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## **SAFETY, HEALTH, ENVIRONMENT AND FIRE STATEMENT**

### **ISSUED BY**

### **DIRECTOR OF CHILDREN AND YOUNG PEOPLE**

1. As Director of Children and Young People the responsibility for Safety, Health, Environment and Fire (SHEF) within the Directorate of Children and Young People (DCYP) has been vested in me by the Secretary of State for Defence, through the Adjutant General. I personally commit the DCYP - which includes Service Children's Education (SCE) to comply with the sole MOD SHEF Policy Statement which is that of the Secretary of State for Defence. This SHEF Statement, which is to be implemented throughout the DCYP reflects the importance I attach to the environment and for the health, safety and welfare of all employees and pupils in DCYP establishments, or persons who may be affected by DCYP activities. All practical steps are to be taken to comply with the Health and Safety at Work etc. Act 1974, Environment Act 1990, Environmental Protection Act 1995, Regulatory Reform (Fire Safety) Order and all relevant statutory provisions.

2. It is my intention that the DCYP will conduct its activities to avoid damage to the environment and to provide all personnel with, so far as is reasonably practicable:

- a. Safe facilities and equipment.
- b. Safe systems of work.
- c. Safe and healthy places of work with safe access and egress.
- d. Sufficient information, instruction, training and supervision to enable personnel to carry out their work/training safely and without risks to their health or to the environment.

This will be achieved through the systematic identification of hazards and the management of risks through the risk assessment process.

3. DCYP will apply UK standards where reasonably practicable and will comply with relevant host nation's standards and treaty obligations where they are higher. Where the MOD has been granted specific exemptions, SHEF standards and arrangements will be, so far as it is practicable at least as good as those required by statute.

4. Responsibilities for SHEF lie with every employee. All MOD and contractor's employees working in areas administered by the DCYP are required by the Health and Safety at Work etc. Act 1974 and associated legislation:

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- a. To take reasonable care of the health and safety of themselves and other persons who may be affected by their work activities.
  - b. To co-operate with their Line Managers or any other persons so far as is necessary to enable them to comply with any safety duty or requirement.
  - c. Not to misuse or interfere intentionally or recklessly with anything provided in the interests of health, safety or welfare.
  - d. To notify the employer of any shortcomings and of imminent danger.
5. Detailed Organisation and Arrangements for the DCYP are contained in the DCYP/SCE SHEF Manual and my principal SHEF Advisor is available to advise employees at all levels. His contact details are:
- Mr Ron Oakley, Lead SHEF Advisor HQ Upavon Station Tel Mil: 94344 Ext 5853,  
Civ: 01980 615853 or Mobile: 0049 173 887 3527
6. My SHEF advisor will audit schools and other establishments on a 2 year rolling programme. Specific schools and establishments may be subject to more frequent audit if they are deemed to be a higher risk to the DCYP.
7. My SHEF Statement is to be implemented by Headteachers of Schools, Heads of Music Centres, Heads of Pupil and Family Services (P&FS), the DCYP HQ in Upavon and all associated satellite HQs in Germany and Cyprus. SHEF is a chain of command and line management responsibility and Budget holders are to ensure that all personnel working within their areas are made fully aware of and take all reasonable steps to achieve the SHEF objectives.
8. Headteachers of Schools, Heads of Music Centres and Heads of P&FS Centres are to publish their own detailed SHEF Statements setting out the organisation and arrangements for discharging their duties, and are to maintain or put in place forthwith SHEF procedures as laid down in JSP 815, JSP 375, JSP 418 and JSP 426. The Statements are to be brought to the attention of all employees and others to whom they apply.
9. Headteachers of Schools, Heads of Music Centres, Heads of P&FS Centres and HQ branches are to appoint suitably trained persons to deal with SHEF. Their function is to monitor the effectiveness of SHEF arrangements for identifying and controlling hazards, and to provide their relevant Heads with the information they need in order to discharge their SHEF responsibilities (see JSP815, JSP 375, JSP 418 and JSP 426).
10. Headteachers of Schools, Heads of Music Centres, Heads of P&FS centres and HQ branches are to identify and report on any area where the DCYP does not meet its legal obligations. They are still wholly responsible for SHEF of their staff whether or not

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they are solely liable for funding requisite work, for example where shared arrangements exist.

11. In the procurement and use of materiel and equipment of all kinds, safety and environmental management is to begin at the outset when the requirement is being defined and is to be carried through in use to disposal. All aspects of maintenance and operation are to be taken into account in managing safety, and particular care is to be taken in assessing risks and environmental impacts where there is no appropriate statute or equivalent civil practice.

12. Requirements arising from the implementation of the SHEF regulations must be funded from within my budget. Any identified needs must be assessed for priority, costed and included in the DCYP budget requirement as early as possible.

13. In order that they may understand and execute effectively their responsibilities, Headteachers of Schools, Heads of Music Centres, Heads of P&FS centres and HQ branches and staff involved in SHEF matters must be familiar with the requirements and guidance set out in the principal MOD publications, which are:

- a. Defence Health, Safety and Environmental Protection (JSP 815)
- b. The MOD Health and Safety Handbook (JSP 375)
- c. The MOD Environmental Manual (JSP 418).
- c. Fire Handbook (JSP 426).

14. The above SHEF Policy, Rules and Guidance manuals are available both on the MOD DII Intranet and the [www.gov.uk](http://www.gov.uk) website on the internet.

15. This Policy Statement will be reviewed and reissued annually or earlier if a change of circumstances so dictates. All Headteachers of Schools, Heads of Music Centres, Heads of P&FS centres and HQ branches are to ensure that their Statements remain in step with mine.

[signed on original]

Mike Cooper  
Director of Children and Young People  
DCYP  
03 February 2014