47.7.1 Describe the basic cause of the accident and the underlying factors that led to the accident.

47.8 Make recommendations

47.8.1 From the conclusions make recommendations to prevent the incident recurring or another incident occurring in a similar scenario.

47.9 Categories of incident causes

47.9.1 **Design** - equipment, substances, processes, ergonomics.

47.9.2 **Management** - controls, negligence, training, leadership, culture.

47.9.3 **Mechanical** - maintenance, design, misuse, fatigue.

47.9.4 **Personal failure** - lapses, violations, interpretation, communication, experience

47.9.5 **Procedure** - wrong or inappropriately applied, out-of-date, inadequate, reversion to type, deviance, procedure assumed by habit.

47.9.6 **Rule breach** – breach of written rule in any of the formal documents.

47.9.7 **Training** - knowledge, lack of ability, lack of information.

47.10 Proportionality

47.10.1 The resources and time applied to an investigation should be proportional to the significance and seriousness of the incident and the estimated benefits to the organisation.

47.11 The following points should be considered.

47.11.1 The severity or potential severity of injury or damage;

47.11.2 The potential benefit in preventing other or similar incidents occurring;

47.11.3 The likelihood of any follow-up legal repercussions;

47.11.4 Whether there is the possibility of national repercussions;

47.11.5 Where a trend shows that this form of incident is becoming more common;

47.11.6 Whether the accident could become newsworthy.

47.12 Help from ALOs

47.12.1 Units are encouraged to draw on the skills of ALOs and the MSSC for help with the investigations.

48 Accident and incident reporting

48.1 Need and means

48.1.1 Reporting accidents and incidents is a vital part of measuring how well we manage health and safety and also of identifying where we should prioritise and apply scarce resources.

48.1.2 Whenever an accident occurs a report shall be entered into the BI510 accident report book.

48.1.3 The Unit shall retain completed the BI510 confidentially for ten years.

48.2 Accident Form – The BI510

48.2.1 The BI510, used in the at-work situation has been adopted by the MSSC as the standard form for use by units. It is simple, demands the minimum of information and most volunteers will be familiar with it at work.

48.2.2 If there is a need to add further information append another sheet or use the back of the form.

48.2.3 Where the incident requires additional information this will be asked for and the information required will be defined.

48.3 Accident Recording – completing the BI510

48.3.1 Ensure the accident victim's sea cadet unit is recorded.

48.3.2 **In occupation:** state, junior cadet, cadet, adult volunteer, member of public, visitor, supporter as relevant – the occupation or status outside the sea cadets is not required.

48.3.3 **In where happened:** state location such as unit, name of boat station or SCTC, on board what transport, and give room or environment (eg on unit internal path leading to front door).

48.3.4 **In how happened:** state the process that led to the injury including any contributing events of situations.

48.3.5 **In injury section:** describe the injury, first aid applied, medical attention or destination, guardian contact and follow-up action.

48.3.6 Where possible describe any action taken to prevent recurrence of the incident or a similar occurrence.

48.4 If the accident has occurred within the Unit or during a Unit-only activity the completed accident report:-

48.4.1 Shall be copied: the original retained in a confidential, but easily retrievable location within the Unit files;

48.4.2 The copy shall be sent (if not collected) to the area office where the ALO extracts the information on to a summary sheet. The copy can be in the form of an e-mailed attachment;

48.4.3 The ALO shall decide whether further information or additional forms are required for completion and will inform the Unit accordingly;

48.4.4 The summary sheet shall be sent three-monthly by the ALO to the Safety and Environmental Adviser for the MSSC.

48.5 If the accident occurs:-

48.5.1 in a MoD establishment, or;

48.5.2 under an MSSC training arrangement, or;

48.5.3 under a contractor engaged for training; then:-

48.5.3.1 The report must be made by the local employer and it may involve the completion of a RIDDOR report. A member of staff from the Unit shall pass a copy of the BI510 to the area ALO.

48.5.3.2 Where Units have an employer / employee relationship the reporting and recording of certain incidents is required by law. Where the incident is serious, Units with employees shall make reports in compliance with RIDDOR.

48.5.3.3 In addition to completing the BI510, all accidents to MSSC employees or as a result of the work of MSSC employees must be dealt with in compliance with RIDDOR.

48.6 RIDDOR

48.6.1 Note - RIDDOR is the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and is relevant to work place incidence in the course of employment.

48.6.2 RIDDOR reports are not normally required from units – check with your ALO before submitting a RIDDOR report.

48.6.3 Where RIDDOR reports are required they should arrive with the HSE within 10 days.

48.6.4 In the case of a serious accident, a report should be made by telephone as soon as possible.

48.6.5 Where a RIDDOR report is made, the Unit is to contact the area logistics officer quickly and provide as much information about the incident as possible.

