



Ministry of Defence

Secretariat
Defence Infrastructure Organisation
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Sutton Coldfield
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E-mail: diosec-parli@mod.uk
www.gov.uk/DIO

[REDACTED]
[REDACTED]
22 March 2017

Ref. FOI2017/02597

Dear [REDACTED]

Thank you for your letter of 16 February 2017 requesting the following information:

'We refer to the above and would be grateful if you would provide us with the Documentation relating to the system and instructions in operation at Kinloss Barracks, Forres, Morayshire IV36 3UH on 20 January 20 16 in relation to the gritting of the footpaths, stairs and roads. Please also provide any risk assessments prepared in this regard.

As you will be aware, we are entitled to this information in terms of the Freedom of Information Act 2000. In light of this, we look forward to receiving the information within the time frame set down by section 10 of the 2000 Act.'

I am treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA).

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

The information you have requested can be found enclosed, at:

- Annex A - CarillionAmey – Grounds Maintenance Winter Service Plan (RP);
- Annex B – Annex E to the Grounds Maintenance Specification
- Annex C – Snow and Ice clearance plan
- Annex D – Minutes from Commanding Officers Bi-Annual She&SD Committee Meeting
- Annex E – Building Area Custodian
- Annex F – Register of Risk Assessments

Some of the information falls entirely within the scope of the absolute exemptions provided for at sections 40 (Personal Data). Section 40(2) has been applied to some of the information in order to protect personal information as governed by the Data Protection Act 1998. Section 40 is an absolute exemption and there is therefore no requirement to consider the public interest in making a decision to withhold the information.

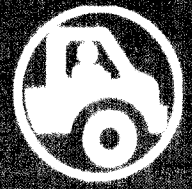
If you are not satisfied with this response or you wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied then you may apply for an independent internal review by

contacting the Information Rights Compliance team, 2nd Floor, Zone N, 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,

DIO Secretariat




Grounds Maintenance Winter Service Plan (RP)

Winter Service Plan 2016/2017 Scotland SDA 1 KISS - RAF KINLOSS

CAD Snow and Ice Plan Version control - KISS - 15.01

All Snow and Ice Plans can be found at:
<K:\Z00 Athenaeum\02 - EDMS Documents\Grounds Maintenance>



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Grounds Maintenance Winter Service Plan (RP)

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Grounds Maintenance Winter Service Plan (RP)

1 Introduction and purpose

To be read in conjunction with the CarillionAmey procedure DS003 process map '10.2 Grounds Maintenance - Snow and Ice (RPC only)' and DL-01 GM Specification Annex E.

It is anticipated that the majority of preventative gritting operations will be undertaken during the normal working day as a planned response to daily MET office forecast data. However, from time to time Site may need to request works in response to un-forecast weather events and can do so by contacting the CarillionAmey helpdesk;

Helpdesk on: 0800 7076000 - Option 2

1.1 Plan Scope

This plan describes the arrangements in place for the delivery of winter services at RAF KINLOSS in line with the above listed documents and the associated Snow & Ice CAD drawing KISS – 15.01

1.2 Grounds Maintenance SME Management Roles during the winter period

Name	Role during winter period	Mobile
[REDACTED]	Winter Service Duty Supervisor	[REDACTED]
[REDACTED]	Winter Service Duty Manager	[REDACTED]
[REDACTED]	Operations Manager	[REDACTED]

- The Duty Supervisor ensures that;
 - The standby rota is maintained
 - Sufficient resources are available
 - Sufficient materials are available
 - Client instructions are actioned
- The Duty Manager has overall control of the region's winter service resources

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Grounds Maintenance Winter Service Plan (RP)

2 Operational Requirements

The winter maintenance service period for 2016 / 2017 is from 1st November 2016 to 31st March 2017 but may be extended into October 2016 & April 2017 should weather conditions dictate.

2.1 Snow & Ice Prediction

CarillionAmey will monitor local weather patterns to identify frost & snow patterns via the;

- Met Office

Figure 1 below is indicative of the MET office reports that are received on a daily basis throughout the winter maintenance period;

Met Office		OpenSite						
24 Hour Site Specific Forecast for ISS Facilities Services Landscaping Valid 12:00 GMT 01-02-2015 to 12:00 GMT 02-02-2015								
<table border="1"> <tr> <td> 1 12:00 13:00 14:00 15:00 16:00 17:00 18:00 19:00 20:00 21:00 22:00 23:00 00:00 01:00 02:00 03:00 04:00 05:00 06:00 07:00 08:00 09:00 10:00 11:00 0.0 Dry </td> <td> 2 12:00 13:00 14:00 15:00 16:00 17:00 18:00 19:00 20:00 21:00 22:00 23:00 00:00 01:00 02:00 03:00 04:00 05:00 06:00 07:00 08:00 09:00 10:00 11:00 0.1 0.7 0.0 Dry </td> <td> 3 12:00 13:00 14:00 15:00 16:00 17:00 18:00 19:00 20:00 21:00 22:00 23:00 00:00 01:00 02:00 03:00 04:00 05:00 06:00 07:00 08:00 09:00 10:00 11:00 0.0 Dry </td> <td> 4 12:00 13:00 14:00 15:00 16:00 17:00 18:00 19:00 20:00 21:00 22:00 23:00 00:00 01:00 02:00 03:00 04:00 05:00 06:00 07:00 08:00 09:00 10:00 11:00 0.0 Dry </td> <td> 5 12:00 13:00 14:00 15:00 16:00 17:00 18:00 19:00 20:00 21:00 22:00 23:00 00:00 01:00 02:00 03:00 04:00 05:00 06:00 07:00 08:00 09:00 10:00 11:00 0.0 Dry </td> </tr> </table>				1 12:00 13:00 14:00 15:00 16:00 17:00 18:00 19:00 20:00 21:00 22:00 23:00 00:00 01:00 02:00 03:00 04:00 05:00 06:00 07:00 08:00 09:00 10:00 11:00 0.0 Dry	2 12:00 13:00 14:00 15:00 16:00 17:00 18:00 19:00 20:00 21:00 22:00 23:00 00:00 01:00 02:00 03:00 04:00 05:00 06:00 07:00 08:00 09:00 10:00 11:00 0.1 0.7 0.0 Dry	3 12:00 13:00 14:00 15:00 16:00 17:00 18:00 19:00 20:00 21:00 22:00 23:00 00:00 01:00 02:00 03:00 04:00 05:00 06:00 07:00 08:00 09:00 10:00 11:00 0.0 Dry	4 12:00 13:00 14:00 15:00 16:00 17:00 18:00 19:00 20:00 21:00 22:00 23:00 00:00 01:00 02:00 03:00 04:00 05:00 06:00 07:00 08:00 09:00 10:00 11:00 0.0 Dry	5 12:00 13:00 14:00 15:00 16:00 17:00 18:00 19:00 20:00 21:00 22:00 23:00 00:00 01:00 02:00 03:00 04:00 05:00 06:00 07:00 08:00 09:00 10:00 11:00 0.0 Dry
1 12:00 13:00 14:00 15:00 16:00 17:00 18:00 19:00 20:00 21:00 22:00 23:00 00:00 01:00 02:00 03:00 04:00 05:00 06:00 07:00 08:00 09:00 10:00 11:00 0.0 Dry	2 12:00 13:00 14:00 15:00 16:00 17:00 18:00 19:00 20:00 21:00 22:00 23:00 00:00 01:00 02:00 03:00 04:00 05:00 06:00 07:00 08:00 09:00 10:00 11:00 0.1 0.7 0.0 Dry	3 12:00 13:00 14:00 15:00 16:00 17:00 18:00 19:00 20:00 21:00 22:00 23:00 00:00 01:00 02:00 03:00 04:00 05:00 06:00 07:00 08:00 09:00 10:00 11:00 0.0 Dry	4 12:00 13:00 14:00 15:00 16:00 17:00 18:00 19:00 20:00 21:00 22:00 23:00 00:00 01:00 02:00 03:00 04:00 05:00 06:00 07:00 08:00 09:00 10:00 11:00 0.0 Dry	5 12:00 13:00 14:00 15:00 16:00 17:00 18:00 19:00 20:00 21:00 22:00 23:00 00:00 01:00 02:00 03:00 04:00 05:00 06:00 07:00 08:00 09:00 10:00 11:00 0.0 Dry				

Figure 1 - Example MET office daily report

The MET office takes data from multiple measuring points in the postcode area of the site and produces a forecast to cover 24hrs in 1 hour increments. It makes predictions of minimum Road Surface Temperature, whether the road is wet or dry, and snow fall. The Red / Amber / Yellow / Green status refers to forecast road surface temperatures. A Red forecast is the trigger point to carry out precautionary gritting, meaning that the RST is 0°C or below.

