



Ministry of Defence

Air Command Secretariat
Spitfire Block
Headquarters Air Command
Royal Air Force
High Wycombe
Buckinghamshire
HP14 4UE

Ref: FOI 2016/09346

[REDACTED]

02 Nov 2016

Dear [REDACTED]

Thank you for your email of 08 October 2016, which has been considered to be a request for information under the Freedom of Information (FOI) Act 2000; I have been asked to reply on behalf of the Ministry of Defence (MOD).

In your e-mail you requested the following:

"The ACO has new personnel in the role of H&S assurance, firstly how many have been recruited and please can we see their Terms of Reference (job role TORs) for these roles."

A search for the information has now been completed within the MOD, and I can confirm that information in scope of your request is held.

In accordance with the Data Protection Act 1998 and our obligations in relation to the protection of confidentiality when handling personal data, I can confirm that a number less than or equal to 5 Safety Assurance Advisers have been recruited.

Please see the Terms of Reference attached at Annex A.

If you are not satisfied with this response or wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied then you may apply for an independent internal review by contacting the Information Rights Compliance, 2nd Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.uk). Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not investigate your case until the MOD internal review process has been completed. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website, <http://www.ico.org.uk>.

Yours sincerely,

Air Command Secretariat

Post title: Safety Assurance Adviser AC
LUE & PIC: Position No -----
Rank/grade: D (Full Time)
Security clearance: SC
First RO: CESO (ACO)
Second RO: COS AC
Third RO: N/A

Primary role objectives/responsibilities and duties

1. Under the direction of CESO(ACO), provide Comdt AC with assurance of compliance by ACO formations with statutory and civil legislation concerning Health, Safety and the Environment (HS&E). Provide assurance of compliance with MOD, RAF and ACO HS&E policies and procedures.

Compliance inspection

2. Carry out programmed assurance inspections of ACO formations to assess compliance with current regulations and guidance. Inspect the standard of compliance for the delivery/management of:

- a. Sqn HS&E inspections
- b. ACO Star Award system
- c. Volunteer Risk Assessment (RA) training
- d. Cadet H&S Entry Level Award (Cadet ELA)
- e. Accident investigation (implementation)
- f. Significant accident investigation (external and independent)
- g. Significant projects/activities assurance.
- h. Assurance of Rgnl Safety Adviser (RSA) delivery of ACO policy.
- i. CCF (ACO controlled activities).
- j. RFCA delivery on HS&E issues.
- k. DFRMO delivery on HS&E issues.
- l. Station ACLO delivery to ACO personnel/activities.
- m. Station HSA delivery (eg Easter/summer camps, ACO lodger units).
- n. ARC/WgExO briefing of newly appointed post holders
- o. Assurance of compliance for significant events, eg RIAT, air shows, parades.
- p. VGS (domestic accommodation)
- q. Flying Scholarship provider (domestic arrangements)
- r. Overseas Sqns.
- s. Junior Leaders activities (HS&E compliance).
- t. ACO Adventure Training Centre [Llanbedr, Windermere, Inskip (CCF)] (domestic arrangements).
- u. Activity provider organisations (climbing, AT, waterborne activities) (domestic arrangements).
- v. ACO Overseas Expeditions (domestic arrangements).

- w. Proposed new activities with significant risk.
- 3. Whilst conducting these assurance activities, SAA are to identify good practice and weakness where appropriate and report this accordingly.
- 4. The SAA is to carry out a programme of snap inspection to provide assurance of compliance with the ACO Safety and Environmental Management (SEMS) on behalf of Comdt AC.