48.6.6 The area office and the co-ordinator shall retain the RIDDOR records indefinitely.

48.7 Contact details for reporting:-

48.7.1 RIDDOR - Telephone 0845 300 9923 FAX 0845 300 9924 Internet
www.hse.gov.uk

48.7.2 Post - Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG

48.7.3 Where a serious incident occurs the MSSC is to be informed immediately on the following out-of-hours number below: otherwise use the normal MSSC number 020 7654 7000.
07789 398 133 or 07789 398 123

48.8 Accident on a sea going vessel.

48.8.1 Where an accident occurs on a sea-going vessel that is not along-side, a BI510 or maritime equivalent is to be completed and the Offshore Commander is to report in compliance with Maritime Law.

48.8.2 Periodically the Offshore Commander is to supply the Safety and Environmental Advisor copies of the BI510 or maritime equivalent.

48.8.3 Use the TARs vessel damage reports process.

System Monitoring

49 Internal audit

49.1 Purpose

49.1.1 Units should audit key areas of safety and the environment in order to satisfy themselves that the intentions given in their statement are being met.

49.1.2 Internal audits should be conducted to an annual plan.

49.2 Records

49.2.1 Areas where satisfactory performance is found

49.2.2 Non-compliance against procedures and manual.

49.2.3 Resulting improvement actions.

50 External Inspection and Audit

50.1 Role of ALO

50.1.1 The ALOs are to conduct an annual review of safety and the environment using the ATTI items.

50.1.2 The ALOs will sample each of the listed items noting a numerical assessment. Where key items fail the licence to train is placed in jeopardy and an improvement action is required.

50.1.3 In addition to the ATTI items, ALOs are to conduct periodic audits of key activities to establish compliance with the procedures. The outcome of the audit may result in corrective or preventive measures.

50.1.4 The Role of the ALO is dealt with more fully in annex B.

50.2 Execution

50.2.1 The review should also examine the record of internal audits and inspections and the contents of the safety log

50.2.2 The result of the audit may also be a recommendation to update the procedures.

50.2.3 An audit report must result from every audit.

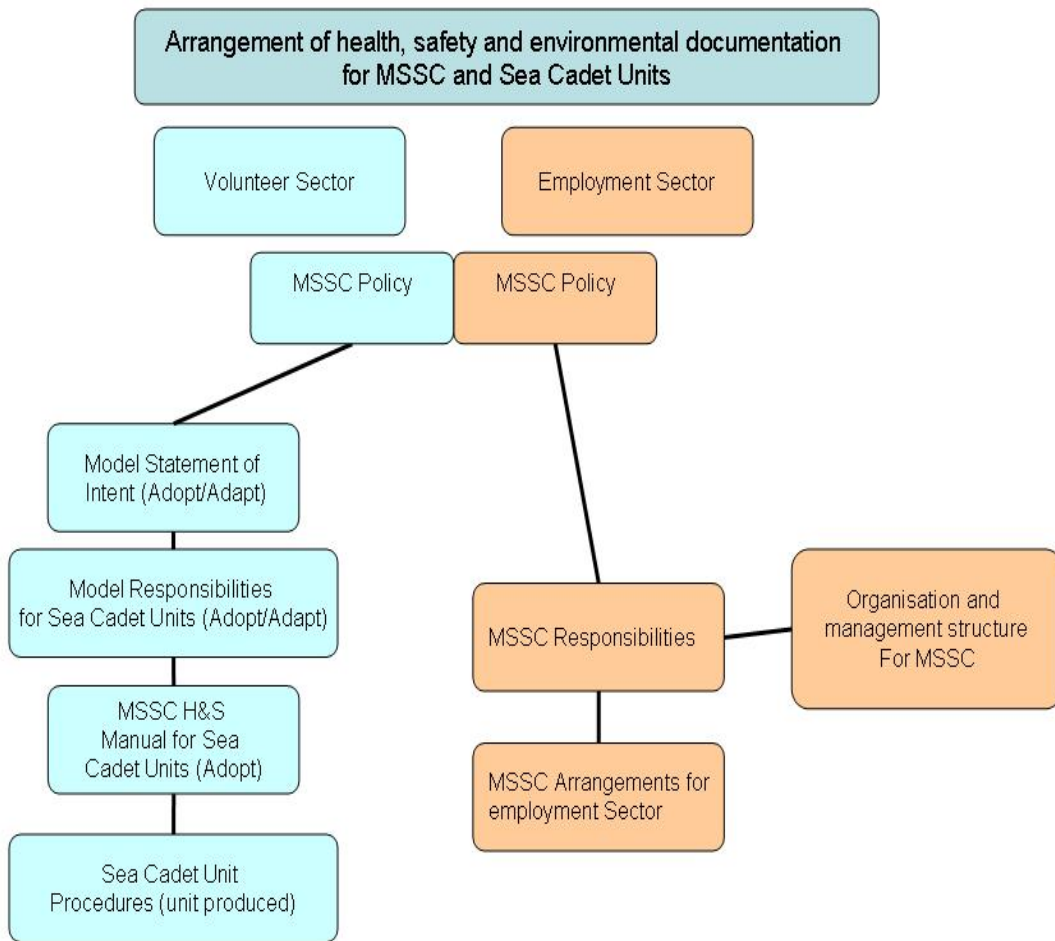
50.2.4 An audit report is to identify actions required. Completion of actions must be fed back to the ALO.