It should be noted that an air temperature reading of 0°C is not the same, and does not create a Red status.

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2.2 Grounds Maintenance SME labour resources - standby & callout rota

It is expected that most operations will be undertaken in normal GM SME working hours.

Name	Role	Contact details
[REDACTED]	Salt/Snow Clearance Machine Operative	[REDACTED]
[REDACTED]	Salt/Snow Clearance Machine Operative	[REDACTED]
[REDACTED]	Salt/Snow Clearance Machine Operative	[REDACTED]
[REDACTED]	Salt/Snow Clearance Operative	[REDACTED]
[REDACTED]	Salt/Snow Clearance Machine Operative	[REDACTED]

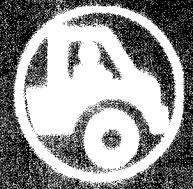
3 Responses to forecast weather

- During each day the MET office data is sent out to local contractor teams to allow them to plan their response to the forecast conditions in the following 24hrs.
- Where a Red alert is given (Road Surface Temperature reaches 0°C or below) plans will be made to apply preventative gritting in advance of the time predicted. Where possible, this gritting will be carried out during GM SME normal working hours.
- Priority 1 routes will be treated first, followed by Priority 2 and 3 as soon as practicable.
- Priority 1 routes will be kept clear of snow and ice during operational hours of the Establishment.

4 Responses to un-forecast weather

- If a Red alert is not forecast (where the predicted Road Surface Temperature does not reach 0°C or below) Site, CA or the GM SME can implement an extra visit if actual conditions on site require it.
- Examples of when this would be appropriate would include on-site observation that road surfaces are unsafe to traverse given due care or snow is falling and settling on the surfaces identified in KISS-15.01 drawing.
- The Grounds Maintenance SME will respond within one hour of any severe (Red) weather warning (irrespective of source) and ensure that all Priority One routes are clear and/or treated within four hours and remaining Priority Two and Priority Three routes as soon as practicable.

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Grounds Maintenance Winter Service Plan (RP)

5 Definitions & Detail

5.1 Snow & Ice Clearance Routes and Priorities


- Snow & Ice Clearance Routes and Priorities are determined by the Snow and Ice Clearance Drawing, which has been developed and agreed with the client (DIO) and end user (HoE or representative)
- Snow and Ice plans include individual highlighted footpaths.
- Grounds Maintenance SME staff will be in possession of the current Priority 1-3 Snow & Ice CAD drawings during winter service operations.
- Please refer to the Site Manager for site specific Snow & Ice CAD drawings

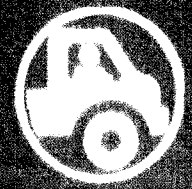
5.2 Gritting

- Priority One routes are to be treated prior to the end of normal working hours following identification of an impending fall in temperature to 0°C or below, or where snow is forecast, or upon request, depending on specific site requirements. Priority Two and Three routes (if applicable) will be treated as soon as practicable after Priority One routes have been completed.

Where preventative gritting takes place then the GM SME must ensure that ample quantities are applied that are sufficient to keep all surface free from snow and ice throughout the relevant period. Where heavy rain follows gritting and reduces its effectiveness, Site can request a follow up visit via the Helpdesk if necessary.

- Precautionary gritting shall be undertaken on all un-adopted roads in alignment with the Local Highways Authority Winter Maintenance Programme, and in accordance with the specified response system within establishments, at the rate of 20g/m² for salt stored under cover and 30g/m² for salt stored in the open. The application rate shall be increased to a maximum of 60g/m² in the event that snow is forecast. This is referred to double gritting.
- Post treatment gritting (following snow clearance) shall be applied at the rate of 60g/m², unless the snow is hard-packed then salt shall continue to be applied at the rate of 20-60g/m² or alternatively a single size abrasive (e.g. 5 mm sharp sand).

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Grounds Maintenance Winter Service Plan (RP)

5.3 Snow clearance

- Light snowfall (up to 25mm): Treat as precautionary gritting.
- Moderate snowfall (25 – 100mm): Ensure that Priority One routes are passable at all times during operational hours. Priority Two routes shall only be cleared when conditions allow resources to be freed from Priority One routes, and Priority Three routes when conditions allow resources to be freed from Priority Two routes.
- Heavy snowfall (>100mm): The GM SME shall mobilise all available resources to ensure that all Priority One routes remain passable during operational hours, and additionally shall liaise with the Site Manager to identify any changes in the Priority List.

5.4 Surface water

- Using their site knowledge and observations when on site, the GM SME shall be aware of areas where running water on hard surfaces may remove previously applied salt and ensure that such locations are monitored on each visit and additional treatments applied as necessary to ensure the surface remains free of ice.
- Where heavy rain follows gritting, or where excessive surface water reduces its effectiveness, Site can request a follow up visit via the Helpdesk if necessary.

6 General Operational Arrangements

All Duty Supervisors & Team Leaders will receive training on weather forecasting methods and treatment decision making prior to commencing winter service operations

All appropriate PPE will be provided for the work to be carried out.

All vehicles will be fitted with flashing amber beacons.

All spreaders where applicable will be serviced & calibrated to ensure the correct rates of spread are achieved prior to commencement of winter service operations.

All operatives will be trained on the correct use of winter maintenance equipment prior to commencement of winter service operations.

All operatives & staff will receive a winter preparedness briefing prior to commencing winter service operations.

7 Depots & Facilities

Depot Address	Westerhillside Farm, Mosstowie, Elgin, IV30 8XE
Wash Down Facility	ISS Elgin Depot
Salt Storage Capacity	30 tons
Salt Specification	White Rock Salt

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Grounds Maintenance Winter Service Plan (RP)



Salt Storage Location	Kinloss Barracks
-----------------------	------------------

8 Vehicles Resource

Driver	Registration	Make	Model
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

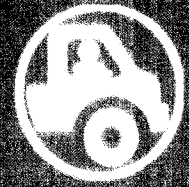
9 Equipment Resource

Description
Spreader (Truck Mounted)

10 Business Continuity

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Grounds Maintenance Winter Service Plan (RP)

In the event of a breakdown, the Winter Service Duty Manager has overall control of all winter maintenance equipment within the region to deploy alternative resources where required.

In the event that equipment within the region is fully utilised the Duty Service Manager will then liaise with neighbouring Winter Service Duty Managers to determine availability of alternative winter maintenance equipment.

11 Health & Safety

11.1 Risk Assessments & Method Statements

Point of Work Risk Assessments will be completed by each operative prior to commencing winter service operations at the start of each shift.


Winter Service Method Statements will be held in all Winter Service Vehicles.

Gritting and snow clearance teams will be staffed in accordance with the GM SME H&S documentation.