Audit

- 5. The SAA will:
 - a. Carry out local assurance audits of ACO formations within his/her area of operation. The programme and frequency will be determined by the identification of a significant weakness or trend and where directed by Comdt AC.
 - b. Contribute towards delivery of the ACO systematic audit programme.
 - c. Assist with the delivery of external audit of the ACO.
- 6. The SAA is to monitor his/her area of responsibility to:
 - a. ensure compliance with the Health and Safety at Work etc Act 1974, Environmental and supporting legislation, MOD regulations and guidance as directed by CESO (ACO).
 - b. provide an additional focal point for HS&E matters within the ACO, the post holder will report concerns to CESO (ACO).
 - c. confirm compliance with ACO HS&E Policy accompanied by the appropriate level of advice and guidance.
 - d. to ensure that accidents, dangerous occurrences and near misses within his/her area of responsibility are investigated and reported appropriately, in a timely manner and to maintain an accurate database.
 - e. ensure the appropriate level of HS&E training is provided to ACO personnel as directed by ACO policy.
 - f. ensure that HS&E inspection programmes have been implemented to provide evidence of compliance with legislation and local instructions.
- 7. The SAA must:
 - a. keep abreast of latest HS&E, ACO, RAF and MOD policy and legislation.
 - b. maintain sound relationships with appropriate RSA and encourage positive two-way communication between RSA, WHSC and SHSC.
 - c. attend and take an active part in appropriate meetings.

- d. collate and communicate statistics and reports concerning the progress of ACO HS&E compliance issues, as directed by CESO (ACO).
- e. monitor the inspection of Regional, Wing, Squadron H&S procedures and documentation.
- f. assist (when requested) the identification and provision of general solutions for the recovery of a weakness.
- g. provide assurance of compliance for the provision of guidance on specific Higher Level Risk Assessments (HLRA), risk assessments, eg adventure training, PUWER, LOLER, MHO, PPE, DSE and other appropriate activities.
- h. where appropriate, liaise with local enforcement authorities and communicate the outcome to CESO (ACO).
- i. maintain the professional status of the post and ensure that continued training and competence is appropriate to his/her specialist area.

Training requirements

- 8. Mandatory training to be completed as follows:
 - a. DII 'Start' training. One-off training for new DII users.
 - b. Information Management (IM) Passport – one-off training requirement.
 - c. Information Management (IM) Passport 'Survey' – to be completed 4 weeks after IM training.
 - d. Microsoft Office SharePoint Services (MOSS) – one-off training requirement.
 - e. Protecting Information Level 1 – required annually.

Line management responsibilities

- 9. N/A

Mandatory responsibilities

- 10. **Equality & diversity.** You are responsible for ensuring that your personal conduct and that of your staff is in accordance with the terms of the RAF Equal Opportunities Directive. In particular you are to ensure that:
 - a. your behaviour and personal conduct are exemplary and that you treat all your colleagues with fairness, decency and respect.
 - b. your staff reflect the example you set.

- c. the use of racist or sexist language or the use of inappropriate nicknames ceases.
 - d. you foster an environment where personnel feel able to register a complaint.
 - e. any complaints are investigated swiftly and sensitively.
11. **Quality system.** You are to familiarize yourself with the ACO Quality Policy and understand your role in the system. In particular, you are to:
- a. be aware of the procedures concerning the control of Quality documentation.
 - b. be prepared to identify and prevent problems and implement changes in working practices through the Quality Manager, which are aimed at continually improving the training and service provided by ACO.
12. **Safety, Health and Environmental Protection (SHEP) requirements.** You are responsible for the health, safety and welfare of yourself, your staff and visitors to your area of responsibility in accordance with JSP 375 – MOD Health & Safety Handbook, the Health and Safety at Work Act 1974, and other associated legislation and regulations. In addition, you are responsible for protecting the environment from any actions by yourself in accordance with the Environmental Protection Act 1990, the Environment Act 1995, associated legislation and relevant instructions issued by a higher authority.
13. You must also familiarize yourself with the ACP5 H&S Manual which requires you to:
- a. Provide advice as appropriate to your Line Manager to allow proper risk assessments to be made.
 - b. To report all accidents, injuries and near-miss dangerous occurrences promptly to Line Management.
14. **Data protection.** You are to ensure that the requirements of the Data Protection Act 1998 are strictly adhered to and that you seek advice from the Station Data Protection Officer when necessary.

Post Holder Safety Assurance Adviser (Field)
Signature
Date

Line Manager CESO (ACO)
Signature
Date