51 System Audit

51.1 Frequency and duties

51.1.1 This safety management system is subject to periodic audit by the SEPA and others appointed for such duties.

Annex A: Inter- relationship of safety documentation



Document Structure Issue 1
Amend 01 070706

Annex B: The role of the ALO

1 Scope

1.1 ALOs provide support whenever health, safety and the environment is an issue or could become an issue. ALOs have a key role in Training Support and Safety.

2 Framework of reference documentation

2.1 A hierarchy of references established for the purposes of consistency, communication, traceability, authority and developing skills. However, these references should be used pragmatically within an understanding that there are inconsistencies and different sources have different views on good practice. Many of the sources are not under the control of MSSC or MoD.

2.2 (See Annex A and C)

3 Standards, regulations and references.

3.1 Statutory regulations with duties for employers and employees will only be used as codes of practice.

3.2 Statutory regulations with duties for others than those defined as employees and employers are actionable in a criminal court

3.3 ALOs contribute to the formation and upkeep of the health and safety manual based on feedback and review findings.

3.4 ALOs provide advice on a pragmatic basis using the document hierarchy above.

3.5 ALOs provide and update model documentation for Units.

3.6 SCC safety manual to derive its content and authority from the support documents shown in the diagram in annex A.

4 Key Role of ALOs

4.1 Nurturing good health, safety and environmental practice in all Units. The following elements underpin the strategy.

4.2 Evaluate risk and determine solutions to reduce risk;

4.3 In determining solutions take into account the severity, remedial difficulty, trouble, time and cost involved.

4.4 For each Unit evaluate solutions into priority order based on severity, difficulty and resources available.

4.5 Remedial and improvement action should be undertaken in the order that maximises the effective use of resources in reducing risk.

4.6 Advise on the recording, reviewing and updating of risk assessments and control measures.

4.7 Follow principles in sections 4.1 to 4.5 in consultation with and support for Unit staff.

5 Risk Paradox

5.1 ALOs recognise that risk forms a part of the cadet training environment.

5.2 Exposure to risk and the assimilation of counter-risk measures and techniques are fundamental parts of sea cadet training. The lessons benefit long term safety during cadetship and thereafter.

5.3 Balance risk against short and long term gains of allowing cadets to experience risk that is either real or perceived.

5.4 Give priority to allowing exposure to risk that is perceived rather than real.

5.5 Remove risks that offer no benefit in training. (Minimise where removal not possible.)

6 Information

6.1 ALOs gather information over all activities, locations and scenarios and communicate health, safety and environmental techniques and solutions.

7 Method of review and communication

7.1 Make review visits to Units and other places of activity during light and dark hours, when Units are active with cadets and at other times and, at different seasons of the year.

7.2 Engage staff and cadets in dialogue for the purpose of feedback.

7.3 Engage staff and cadets in dialogue for the purpose of raising the profile and culture of H&S.

7.4 Support Units with impromptu and planned training particularly over the introduction of new methods, schemes and developments.

7.5 Conduct health, safety and environmental audits.

7.6 Review incident reports and, where necessary, carry out investigations and make reports

7.7 Provide written copies of review, audit, investigation and advice.

8 Technique and resource development

8.1 ALOs keep abreast of developments, techniques and potential sources of funding and make best use of common solutions suitable for application across a range of Units.