12 Establishment Specific and Special requirements

None

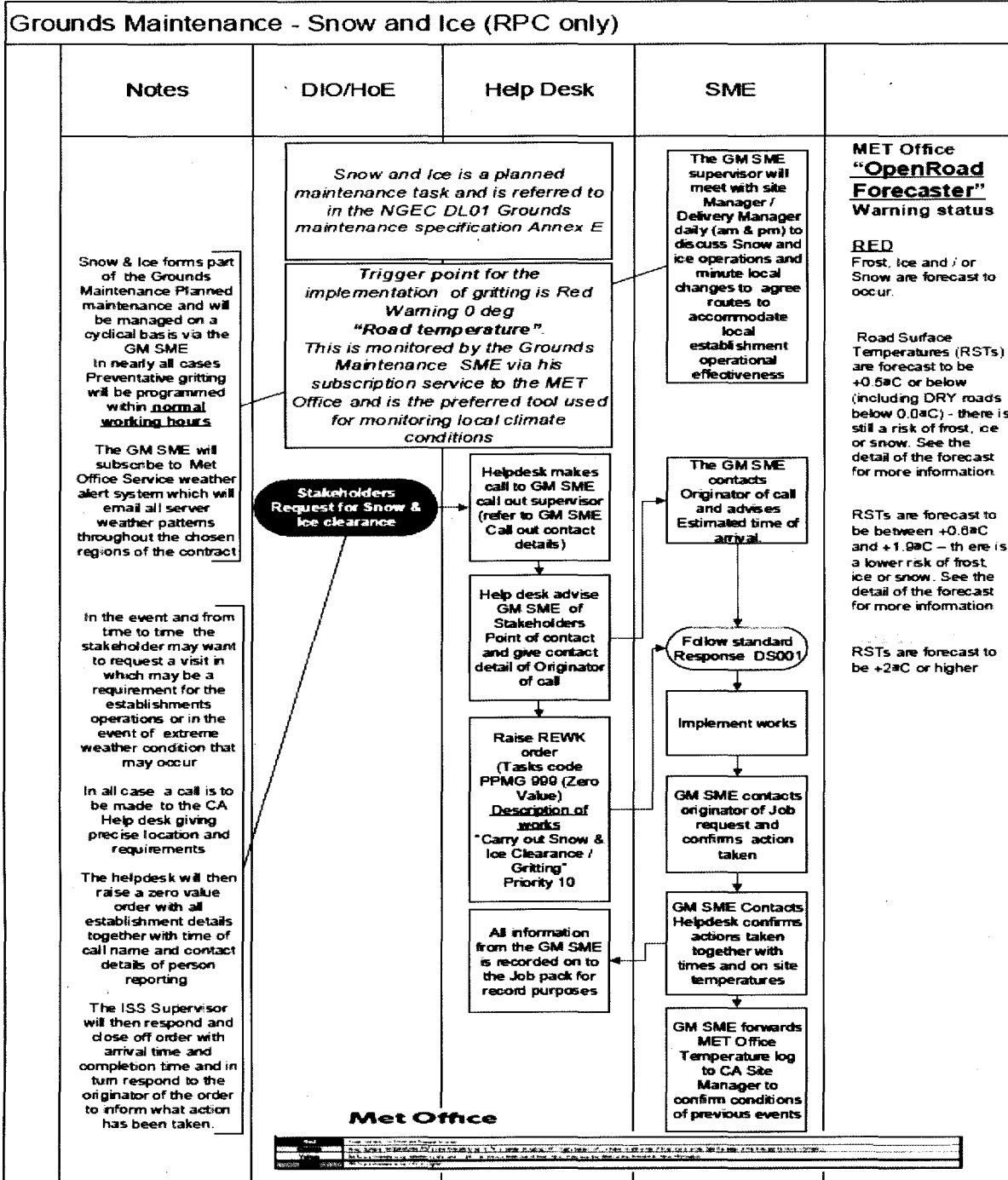
13 DS003 - 10.2 Grounds Maintenance - Snow and Ice (RPC only)

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Grounds Maintenance Winter Service Plan (RP) - Central (North)



Document Owner:

Version Number: 2

Release Date: 14/09/2015

ANNEX E TO GROUNDS MAINTENANCE SPECIFICATION

SNOW AND ICE CLEARANCE

Ice Prediction

1. The Contractor shall ensure that he has a reliable system established to identify frost and snow weather patterns and that a suitable response system appropriate to the specific requirements of each site is established and that the Main Contractors Helpdesk and Site Managers are subsequently notified of the adopted system.

Note: This may include Met Office, RAF Weather Forecasting Service, Local Highways Authority and Guardroom.

Standby

2. Although it is anticipated that the majority of operations will be undertaken during the normal working day (Preventative), the Contractor shall issue a standby callout rota to the Main Contractors Helpdesk at the commencement of each Winter Maintenance Period (no later than 1 Nov), providing a 24-hour contact number.

Response Times

3. The Contractor shall respond within one hour of any severe weather warning (irrespective of source) and ensure that all Priority One routes are clear and/or treated within four hours and remaining Priority Two and Priority Three routes as soon as practicable.

Timing

4. Priority One routes are to be treated prior to the end of normal working hours following identification of an impending fall in temperature, or upon request, depending on specific site requirements. Priority Two and Three routes (if applicable) will be treated as soon as practicable after Priority One routes have been completed. Where preventative gritting takes place then the contractor must ensure that ample quantities are applied that are sufficient to keep all surface free from snow and ice throughout the relevant period.

Gritting

5. Precautionary gritting shall be undertaken on all un-adopted roads in alignment with the Local Highways Authority Winter Maintenance Programme, and in accordance with the specified response system within establishments, at the rate of 20g/m² for salt stored under cover and 30g/m² for salt stored in the open. The application rate shall be increased to a maximum of 60g/m² in the event that snow is forecast.

6. Post treatment gritting (following snow clearance) shall be applied at the rate of 60g/m², unless the snow is hard-packed then salt shall continue to be applied at the rate of 20-60g/m² or alternatively a single size abrasive (e.g. 5 mm sharp sand).

Snow clearance

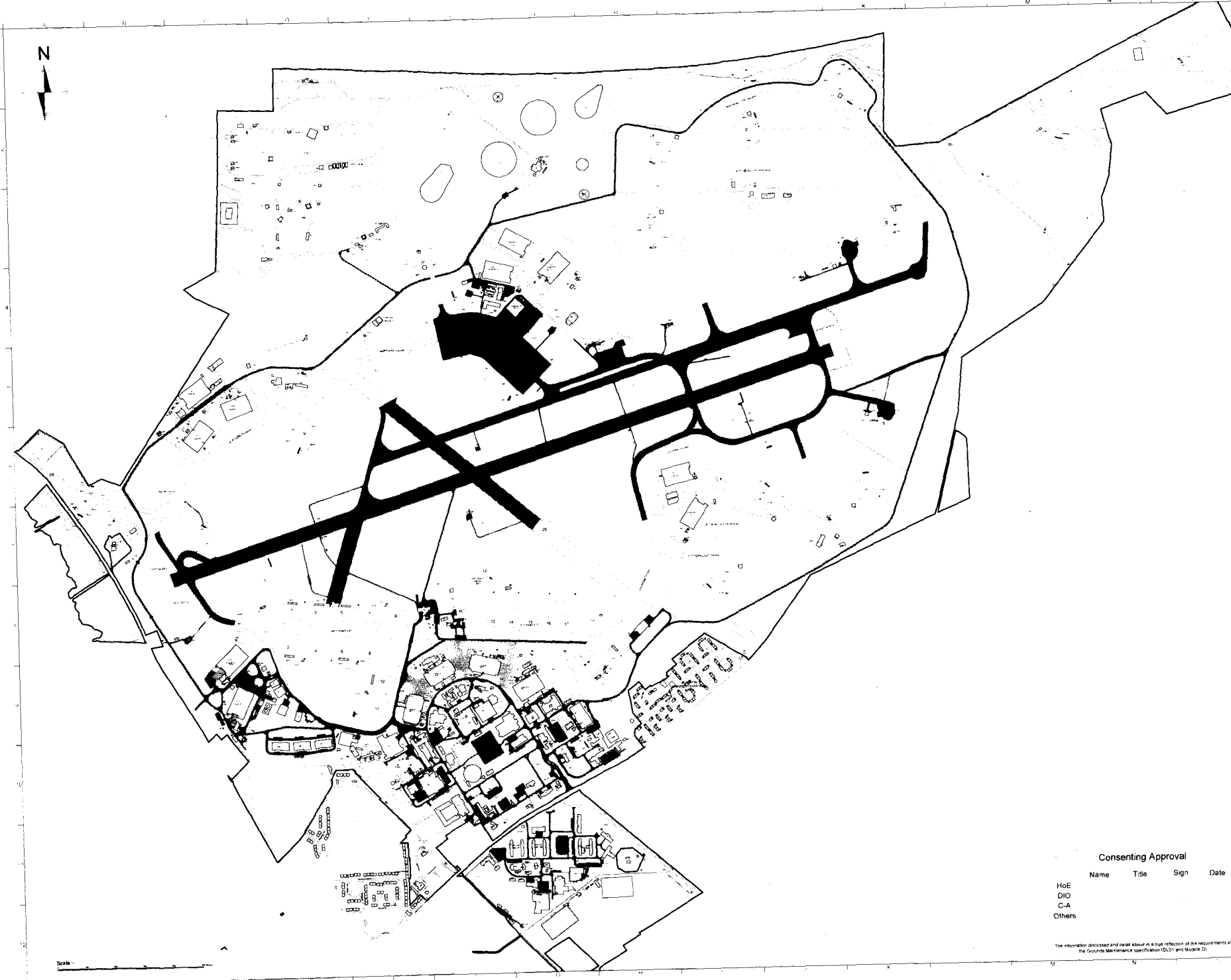
7. Light snowfall (up to 25mm): Treat as precautionary gritting.
8. Moderate snowfall (25 – 100mm): Ensure that Priority One routes are passable at all times. Priority Two routes shall only be cleared when conditions allow resources to be freed from Priority One routes, and Priority Three routes when conditions allow resources to be freed from Priority Two routes.
9. Heavy snowfall (>100mm): The Contractor shall mobilise all available resources to ensure that all Priority One routes remain passable, and additionally shall liaise with the Site Manager to identify any changes in the Priority List.