9 Resource, research and application of ideas

9.1 Keep abreast of potential funding from MSSC sources for improvement or remedial work.

9.2 Analyse incidents, accidents, developments, innovation and convey derived ideas to Units.

9.3 Transport suitable risk solutions from one Unit to others.

10 Records and verification

10.1 ALOs keep suitable records for the purpose of follow-up, verification and closure of any actions needed.

11 Recording and follow-up

11.1 Maintain records of findings and advice given.

11.2 Apply methods of follow-up to findings.

11.3 Define and record closure of a project or action.

11.4 Establish confirmation that the HS&E system is working.

12 HS&E System Review

12.1 ALOs form part of the management system review of the HS&E system helping to establish the following:-

12.2 The strengths and weakness of the HS&E system

12.3 Improvements and changes needed

12.4 The implementation of changes

12.5 Support of continuous improvement

13 Scoring

13.1 ALOs score Units for the purpose of motivation, competition and performance.

13.2 Inspect and score performance for RNI using ATTI format.

14 Sanctions

14.1 ALOs operate an interim and final sanction for dangerous situations.

14.2 Interim Sanction – improvement statement indicating:-

14.3 the improvements to be made,

14.4 the date by which the improvements are to be completed,

14.5 the review arrangements by the ALO,

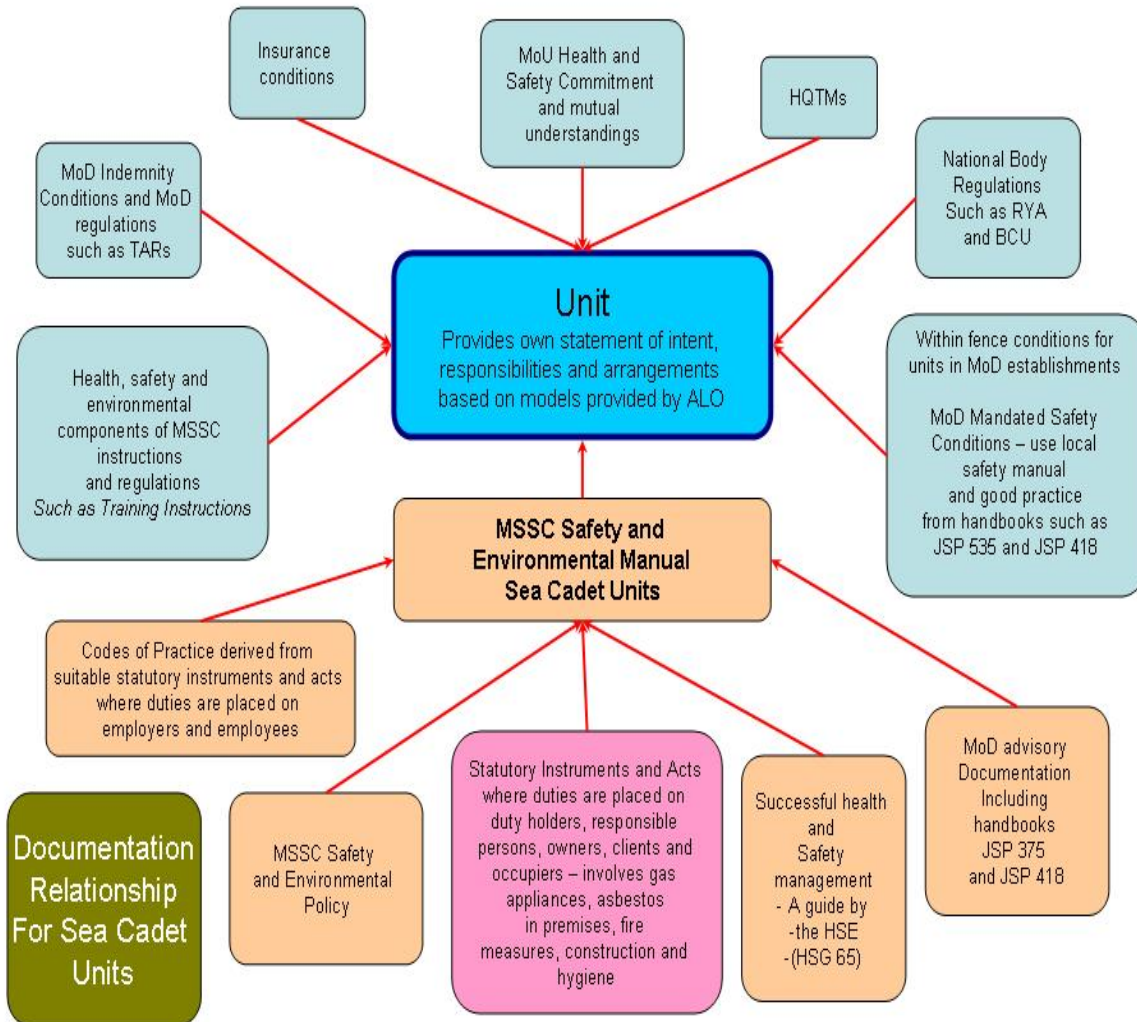
14.6 the consequences of not meeting the improvement objectives.

14.7 Final Sanction - Immediate prohibition and withdrawal of licence to train

14.8 Selected activities - Where the ALO finds that a place, activity or process is so dangerous that it should not continue, the ALO is to issue a prohibition order stopping the use of the place, process or activity. The ALO is to record the reason for the prohibition and give notification of the improvement or remedial works needed and the further inspections and reviews required before the place can be used or the process recommenced.

14.9 All activities - Where the general state of a place or activities is such that in the opinion of the ALO activities should not continue the AO should be advised to bring training to a complete halt until a prescribed remedial action is put in place and reviewed.

Annex C: Source document relationship with Units



Issue 1 Amend 02 070726

Annex D: Model for statement of intent and responsibilities

Recommended for adoption and adaption by sea cadet units.

The statement of intent is split up into two parts.

Section 1 - The statement of intent – the favoured words setting out the intention to run a safe ship and take control and manage. The statement itself should be short and punchy.

Section 2 - The layout of who is responsible for what – the process by which things get done by various people. When no one is responsible nothing gets done. An example of this is given in the second section.

Section 1

General Statement of Intent

The *Lundy Island* unit intends to comply with the MSSC safety and environmental protection policy.

This unit intends to manage safety and environmental protection in order to minimise the risk to staff, cadets and others who may be affected by the activities of the unit and to protect the environment. The unit shall also manage the provision of welfare facilities and resources to ensure good care of cadets and staff. The unit shall take proportionate action in the reduction of risk and ensure that reasonably practicable measures are implemented. It is the objective of the unit, where reasonably practicable, to provide a safe environment, safe equipment, safe methods of training, suitable safety training, sufficient safety instruction, qualified staff, information and suitable supervision and control.

It is the duty of members of staff to take reasonable care for themselves and for the health and safety of others who may be affected by staff activities. Staff shall co-operate with arrangements for health and safety and take measures to preserve the health and safety qualities of equipment and facilities over which they have control or use.

It is the duty of all cadets to behave in a manner that minimises the risk to cadets and others and to co-operate with staff and other cadets in minimising risks.

In this unit:-

- the Chairman of the Unit has overall responsibility for the health and safety of the unit buildings, grounds and facilities provided as part of the building and grounds.
- the Commanding Officer / Officer-in-Charge has responsibility for activities that are carried out within the grounds and buildings and also elsewhere.

Both the Unit Chairman and the Commanding Officer attach great importance to the development and maintenance of a sound safety culture, the reduction of risks to a level that is reasonably attainable and to the protection of the environment.

IM Thechairman
Unit Chairman

IM Theco
Commanding Officer / Officer-in-Charge

Section 2

Organisation

The unit organisation for achieving the commitment to the MSSC Policy and satisfying the statement of intent is set out below.

Safety and Environmental Protection Responsibility

Unit Chairman – Mr IM The chairman.

The Unit Chairman is responsible for the following:-

- unit buildings and grounds;
- means of access and egress;
- construction, remedial or other works undertaken within the unit;
- fire arrangements and compliance with regulations affecting buildings;
- provision of risk assessments and arrangements related to buildings and grounds;
- conducting inspections, tests, analysis and reviews of buildings and grounds;
- matching improvements and resources to buildings and grounds;
- child protection;
- sub-dividing and delegating areas of responsibility to others where these relate to the buildings and grounds;
- planning the safe development, change or modification of the buildings and grounds;
- taking measures for the protection of the environment and progress towards sustainability.

Commanding Officer Lt IM Theco

The Commanding Officer is responsible for the following:-

- sea cadet activities within the headquarters and away from the headquarters.
- the provision of training, equipment, procedures and risk assessments related to training and activities;
- planning, developing and inspecting safe training schemes;
- managing health and safety as it may affect people not primarily involved in the unit;
- sub-dividing and delegating areas of responsibility to others where these relate to training;
- child protection;
- housekeeping;
- conduct of activities to minimise harm to the environment and to promote sustainability.

Unit Safety Co-ordinator CPO IM Okjack

The Unit Safety Officer (USO) is responsible for the following:-

- providing help, guidance, research and advice;
- providing information on new health and safety developments;
- conducting health, safety and welfare inspections and audits;
- giving recommendations relating to health, safety and welfare;
- analysing accidents and incidents and making reports;
- controlling safety documentation;
- preparing reports;
- advising on the environment;
- supporting investigations;
- maintaining liaison with the area ALO;
- provision of health and safety induction.

Uniformed and Civilian instructors and supporters

Uniformed and Civilian Instructors are responsible for the following:-

- complying with and implementing the MSSC policy and the unit statement of intent, risk assessments and safety arrangements;
- reporting safety problems and hazards;
- developing safety improvements and implementing health and safety training;
- ensuring that activities do not put other persons at unreasonable risk;
- complying with reasonable instructions and health and safety arrangements;
- reporting accidents, incidents and hazards;
- co-operating with health, safety and environment arrangements;

- preserving the health and safety qualities of equipment.

Cadets

Cadets are responsible for the following:-

- complying with reasonable instructions and health and safety arrangements;
- reporting accidents, incidents and hazards;
- behaving in a reasonable and safe way;
- co-operating with health, safety and environment arrangements.

Where responsibilities are delegated, the overall responsibility remains with the person delegating. The delegate becomes accountable to the person with overall responsibility.

Annex E: Sea Cadet Corps Sleepover Rules – Fire Safety

1 Definitions

- 1.1 A sleepover - is an occasion where any person benefiting from MSSC MoD indemnity sleeps or rests in MoD, MSSC, SCC, borrowed or hired premises between the hours of 0000 and 0600 local time as part of a sea cadet group activity.
- 1.2 Premises - A permanent structure containing or having access to permanent toilets and wash facilities.
- 1.3 MoD Indemnity – as described in JSP814 and in the Form of Indemnity and other documentation between the MoD and MSSC.
- 1.4 Area Officer – The area officer of the relevant area or a competent representative. Where the premises are run by the MSSC this person is to be the Onshore Commander.
- 1.5 Occupier – a person who participates in the sleep-over.
- 1.6 This document – for the purpose of regulating matters to do with fire safety within a sea cadet unit engaged in a sleepover.

2 Category A sleep over –

- 2.1 The use of the premises no more frequently than **four times** in any calendar year;
- 2.2 No more than **three** consecutive nights;
- 2.3 No more than **twenty** persons under the age of 18 years;
- 2.4 No more than **eight** persons over the age of 18 years;

3 Category B sleep over –

- 3.1 The use of the premises as frequently as required but not for permanent habitation;
- 3.2 Persons under the age of 18 permitted – no more than the limit set in the risk assessment or procedures.
- 3.3 Persons over the age of 18 permitted – no more than the limit set in the risk assessment or procedures.
- 3.4 No more than **fourteen** consecutive nights for the same group.
- 3.5 Total staying overnight not to exceed one hundred.

4 Permitted sleepovers

- 4.1 Sleepovers are not permitted except in compliance with the requirements set for the category A and category B sleepovers.