Surface water

10. The Contractor shall be aware of areas where running water on hard surfaces may remove previously applied salt and ensure that such locations are monitored and additional treatments applied as necessary to ensure the surface remains free of ice.
11. Additionally, all routes (including footpaths) specified within the Priority List shall be regularly monitored during the Winter Maintenance Period for frozen surface water and subsequently treated to ensure that all surfaces remains free of ice.

Priority List

12. All snow and ice plans will indicate the routes agreed with the establishment client.
13. All Snow and ice plans will include all adjacent footpaths or individual highlighted footpaths.
 - a. Priority One Refer to Site Manager for site specific plan.
 - b. Priority Two Refer to Site Manager for site specific plan. (If applicable)
 - d. Priority Three Refer to Site Manager for site specific plan. (If applicable)



Scale: 1" = 100'

NOTES

NOTE: THIS DRAWING IS FOR INFORMATION ONLY. DO NOT SCALE.

NOTE: THIS DRAWING MAY HAVE BEEN CREATED FROM VARIOUS THIRD PARTY SDI. CARILLION CAN NOT GUARANTEE THE ACCURACY OF THIS INFORMATION.

NOTE: YOU ARE ADVISED OF ANY DISCREPANCIES TO OTHER GROUPS. PLEASE CONTACT THE LEAD OFFICER USING THE PHONE NUMBER FOR THE SITE NUMBER.

Legend

Priority 1 total	= 15
Priority 2 total	= 2
Priority 3 total	= 2
Priority 4 total	= 9
Operational Areas (Determined by others)	= 9
Jetty Liquid Detector	
Snow Clearance Only Road	
Snow Clearance Only Driveway	
Liquid Detector (In House or on lot)	
23 SALT BINS	

VERSION CONTROL

NOTE: ALL CHANGES TO THIS DRAWING MUST BE APPROVED BY THE DESIGNER. ANY CHANGES TO THIS DRAWING MUST BE APPROVED BY THE DESIGNER. ANY CHANGES TO THIS DRAWING MUST BE APPROVED BY THE DESIGNER.



ASSOCIATED DRAWINGS

SITE: KINLOSS BARR

DWG TITLE: GENERAL SITE LAYOUT & SNOW & ICE AIRFLOW CLEARANCE PLAN

carillion

2300 DEPARTMENT CARILLONWAY, STAFFORDSHIRE ST18 7LJ, UK

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DATE: 22/10/14

DWG NO: SNI-KISS-FULL-S

Consenting Approval

Name Title Sign Date

HoE
DIO
C-A
Others

The information discussed and detail above is a true reflection of the requirements of the Grounds Maintenance specification (GLM) and Module (3)

12_4_7_2

01 Feb 16

See Distribution

MINUTES FROM COMMANDING OFFICERS BI-ANNUAL SHE&SD COMMITTEE MEETING HELD AT 0900HRS ON 26 JAN 16 IN THE HARRIS THEATRE

Present	[REDACTED]	CO QM 34 QM 60 RSM USEA RQMS SSM 65 RMTWO RCWO QMSI Trg REME Waste Manager Provo Sgt MPGS Babcock DIO ISS Mackeller-Subsea Mackeller-Subsea Unit Welfare Officer	H&S Manager H&S Manager Fire Officer Sec USA Guardroom ISS Rep
Apologies	[REDACTED]	QM Moray Flying Club QM(T) RQMS(T) Carillion/amey Accom Sgt	Los Ops + MFC

Ser (a)	Item (b)	Summary (c)	Lead (d)
1	Opening Address	1. The CO welcomed all to the meeting.	All
2	Minutes of Last Meeting	Actions from the last meeting: 2. Line Managers and H&S Advisors are reminded that they have a responsibility for the individuals in their command whether civilian or military in relation to Hand Arm Vibration (HAV) and Whole Body Vibration (WBA) and should ensure they carry out Pre-Exposure Questionnaire <u>MOD Form 5053</u> prior to using power tools. More information can be gained SHE&SD Standing Orders which refers to <u>JSP 375, Part 2, Vol 1, Chapter 26.</u>	All

		3. The reporting of accident/ Incidents has improved throughout the whole of the Barracks, however the reporting of near misses must get better and more emphasis is to be put on the reporting of potential accident/incidents	Sub-unit H&S Reps (SSM & QM)
3	SHEF Action Plan	4. Kinloss Barracks Action Plan has been updated to reflect the Bde Action Plan and is available on the <u>SHE&SD MOSS Page</u> .	All
4	Audits	<p>Internal and External Audits:</p> <p>5. I have recently carried out an audit of the Regiment and on the whole we are compliant, some areas which need work are:</p> <ul style="list-style-type: none"> • PPE – Wearing It • COSHH – Read safety data sheets – linked to PPE • Manual Handling - Annually • Hand Arm Vibration (HAV) - Recording • Trained Personnel – Reducing in numbers • Risk assessments – Up to date & Signed <p>6. It is reminded that 6 Monthly self assessments must be carried out as per the sub unit SHE&SD Register.</p>	Sub-unit H&S Reps (SSM & QM)
5	SHEF Training	<p>SHE&SD course update:</p> <p>7. The following H&S courses have been conducted since the last meeting:</p> <ul style="list-style-type: none"> • NEBOSH General - Oct 15 [Kinloss] • IOSH Managing Safely – Nov 15 [Kinloss] <p>8. The following H&S courses are planned:</p> <ul style="list-style-type: none"> • IOSH Managing Safely 22 - 26 Feb 16 [Kinloss] tbc • Manual Handling TTT 03-04 Mar 16 [Kinloss] • Waste Manager 11 - 13 Apr 16 [Kinloss] • NEBOSH General 06 – 17 Jun 16 [Kinloss] <p>Note: NEBOSH currently can not be claimed for with ELCAS unless you are in resettlement [27 AES].</p>	Sub-unit H&S Reps (SSM & QM)
6	Risk Assessments	<p>Update and key issues:</p> <p>9. The USEA has just recently carried out risk assessment training in 65 Sp Sqn and is happy to do the same with any sub unit who asks. SHE&SD Page. <u>MOD Form 5010</u> for offices and normal work and the <u>MOD Form 5015</u> for Adventure Trg, PT and Military Trg.</p> <p>10. It was reminded that it is a Chain of Command (CoC) responsibility to ensure all personnel have read the appropriate risk</p>	<p>Sub-unit H&S Reps (SSM & QM)</p> <p>Sub-unit H&S Reps (SSM & QM)</p>