5 Category A & B requirement

- 5.1 A risk assessment prepared by or on behalf of the person in charge and approved by the Area Officer on an annual basis. The period of validity shall be indicated in the authorisation.
- 5.2 Fire management plan and procedures prepared by or on behalf of the person in charge approved by the Area Officer on an annual basis. The period of validity shall be indicated in the authorisation.
- 5.3 A prepared fire brief (details to be included for approval) to all occupiers presented orally and supplemented by a displayed notice or handout. The presentation is to be given to all occupiers as soon as possible after they arrive at the premises.
- 5.4 An evacuation practice before the commencement of the first night for every group.

6 Category A requirement.

- 6.1 No more than **12** metres of travel for any person resting or sleeping to a final exit from the building.
- 6.2 Adequate number of fire fighting devices.
- 6.3 A manual or better fire alarm system.
- 6.4 A suitable number of strategically placed battery operated smoke alarms or better.
- 6.5 Strategically placed torches for emergency use in sufficient numbers or a better emergency lighting arrangement.
- 6.6 At least one person, suitably trained, awake and monitoring the premises for the purpose of fire safety throughout the period from 0000 local to 0600 local. For the purposes of Safeguarding (Child Protection) it is good practice in these circumstances for a second adult of the opposite sex to accompany the fire monitor
- 6.7 Compliance with the risk assessment and fire management plan.

7 Category B requirement.

- 7.1 No more than **25** metres of travel for any person resting or sleeping to a final exit from the building.
- 7.2 An adequate number of fire fighting devices.
- 7.3 An integrated electrically operated and co-ordinated system linked to a smoke or fire detecting system covering all sleeping areas rated to L2.
- 7.4 An installed emergency lighting system with automatic operation.
- 7.5 Pathways to escape protected by suitable fire rated doors.
- 7.6 The availability of a suitable temporary shelter no closer than **50** metres and no further than **two miles** from the premises to protect the evacuees and to be available within half an hour of the evacuation. To be suitable, the shelter must protect the evacuees from excesses of cold and heat, from adverse weather and provide emergency sanitary provision appropriate for the number for a period of **three** hours. As an alternative the unit may operate a dispersal plan where every cadet is transported to their home within one hour.
- 7.7 No more than 100 person staying overnight in the unit.
- 7.8 Compliance with the risk assessment and fire management plan.
- 7.9 A number of persons (monitors), suitably trained, awake and monitoring the premises throughout the period from 0000 local to 0600 local in accordance with the table below: (Add: For the purposes of Safeguarding (Child Protection) it is good practice in these circumstances for a second adult of the opposite sex to accompany the fire monitor)

Persons within the premises	Number of monitors
1-45	None
46-80	One
81 - 100	Two

8 Risk Assessments

- 8.1 Area Officers in the review of the risk assessment should examine the following:
 - 8.1.1 Identification of ignition sources, combustibles, escape systems, building condition, lighting, fire service access and distance
 - 8.1.2 Installed fire safety systems
 - 8.1.3 Welfare arrangements (wash facilities, storage and toilets)
 - 8.1.4 Evacuation and muster plans
 - 8.1.5 Segregation of sexes

- 8.1.6 Numbers of adults and cadets
- 8.1.7 Supervision and training
- 8.1.8 Child protection For the purposes of Safeguarding (Child Protection) it is good practice in these circumstances for a second adult of the opposite sex to accompany the fire monitor or supervisor.
- 8.1.9 Evacuee care
- 8.1.10 The identification of suitable control measures

9 Management Plans and Procedures

9.1 Area Officers in the assessment of the management plans and procedures should address the following:

- 9.1.1 Fire prevention and control
- 9.1.2 The installed fire safety equipment and systems
- 9.1.3 Raising the alarm
- 9.1.4 Means of escape
- 9.1.5 Evacuation and muster
- 9.1.6 Evacuee care
- 9.1.7 Fire fighting measures
- 9.1.8 Information for the use of the fire and rescue service
- 9.1.9 Management, supervision and control
- 9.1.10 Terms of reference and responsibility
- 9.1.11 Training and competence
- 9.1.12 Welfare and sanitation
- 9.1.13 Provision for disabled
- 9.1.14 Numbers of adults and cadets and the distribution through the building.
- 9.1.15 Illness
- 9.1.16 Communication with parents and guardians
- 9.1.17 Adequacy of the accommodation for the numbers set
- 9.1.18 Records demonstrating adherence to good safety practice.

10 Role of the overnight monitor

10.1 The overnight monitor carries out the following functions:

- 10.1.1 Monitors the building for the potential for arson from within and without the building.
 - 10.1.2 Inspects, at reasonable frequency, the main escape routes and compartments not occupied (but not armoury).
 - 10.1.3 Checks that there are no signs of a fire starting at any point within the building and that anything significant occurring in adjacent locations is not a danger to the unit building.
 - 10.1.4 Raises the alarm on suspicion of a fire or emergency situation and initiates and monitors the evacuation process.
- 10.2 Obtains support from other adult volunteers (whether asleep or not) for the purposes of safety, security, first aid, illness and safeguarding where this is necessary. For the purposes of Safeguarding (Child Protection) it is good practice in these circumstances for a second adult of the opposite sex to accompany the fire monitor
- 10.2.1 Act as security person controlling access to the building.
 - 10.2.2 Act as first point of contact for emergency or urgency matters.