		<p>assessments and signed to say they have done so. It was also reminded that when the line managers signs the risk assessment they are accepting the risk and are to ensure that the risk is continuously assessed and the risk mitigated accordingly.</p> <p>Military Training</p> <p>11. The QMSI Trg spoke on the following points:</p> <ul style="list-style-type: none"> • Any military training conducted by 39 Engr Regt is to be accompanied by the correct paperwork EAM, EASP, RAM, RASP, DRASP, lesson plans, risk assessment, Build plan etc. This paperwork is to be submitted to QMSI Trg no less than 10 days prior to training commencing, regardless of where the training is taking place. • Do not cut and paste old RAMS and EAMS. I have had 5 range documents handed in where the Pam 21 references where out of date, by a number of years. • When adding phone numbers into safety paperwork ensure they are the correct numbers, LAIT changed their number last year!! • Ensure your competencies (SAA, DSO) qualifications are in date and recorded on JPA. 	<p>Sub-unit Trg Officers</p>
<p>7</p>	<p>Road Safety</p>	<p>RMTWO reported on the following points:</p> <p>12. The Snow & Ice Clearance (SNIC) around the Barracks has now been activated and although the SNIC team try's to cover everywhere they are contracted to do so as quick as possible it is reminded that this is a big site and it will take time to cover. So with that in mind, sub units outside areas are their responsibilities (such as paths) if the SNIC has not yet managed to get around their area.</p> <p>13. It is also reminded that the roads will be gritted to avoid black spots; however, the grit sometimes may not cover the whole road. So in extreme weather conditions where it is slippery under foot when you leave the house it probably isn't a good idea to ride your bike.</p> <p style="text-align: center;">Please DRIVE or RIDE to the weather conditions</p> <p>14. The RMTWO reminded all that the Regiment has had a large number of Road Traffic Accidents (RTA) within the previous twelve months. The majority of these RTA were completely avoidable. The Regiment has been fortunate enough not to have sustained or contributed to any casualties however, our luck may not always prevail. The RMTWO requested that the CoC continue to lend their support to road safety awareness and training to all within their sub units.</p> <p>15. The road safety training themes for the next twelve months will be distributed to sub unit MTs by COP 29 Jan 16.</p>	<p>Sub-unit H&S Reps (SSM & QM)</p> <p>All</p> <p>Sub-unit MT SNCO</p> <p>Sub-unit MT</p>

8	Food Safety	<p>Update and key issues:</p> <p>16. No points</p>	
9	Equipment Safety & Plant Safety	<p>Equipment safety points:</p> <p>17. There are a number of new equipments due to come into the Regiment all of which will have their own safety procedures could i please remind all that it is a managerial responsibility to ensure personnel have read and adhere to the SOP's when driving or operating this equipment.</p> <p>18. The Head of Establishment (HoE) has not issued a Policy with regard to Hover Boards, Roller Boards or Roller Skates within Kinloss Barracks but it is asked that if the number of personnel using these items rises, please contact the USEA for further advice.</p>	<p>Sub-unit H&S Reps (SSM & QM)</p> <p>Info</p>
10	Radiation	<p>Update and key issues:</p> <p>19. The Radiation Survey for 2016 has been issued to all sub units for completion.</p>	<p>Sub-unit Radiation Officers</p>
11	Workplace Safety	<p>Hazard identification process and key concerns:</p> <p>20. Portable Appliance Testing (PAT) for all work and public areas has now been completed and the master list has been sent to the USEA. The tested appliances have been split into sub units via building numbers and sent to for each sub unit to hold. <u>PAT Register</u></p> <p>21. Display Screen Assessments must be carried out for all Dii users of over 4 hours. The SME for DSE is the RAOWO and is available for questions on this area.</p> <p>22. All dogs within Kinloss Barracks need to be on the lead whilst walking around the Barracks. It is also reminded that all dogs should be registered with the USEA.</p>	<p>Sub-unit SQMS</p> <p>Sub-unit SQMS</p> <p>Sub-unit Ops/CSC & SQMS</p>
12	Building Custodians	<p>Update and key issues:</p> <p>23. It was reminded that building custodians not only need to brief contractors on any potential hazards within their Area of Responsibility (AOR) but also report any faults and record it as per the <u>Building Custodian Standing Orders</u>.(BCSO)</p> <p>24. Recording of Legionella flushing as per the BCSO, any system unused for 7 days should be flushed through.</p>	<p>Building Custodians</p> <p>Building Custodians</p>
13	4Cs Process	<p>Update and key issues:</p> <p>25. The 4C process is the first line of defence to ensure visitors and</p>	<p>Building</p>

		<p>contractors are aware of any potential hazards within Kinloss Barracks, ranging from the Relief Landing Ground (RLG) to Asbestos.</p> <p>26. Further to the 4C process it is reminded that Kinloss Barracks training area is Out Of Bounds (OOB) to all dependants unless cleared through the QMSI Trg.</p> <p>27. It was also reminded that personnel working in buildings Out of Hours (OOH) are to inform the guardroom to ensure they are aware the building is occupied and also to ensure the person falls in line with Kinloss Barracks Lone Worker Standing Order (411).</p>	<p>Custodians</p> <p>Sub-unit Orders</p> <p>Sub-unit Orders</p>
14	Diving Safety	<p>The UDO had the following points:</p> <p>28. The Regimental Dive team will be conducting an internal annual Diving Standard check from Mon 22 – Fri 26 Feb 16. This will be conducted within the rules and Regulations as stated in Br (d) 2806. This is a mandatory requirement prior to the external visit from the Diving Standards Team (DST). It's kindly requested that all squadron Commanders who have diver (s) under their command to have them available for this period.</p>	All Divers
15	Medical & Health	<p>Update and key issues:</p> <p>29. Every phone or next to every phone is to have:</p> <p style="text-align: center;">MEDICAL EMERGENCY CALL 999 THEN CALL 7777</p>	All
16	Environment	<p>The UWM & USEA updated all on key issues:</p> <p>30. The Recycling on the Single Living Accommodation (SLA) is getting better but it is still far from ideal and it is only a matter of time before the Regiment gets a Land Fill Tax bill if the Regiment receives a Bill it will be given and paid for by the relevant sub unit who owns that SLA.</p> <p>31. We are now well into the TRIAD season and the action plans have been implemented, however, there has been a financial incentive sent out via DIO and the unit with the best results will receive money into the units VBA so please continue with the:</p> <p style="text-align: center;">“ Knock OFF Switch OFF”</p>	Sub-unit Waste Managers and Energy Wardens
17	Fire Safety	<p>Update and key issues:</p> <p>32. The RSM spoke on the following points:</p> <ul style="list-style-type: none"> • Confirmation of the recent change to the Bld custodian list including the addition of previously un-held Blds to Sub-unit 	Sub-unit Fire Managers

		<p>responsibility holdings.</p> <ul style="list-style-type: none"> • Annual inspections of all Regt'l fire extinguishers will commence Feb 16. • Due to the current lack of Fire management qualified personnel (Managers, wardens and maintainers) Sub-units are requested to be forward leaning in loaning trained personnel to a collective pool. • Reminder that damaging/tampering with any fire fighting equipment is a civil criminal offence. • All Sub-unit and Dept fire notice boards are to be updated, 34 & 53 Fd Sqn boards are to be used as the exemplar. • Reminder that fire diaries are to be maintained and updated as required. Including the registering of all fault reporting and reference numbers in the respective sections. • All units are reminded to conduct yearly fire training and record, training is to include instruction on fire fighting equipment, fire evacuation drills etc. • All personnel are reminded of the requirement for correct fire warning signage above all call points (part 1 & 2), the Regt'l Provost Sgt is to be liaised with regarding questions on this requirement. • Regt'l Fire Inspections will commence Mar 16, the inspections will be conducted every Wed (1 x Sub-unit per Wed) this will ensure an approx 1-6 inspection ratio, sub-unit inspection every 6th Wed. • Fire manger and Warden Courses are to be delivered over the next 3 months, details TBC. • The Regt has requested the relevant training equipment to be able to deliver Fire Equipment Maintainer Cse's, the aspiration is for this training to be delivered by the RAF DFERMO qualified fire fighters currently residing in Kinloss Bks. • All personnel are reminded to liaise with the Regt'l Provost Sgt and RSM regarding questions/issues on all fire management related issues. <p>33. The RAF Fire Service (based at Kinloss) will conduct fire training for depts. Please book via ext 7712 or 6032.</p> <p>34. There is to be no cooking in the SLA due to the utility rooms not being fit for purpose i.e the walls need to be 1 hour fire resistant which they are not and heat detectors need to be fitted not smoke detectors. Disciplinary action is to be taken against individuals who do not comply.</p>	Sub-unit H&S Reps (SSM & QM)
18	Hot & Cold Injuries	<p>Update and key issues:</p> <p>35. The sub units now have trained Combat Health Duties personnel</p>	Sub unit H&S Reps (SSM & QM)
19	Manual Handling	<p>Update and key issues:</p> <p>36. It is reminded that manual handling training should be done</p>	Sub-unit SQMS

		<p>annually. This can be carried out via a PT Lesson or by sub unit manual handling trainers.</p> <p>37. Manual handling risk assessments need to be carried out in area where continued lifting is undertaken i.e G1098 stores, Resources yards or construction sites.</p>	Sub-unit H&S Reps (SSM & QM)
20	PPE & COSHH	<p>Update and key issues:</p> <p>38. The recording of PPE within the Regiment is very good, the inspection regime of PPE is very good, ensuring PPE is fit for purpose is very good but unfortunately what isn't very good is getting individuals to wear it. There have been a number of accidents within the Regiment which could have been avoided if the individuals had worn the PPE issued. It is the responsibility of the managers to ensure their soldiers and workers are safe, this includes what they wear.</p> <p>39. It is reminded that all individuals should read and adhere to the COSHH risk assessments and safety data sheet associated with that substance i.e wear the PPE. It was also reminded that COSHH lockers must have the contents list on the outside and any out-of-date substances need to be disposed of immediately, we can dispose of anything you have.</p>	<p>All</p> <p>Sub-unit H&S Reps (SSM & QM)</p>
21	Review of Accidents & Near misses	<p>Review of all accidents and incidents in last period:</p> <p>40. There has been 13 accidents reported since the last meeting Sep 15 which are broken down as follows:</p> <ul style="list-style-type: none"> • Work/Exercise related: 6 • Sports: 7 • RTA: 0 • Near Miss: 1 <p>41. The Army Form 510 is not only used to monitor accidents, it is also a record of the accidents and is used in evidence for any future claims and should be a true reflection of the accident/incident.</p> <p>42. Risk assessments must be reviewed after every accident to ensure they cover all the areas of concern.</p>	<p>Sub-unit H&S Reps (SSM & QM)</p> <p>Sub-unit H&S Reps (SSM & QM)</p> <p>Sub-unit H&S Reps (SSM & QM)</p>
22	Work Services	<p>Update and key issues:</p> <p>43. There is a DSEAR assessment being carried out 26/01/16</p>	Carillionamey & USEA
23	34 Fd Sqn	<p>Update and key issues:</p> <p>44. No points</p>	

24	48 Fd Sqn	Update and key issues: 45. No points	
25	53 Fd Sqn	Update and key issues: 46. No points	
26	60 HQ Sqn	Update and key issues: 47. The Sqn QM is monitoring the course trained personnel within the Sqn, with a view to getting more trained.	Info
27	65 Sp Sqn	Update and key issues: 48. Fire trained personnel, with a big turnaround of personnel we have lost (Or losing) key trained personnel. 49. First Aid trained personnel. Support troop and WKSP are at risk within 65 Fd Sp Tp as they only have one person trained.	Info
28	WKSPS	Update and key issues: 50. No points	Info
29	Training Area	Update and key issues: 51. Kinloss Barracks training area is OOB to all dependants unless cleared through the QMSI Trg and further to this NO children are allowed on the training area at any time unless accompanied by an adult. There are a number of Emergency Water Supply (EWS) areas on the training area, some of which have frozen and It is evident that some the EWS area's have had children playing in and around them, these area are fenced off to restrict access as they have the potential to be extremely dangerous, especially with a covering of ice.	All
30	Lodger units	Update and key issues: 52. The Mackeller-Subsea reps asked about who is responsible for the road leading to their building in relation to gritting.	DIO
31	AOB	53. Reminder of 4 key points <ul style="list-style-type: none"> • Hand Arm Vibration records • Risk/COSHH/Manual Handling assessments need to be read, signed and reviewed. • SHE&SD Training opportunities. 	Sub-unit H&S Reps (SSM & QM)
32	Date of Next Meeting	54. Next meeting will be Apr in the Harris Theatre chaired by the	All

		QM. Exact date TBC.	
33	Closing Address	<p>55. The CO raised the following points:</p> <ul style="list-style-type: none"> • Recording of near misses and would prefer to over record until everyone has the message. • PPE and the need to wear it, especially within the Workshops both REME and RE. • Children on the training area and he would speak to the sub unit OC's • Welcomed the new Barracks Staff Officer [REDACTED] • The Station meeting on 4/02/16 in the Regimental conference room. • Mentioned attendance and wished to remind all of the importance of the meeting not only to fall in line with his SHE&SD Policy but also to spread the work on all health and safety related issues to all within Kinloss Barracks AOR. 	All

(Signed on Original)

[REDACTED]
 WO1 USEA
 for HoE

Distribution:

External:
 HQ 51 (Sc) Bde
 HQ 12 (Force Sp) Engr Gp
 HQ 8 Engr Brig

Internal:
 All attendees

39 ENGINEER REGIMENT STANDING ORDER

Title: SO 508 – Building Custodian
Subject Area: Part 5 – G4 Issues
Issued: 07/01/2013
Reviewed: 11/01/2016
Sponsor: USEA – Kinloss Barracks
Incumbent: WO [REDACTED]
Contact: Telephone 95131 7205 Email: 39ENGR-QM-USEA

39 ENGINEER REGIMENT – BUILDING CUSTODIAN STANDING ORDER

Introduction

1. Each building and area around Kinloss Barracks must have a custodian to control the 4C process, this ensures the Head of Establishment (HoE) has an assurance that all buildings or areas are being taken care of and more importantly that all visitors and contractors are briefed on any hazards within that building or area as per the 4C process¹.
2. The current 4C process is held within the Kinloss Barracks Guardroom. All visitors are to watch the 4C Presentation and sign the Register. On completion, Passes and Permits or the Guard Staff will issue the visitor/contractor a vehicle pass with the 4C information contained on it. The Custodians brief will be a continuation of the 4C process.

Aim

3. The aim of this Policy is to ensure that all custodians understand their role within the 4C process and be able to identify any hazards in their area.

Role

4. The custodian must be a competent person, formally appointed by the chain of command in association with the 4C Duty Holder (DH), who is responsible for compiling the hazard registers for a specific area, function or asset type, and liaison with visiting workers and contractors. Each custodian must have a deputy in order that there is 4Cs management representation during all working hours.
5. The custodian does not need to have technical skills or competence for the work activities in there area. These are the responsibility of the various specialists involved. The custodian must have sufficient awareness or knowledge about the asset to compile the Area Hazard Register (see Annex A) and to liaise with visiting workers and contractors. He must have access to competent H&S support and advice.
6. The custodian acts as a focus for the exchange of safety information such as Legionella checks (See Annex B), fire checks as per the Fire Diary and any works requests (See Annex C,D,E & F). It is not intended that this will require the custodian to be the local H&S representative, although in some 4C areas this might be the case.
7. In order to assist the 4CDH of Kinloss Barracks, the site is divided into manageable geographical/physical assets, known as 4C Areas, 'owned' by a custodian. All 4C areas have been defined as areas under the custodians responsibility and this is mainly identified as buildings (such as QM Dept) or areas (such as Training Areas). However, this site information is available via the Accn Sgt. A schedule of the responsible persons, ie the custodian(s), is also held.