11 Variations

11.1 Area Officers in the review of the risk assessment, plans, procedures and installations may:-

11.1.1 Set limits that vary from the limits given in this document **(See red font)**.

11.1.2 Set additional requirements and allow relaxation from selected requirements.

11.2 Such variations shall be recorded in the Unit Safety Log.

Annex F: Pregnancy, nursing mothers and health conditions.

1 Introduction

- 1.1 Health, safety issues which may arise as a result of bullying should be dealt with as a separate issue in line with the Guide to Preventing and Reducing Bullying in the Sea Cadets.
- 1.2 Additional information is available from the Safety & Environmental Protection Adviser (SEPA) .

2 Definitions

- 2.1 Pregnant – a female bearing a child and, for the purpose of the guidance, a nursing female with her own child under six months old.
- 2.2 Health condition – a condition requiring additional health, safety and welfare measures to lower the risks to a level encountered by a person in normal health.

3 Confidentiality Issues

- 3.1 Pregnancy and other health conditions are a confidential matter for the subject concerned. However, to provide suitable health, safety and welfare measures to protect the pregnant person or a person subject to certain health conditions it is essential that key Unit personnel are aware of the condition.
- 3.2 An exchange of information should be undertaken between the subject, guardian where appropriate and the Unit key person.
- 3.3 The information provided should relate to the stage, nature, requirements and complications to enable appropriate protection, support and emergency arrangements to be put in place.
- 3.4 It is prudent to have a nominated volunteer to be a person for first reference by the pregnant person or person with the health condition.

4 Health Considerations

- 4.1 The pregnant person and those with health conditions should have easy access to information with regard to emergency action, midwife, general practitioner and hospital so that ready contact can be made. This is best achieved by the person carrying an information card or the Unit key person holding this information.
- 4.2 Pregnancy and certain health conditions may require frequent and reliable access to toilet facilities and to deal with nausea. Instructors should be aware of this requirement and these facilities should be easily available and maintained in a hygienic condition.
- 4.3 Rest arrangements should be made available where the person can sit or lie down in an appropriate temperature but with good ventilation and privacy. A facility should be provided so that the person can call for help. Suitable monitoring, respecting the dignity of the person, should be available. The location should be within easy range of a toilet and washing facilities. The provision of a clean blanket or cover is recommended.
- 4.4 Make provision for the person to be able to eat, drink and take medication at a time to suit the needs of the person. The person may need to carry a small supply of fluids around with them and this should be factored into any activity.

- 4.5 Immediate environmental needs change from being too hot to being too cold. Make arrangements for the person to move to an environment that best suits the need and make available a fan or suitable ventilation. Be aware that high humidity can be particularly onerous.
- 4.6 Holding a lying, seated or standing position, for even short periods, can be distressing. Others in the unit may have to carry out some of the functions normally undertaken such as queuing and fetching.
- 4.7 Pregnancy and certain conditions result in weight and size gain. In pregnancy this is normally temporary but other conditions may lead to permanent changes. It is important to ensure that comfort and practicality are given high priority and that flexibility in dress is accommodated.
- 4.8 Decline in balance, coordination or the effectiveness of eye sight, hearing or other faculties may require suitable adjustment to the activities or withdrawal from them.
- 4.9 Apart from the previous arrangements, which should be provided with quiet subtlety, the person should be treated as normally as possible and without fuss.

5 Safety Considerations

5.1 The subject should not be engaged in the following activities without suitable guidance from a health care professional:

- 5.1.1 Contact sports;
- 5.1.2 Swimming;
- 5.1.3 Starting new activities not engaged in before pregnancy or onset of condition;
- 5.1.4 Lifting heavy or awkward loads;
- 5.1.5 Eating certain foods such as eating raw eggs, soft cheeses, peanuts, unwashed vegetables and undercooked meat;
- 5.1.6 Climbing ladders;
- 5.1.7 Activities where access to toilet and washing facilities are difficult;
- 5.1.8 Activities involving chemicals or radio active substances;
- 5.1.9 Working with rotating or reciprocating machinery;
- 5.1.10 Activities with exposure to prolonged or excessive high or low environmental temperatures;
- 5.1.11 Activities which take the person away from prudent emergency support;
- 5.1.12 Diving and snorkelling;
- 5.1.13 Activities involving violent movement;
- 5.1.14 Air travel and extensive other travel;
- 5.1.15 Accrual of excessive fatigue;
- 5.1.16 Stressing exercise;
- 5.1.17 Weapon firing;
- 5.1.18 Sleepover.