¹ 4C LFSO 4600

8. Most of the barrack 4C areas correspond to functional boundaries, e.g. Sub-unit lines, Workshop, Department or Mess, where all assets within the area are owned by one custodian. Other divisions could be:
 - a. A structure or asset, such as masts, ranges, airfields, storage yards etc, including over ground and underground services.
 - b. A specific area of functional competence such as Fire Safety, Fuels, Radiation or Munitions.
9. Some custodians within Kinloss Barracks own one or more 4C areas which have been established by the following factors:
 - a. Existing management demarcations and arrangements.
 - b. The ability of the custodian to control the areas or functions.
 - c. The physical proximity of the areas or functions.

Key Duties

10. The custodian duties include the following key areas:
 - a. **Identification of Hazards.** The custodian must compile and maintain an Area Hazard Register (See Annex A), and update the associated risk assessments and hazard surveys that underpin the register's information such as Legionella (See Annex B). This should be done with officials who are competent to assess the risks of the site hazards such as technical staff from DIO and their main contractors. The 4CDH will combine all area registers into one establishment hazard register.
 - b. **Communication of Hazards.** The custodian must know of the systems in place for contractors and visitors to receive a relevant site safety briefing to understand the nature of the hazards in their work or visit area, and contribute to such briefings as required. The briefings must take place prior to any commencement of work, ensure that all hazards in the specific area are identified/explained and include daily changing hazards, emergency/disaster plans and evacuation procedures.
 - c. **Interfacing Duties with DIO and Other Contractors.** The custodian is responsible for providing hazard information within their competence. They are not responsible for any technical hazards or aspects of the work, unless they are responsible for a technical facility, eg Aquatrine for water. The host, typically DIO, Carillionamey or a MAC contractor, are responsible for communicating technical hazards and for providing the management of the contractor's competence, safety and work quality, via appropriate 'Safe Systems of Work' as described in JSP 375. Also there are a number of forms which need to be completed if minor works or to report faults. The Annexes are:
 - (1) Call US poster (See Annex C)
 - (2) Estate Service Requirement (See Annex D)
 - (3) Fault Reporting (See Annex E)
 - (4) Customer Job Request Form (See Annex F)
 - d. **Asbestos.** The custodian is to ensure they are aware of any asbestos in their building and any self help work such as erecting notice boards or any drilling into walls must be cleared through DIO, QM and USEA. The Building Custodian is also to inform contractors of

any known areas with asbestos and allow the contractor to see Kinloss Barracks Asbestos Register showing all the buildings. The hyperlink for the Barracks Asbestos Register is at Annex K.

e. **Feedback and Coordination.** The custodian must contribute to the feedback on the safety performance of contractors and hosts which 4CDH will gather and report to DIO and Div/Bde if necessary. They are also to complete Cleaning Feedback forms (See Annex G).

f. **Access and Egress.** As part of the safe access and egress a custodian key authority list must be kept within Kinloss Barracks Guardroom (See Annex H). An Information Brief is to be displayed on the main access door into all building stating who the custodian is, where their office is located and their contact details (See Annex I). The access and egress also extends to the outside area especially in inclement conditions such as the distribution of salt on paths if not covered by the contract.


g. **Energy.** The BC should ensure the Energy Warden of that building completes the Energy Warden Monthly Check Sheet as per the Utility, Efficiency & Energy SO. (SO514) This should reduce the building energy consumption. BC should also ensure

h. **Waste.** To prevent cross contamination of waste streams, all general rubbish bins held in offices, meeting rooms, classrooms, stores etc are to be removed and centralised "Recycling Points" are to be created in communal areas such as crew rooms, kitchens and utility rooms. Further direction on waste streams can be viewed under Waste Control SO (SO 513) and Waste Receptacle Spot Checks should be carried out as per SO 513

Conclusion

11. This Policy ensures the custodians have a guide to their role/duty. If the buildings and areas are managed by conducting checks, reporting faults and briefing visitors or contractors, on any hazards, this will not only reduce maintenance but also minimise the accidents/incidents.

Original Signed


WO1 (USEA)
for CO

Annexes:

- A. Area Hazard Register.
- B. Legionella Check Sheet.
- C. Report It Poster.
- D. Estate Service Requirement.
- E. Fault Reporting.
- F. Customer Job Request Form.
- G. Cleaning Feedback Form.
- H. Key Authority List.
- I. Building Custodian Information.
- K. Asbestos Register.

BUILDING CUSTODIAN AREA HAZARD REGISTER – KINLOSS BARRACKS

Area	Asset No/Ref	Building Custodian	Deputy Building Custodian	4C Duty Holder	
		Name: Tel:	Name: Tel:	Name: Tel:	
Date Prepared	Last	Last Reviewed	Date Rec'd by 4Cs Duty	Issue	Page

Ref	Location	Activity or fixed asset – brief description	Hazard Class (see over)	Risk Assess held by	Precautions required by Visiting Workers (eg Permit to Work)	Remarks (eg Access, requirement/equipment, Risk to other Areas)

1. These lists cover known miscellaneous visiting workers in an area (not works contractors) who may arrive unaccompanied and out of working hours that do not need to receive an Induction each time they arrive, or sign in.

a. The following people only require a standard Establishment briefing/induction (at the Main Gate, or by their local management):

Delivery personnel, people attending meetings

b. The following pesonnel require additional briefing/induction (generally local and "once-only", except for changed circumstances).

Visitor type	When visits possible	Induction/briefing required

Hazard Class

ACTIVITY BASED

CONF	Confined spaces
EXCAV	Excavation work
VOIDS	Unguarded voids and openings in floors and structures
HEIGHT	Working at heights (over 2m)
FRAG	Access to or work on Fragile roofs
ACCESS	Hazards associated with accessing work area
VEH	Moving vehicles, pedestrian interface
WATER	Working in or over water or other liquids (not including diving)
DIVE	Under-water diving
LIFT	Lifting operations
MAN	Manual handling
ULD	Upper limb disorders
IMPACT	Collision with moving objects
SLIP	Slippery surfaces
FALL	Falling objects
TRIP	Tripping
HEAT	High air temperatures, hot surfaces
COLD	Low air temperatures, wind chill, cold surfaces
VIB	Vibration
VISB	Restricted visibility
<u>OTHER</u>	
TRESP	Trespassers
OTHER	Please describe
ASSIST	All visitors to be accompanied

PLANT & EQUIPMENT AND INFRASTRUCTURE

M/C	Machinery with exposed moving parts
PRESS	Med to high pressure containers and/or systems. Compressed air and gases
TOOLS	Hand tools, power tools
SCAF/LAD	Scaffolding and Ladders
ELECT	Electrical
FIRE	Including risk of spontaneous combustion
GAS	Gas installations
WS&D	Water supply and drainage
COMM	Communications equipment

ENVIRONMENT

NOISE	Noise
LIGHT	Inadequate lighting
VENT	Ventilation
WEATH	Adverse weather (including flooding)
(See Activity Based Hazard Class for heat/cold, trips/slips/falls & atmospheric pollution)	

ARTICLES & SUBSTANCES

HAZCHEM	Chemical
BIO	Biological agents
ASB	Asbestos
DUST	Respirable and inhalable dusts
CANCER	Carcinogens
ION	Ionising radiation
NONION	Non-ionising radiation
COMB	Combustible/flammable materials
EXPL	Explosive materials
POL	Petroleum Oil and Lubricants

**KINLOSS BARRACKS
LEGIONELLA FLUSHING CHECK SHEET**

Building No:

Building Custodian:

Ser	Date	Sinks	Baths	Showers	Cold	Hot	Name	Rank	Signature
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

Notes

- 1. Flushing only needs to take place when 7 days or more of non-occupancy.**
2. Notices will be placed on Regimental Orders to cover leave periods or long periods of non-occupancy



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ESTATE SERVICE REQUIREMENT
Details of Stage 1

Task Order Unique Identifier:

Unit/Establishment

Building Number/Name
and Asset Code

File Ref:

Date:

Required In-Service/Completion Date:

1. Introduction/Description of Work: (max 500 characters)

2. Background: (max 500 characters)

3. Output (max 500 characters)

4. Constraints (max 500 characters)

5. Programme and Priority (max 500 characters)

6. Justification. (max 500 characters)

7. Impact Statement (max 500 characters)

8. Assumptions, Dependency and Interoperability (max 500 characters)

9. Supporting Documents (max 500 characters)

10. Sustainability (max 500 characters)

11. Options Considered – Not Required at ESR Stage.

12. Estimated Cost of Options – Not Required at ESR Stage.

13. Recommendation – Not Required at ESR Stage.

14. Confirmation of requirement

Confirmation to progress to Stage 2

SM/SMR

Signature: Appointment:

Name: Date:

NOTES

1. **Introduction/Description of Work:** *This is a short statement of what is needed and should normally include a reference to the Integrated Estate Management Plan (IEMP) or confirmation that it is in accord with IEMP requirements.*
2. **Background.** *This should include: location, function, building type, key drivers etc.*
3. **Output.** *The output required i.e. what objective is to be achieved to be stated as a need, not how it is to be provided. Where possible, stipulate qualitative and quantitative requirements in terms of performance, reliability, design lifespan and any other special features that are likely to affect a solution.*
4. **Constraints.** *Restrictions about location or security should be clearly stated together with any operational timings which have a bearing on when work can be carried out. Additionally, MOD mandated requirements or special standards required should be identified i.e. JSP 440, JSP 482, AESPs where possible and any assurance requirements. State its compatibility with existing or future systems, programmes or requirements and any known cost, schedule, capability or performance constraints.*
5. **Programme and Priority.** *A required in-service date should be stated above. Where there are reasons that would preclude early occupation or use, an earliest and latest completion date should be stated. Both operational and programme priority (i.e. matrix score) should be clearly expressed and any further specific operational imperatives affecting delivery should be explained e.g. a period while the unit is away, security, access, health and safety etc.*
6. **Justification.** *The justification must support the above output statement to include any reasons for particular urgency, if applicable.*
7. **Impact Statement.** *Highlight potential penalties if the work is **not** completed. Examples might include: an impact on operational output, unit welfare or there could be legal/ H&S penalties etc if the work is not done. Short impact statements are recommended.*
8. **Assumptions, Dependency and Interoperability.** *State any links to other defence-wide projects or initiatives, estate, equipment or personnel. Identify whether the work could be added to another Task Order (stating the Task Order Unique Identifier) i.e. where works are of a similar nature and / or in the same vicinity, state the potential benefits to the Employer that may be achieved in terms of time and cost were the Task Orders to be carried out concurrently.*
9. **Supporting Documents.** *List here all documents attached in support of this requirement with a file reference and description e.g:*
 - a. Site plan / drawing layout
 - b. Equipment specification
 - c. Command directive
 - d. Sustainability appraisal
 - e. 4C Hazard Statements, etc
10. **Sustainability.** *Consider the applicability of an environmental assessment and an environmental impact statement, proposed mitigation measures and key environmental/sustainability features to be included in the proposal. Full guidance is given in the "MOD Sustainability and Environmental Appraisal" details of which are at: http://www.defence-estates.mod.uk/publications/corporate/Appraisal_Tool_Handbook.doc In particular, section 3.*
11. **Options Considered.** *A brief outline of the options that may have been considered during this initial scoping and defining of the SoN that meet the criteria explained in the paragraphs 1-3. e.g 2 storey, flat-roofed extension to west elevation of existing gymnasium with wooden floor etc.*
12. **Estimated Cost of Options.** *A cost build up of the options considered. All back-up cost information should be readily available on the Information System (IS). An indicative Through Life Cost shall be provided for each option, where appropriate. All options should be estimated on the same number of years to ensure a like for like comparison, the number of years shall be stated in the table. A priority score is to be provided for the SON, this shall be consistent across the options.*
13. **Recommendation.** *A recommendation shall be made stating the Option Nr and reasons, taking into consideration the costs provided in Section 12.*
14. **Signatures.** *The Contractor and the SM/SMTR are to provide signatures in the boxes provided.*

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KINLOSS BKS FAULT REPORTING SHEET

Item No	Building No	Brief Description of Problem/Fault	Ref Number	Date Reported	Priority	Date to be completed
1						
2						
3						
4						
5						
6						
7						
8						

08007076000 Carillion Amey



Customer Job Request Form Fax No 0151 728 1701 / Email – RPHelpdesk@carillionamey.co.uk

Requested by		Contact Number	
Position		Fax Number	
Establishment			
Building Number (full spec code)			
Point of contact (for building)		Contact Number	

**THIS FORM IS TO BE USED FOR ROUTINE JOBS ONLY (PRIORITY 3), ANY OTHER JOBS
NEED TO BE CALLED THROUGH TO THE HELPDESK ON 0800 707 6000**

Local Ref	Building Number	Sub Location (e.g. Room)	Single Task Request (e.g. Re-Fix Door Handle - 1 task per field only)	RPC Job Ref Number (Helpdesk Use Only)

Helpdesk use only

Input by		Signature	
-----------------	--	------------------	--

The contact person named above will receive notification when the listed problems/faults are processed.

FEEDBACK FORM FOR CLEANING STANDARDS

Building Number/Name

Checked on (date):

Checked by:

Signature:

1. Have you regularly seen a cleaner over the past month? Yes/No *
2. How do you rate the general standard of cleanliness?

<i>1=Very Poor, 5=Excellent</i>	1	2	3	4	5

3. Has this level of cleanliness been consistent? Yes/No*
4. Have ARAMARK carried out the tasks listed in your area of responsibility to a satisfactory standard? Yes/No*

If not, which areas are not being cleaned to a satisfactory standard?

5. Any further comments:

** Delete as appropriate*

Please return one copy of this form to the RCWO or email to 39ENGR-QM-RCWO



KEY AUTHORITY LIST

KEY No: **SECTION:** **BLD CUSTODIAN:** **Ext:**
EMAIL ADDRESS:

THIS KEY LIST WILL EXPIRE ON:
(Valid 6 Months from Date at Bottom of page)

1. This list should be returned to the Main Guardroom with the Name, Rank and Number of all personnel authorised to draw the above Key Number.
2. Only personnel on this list will be allowed to draw these keys. Personnel not on this list who require drawing these keys must be in possession of an authorising memo signed by the OIC/Building Custodian.
3. If a membership card controls the key issue, an up to date specimen should be sent with this list.
4. **COMPUTER PRINTOUTS** of authorised personnel are acceptable, but each page must be dated and signed by the Building Custodian and have the key number at the top.
5. The Duplicate keys have been checked and are in working order.

Name	Rank	Number	Name	Rank	Number

Building:
Custodian:
Asst Custodian:

KINLOSS BARRACKS
Contractors & Visitors
Safety, Health, Environment and Fire (SHEF)
Custodian Briefing Notes

As the building custodian/assistant custodian I am required to provide you with an introduction to the area that you will be working in with regards to Safety, Health, Environment and Fire (SHEF)

Did you receive your H & S induction brief at the Guard room?

If not then you must have it.

Contact details of Custodian/Assistant Custodian:

Phone:
Office:

First Aid Station Locations:

Fire fighting equipment location: *The following information in RED is an example, populate as required & delete as required.*

There are 2 main fire points with in the building;

- 1. In the main foyer to the front entrance (Water Hydrant).*
- 2. In the Trg Wing bottom corridor (Water Hydrant).*

The muster area for this building is outside the front of the Trg Wing building in the car park.

This is indicated on the plan that is next to the Fire Point

Hazard areas in the building:

As per Hazard Survey Register

Hazard areas outside the building:

*Various Vehicle Movements
Various Drains*

Kinloss Barracks Asbestos Register

Annex K to
Building Custodian S
Dated 11 Jan 16

Kinloss Barracks Asbestos Register is located on the QM MOSS page under 4C's Process
[Kinloss Barracks Asbestos Register](#)