6 Risk Assessment

- 6.1 Activities and visits outside the Unit will require a separate risk assessment.
- 6.2 The normal risk assessments which apply to SCC activities must take into account these guidelines if a pregnant person or person with a relevant health condition is taking part (recommend contacting the ALO or Safety & Environmental Protection Advisor)

Annex G: List of references suitable for units

References - contact your Area Logistics Officer (ALO)

Joint Services Publications

JSP 535 Cadet Training Safety Precautions – Mandated on MoD sponsored cadets
JSP 375 - MoD Health and Safety Manual
JSP 418 - MoD Sustainable Development and Environmental Manual
JSP 814 - Policy and Regulations for MoD Sponsored Cadet Organisations

Acts and Regulations

Clean Neighbourhoods and Environment Act 2005
Construction (Design and Management) Regulations 2007
Control of Noise at Work Regulations 2005
Control of Pollution (Oil Storage) (England) Regulations 2001 (also Scotland & NI)
Control of Substances Hazardous to Health Regulations 2002
Countryside and Rights of Way Act 2000
Display Screen Equipment Regulations 1992
Environment Act 1995
Environmental Damage (Prevention and Remediation) Regulations 2009 (England Only) 2009/153
Environmental Protection Act 1990
Fire (Scotland) Act 2005
Fire Safety Guides – Department for Communities and Local Government
Groundwater Regulations 1998
Hazardous Waste Regulations 2005
Health and Safety (First Aid) Regulations 1981
Health and Safety (Safety Signs and Signals) Regulations 1996
Health and Safety at Work etc Act 1974
Ionising Radiations Regulations 1999
Lifting Operations and Lifting Equipment Regulations 1999
Management of Health and Safety at Work Regulations 1999
Manual Handling Operations Regulations 1992
Personal Protective Equipment at Work Regulations 1992
Provision and Use of Work Equipment Regulations 1998
Regulatory Reform (Fire) Regulations 2005
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
Social Security (Claims and Payments) Regulations 1979
The Control of Asbestos Regulations 2006
Water Industry Act 1991
Water Resources Act 1991
Wildlife and Countryside Act 1981
Workplace Health, Safety and Welfare Regulations 1992
Petroleum-Spirit (Motor Vehicles etc) Regulations 1929 (MVR).
Petroleum-Spirit (Plastic Containers) Regulations 1982

Codes of Practice

Control of Legionella Bacteria in Water Systems ACOP L8
HSE Five Steps to Risk Assessment www.hse.gov.uk.

MSSC Procedures and Regulations

Authority to Train – a procedure

Sea Cadet Regulations

Training Afloat Regulations and Safety

The ATTI Matrix

Training Instructions

Safety management system for areas

Web Sites

Note - most of the regulations can be accessed through www.opsi.gov.uk

The JSP documents are available from the MoD web site.

Fire guides can be found on www.communities.gov.uk/pub/419/sleepingaccom

Guidance and codes of practice can be found on www.hse.gov.uk.

1 Amendment

- 1.1 This safety management system and manual is subject to annual or more frequent review.
- 1.2 Feedback containing corrections, views, and suggestions for improvement is welcome.
- 1.3 This manual will be amended by the MSSCHQ and each issue and amendment will be authorised by the Chief Executive Officer.

2 Continuous Improvement

- 2.1 This safety system and manual is subject to continuous improvement. This is to be achieved by:
 - 2.1.1 Setting suitable targets and objectives;
 - 2.1.2 Measuring achievements against the set objectives;
 - 2.1.3 Auditing system procedures;
 - 2.1.4 Identifying non-compliances and putting in place corrective and preventive measures;
 - 2.1.5 Identifying strengths and exploiting these strengths in extended areas;
 - 2.1.6 Identifying strengths and weaknesses of personnel and developing capability;
 - 2.1.7 Identifying key issues in the annual management review and identifying resources needed to match the objective of continuous improvement;
 - 2.1.8 Communicating the findings and measures to be implemented;
 - 2.1.9 Encouraging the feedback of communication on safety performance;
 - 2.1.10 Ensuring that top management lead the process;
 - 2.1.11 Ensuring that all key persons contribute to the development and improvement of the system;
 - 2.1.12 The appropriate management of change.

3 Key persons in the improvement of the safety management system

- 3.1 Chairman of Trustees and Chief Executive Officer - Overall responsibility.
- 3.2 Director of Operations - Director managing operations within the six geographical areas and all units in the UK, training centres and offshore activities.
- 3.3 Director of Business Management - MSSC Director with responsibility for the implementation, maintenance and development of systems relevant to the business management sector.
- 3.4 Director of Training – setting and directing the framework for health and safety training within the whole range of training requirements.
- 3.5 MSSC Safety and Environmental Protection Adviser - prime specialist adviser to the Chief Executive Officer and Chairman of the Trustees.
- 3.6 The six Area Officers - key persons responsible for health, safety and environment with respect to the management, monitoring, advising, controlling and applying sanctions for the purpose of attaining a continuously improving standard of health, safety and the environment in units within their area.

3.7 The Area Logistics Officers - key monitors and advisers in the development and improvement of health, safety and the environment for units in their areas and prime advisers to the Area Officers.

3.8 Unit Chairmen, Commanding Officers, Officers in Charge, Unit Safety Co-ordinators, Responsible persons in charge of facilities - Key persons in the implementation of health and safety measures and safety improvements at Unit level.