



Ministry  
of Defence

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

Ref: 2017/10208

[REDACTED]

10 November 2017

Dear [REDACTED],

Thank you for your letter of 5 October 2017 clarifying the following:

*'Thank you for writing to me on 14 September 2017 and asking me to clarify which particular RAF station I require Health and Safety Advisers duties.'*

*To confirm, the particular station would be RAF North Luffenham 1992 - 1995 or a similar current Non - flying station in 2017, if the former is not available.'*

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 some information in scope of your request is held.

The Health and Safety Adviser duties for Royal Air Force (RAF) North Luffenham, dated 1992 to 1995 is information not held. Therefore, please find enclosed with this letter the terms of reference for the RAF High Wycombe Station Safety, Health and Environmental Advisor (SSHEA), which outlines the responsibilities of the SSHEA. However, some of this information falls entirely within the scope of the absolute exemption provided for at section 40 (Personal Data) of the FOIA and has been redacted.

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.

Under section 16 of the Act (Advice and Assistance), you may wish to note, the SSHEA role is slightly different to the Station Health and Safety Advisor (SHSA) role, as the SSHEA role involves an environmental aspect. As a general rule, stations with a high risk engineering capability have a SHSA, and stations with a low risk engineering capability have a SSHEA.

You may also wish to be aware that terms of reference and duties for the SSHEA and SHSA role may vary from station to station.

If you have any queries regarding the content of this letter, please contact this office in the first instance.

If you wish to complain about the handling of your request, or the content of this response, you can request an independent internal review by contacting the Information Rights Compliance team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.uk). Please note that any request for an internal review should be made within 40 working days of the date of this response.

If you remain dissatisfied following an internal review, you may raise your complaint directly to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not normally investigate your case until the MOD internal review process has been completed. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website at <https://ico.org.uk/>

Yours sincerely,

*[Original Signed]*

**Air Director Resources Secretariat  
Air Command**

## **RAF HIGH WYCOMBE SSHEA – TERMS OF REFERENCE**

### Post/Personal Details

Rank: ■

HRMS Position No: ■

Post Title: Station Safety, Health and Environment Advisor (SSHEA)

Air Command Mission. To generate the components of air power and develop our capabilities in order to achieve precise campaign effects across the spectrum of operations whenever and wherever they are.

ACOS Spt Mission. To provide internal support services to Headquarters Air Command, and comprehensive personnel support to RAF personnel employed outside the bounds of traditional RAF hierarchies across the Directly Administered Units.

RAF High Wycombe Mission Statement. To enable HQ Air Command and other units parented by RAF High Wycombe to meet their operational output through the provision of essential support.

Role of SSHEA. To develop, on behalf of the Station Commander, SHE strategy, policy, procedures and plans required to ensure that RAF High Wycombe is compliant with current Health, Safety and Environmental legislation and the performance targets and objectives set by MOD and to develop the SHE Management System

Post Holder's Primary Responsibilities. You are responsible to the Stn Cdr through OC Base Support Wing (BSW) for:

- a. Formulating and developing policies and procedures relating to Safety, Health and Environment (SHE) and their review on a regular basis to ensure currency.
- b. Interpreting SHE Law, Legislation and MOD Policy requirements.
- c. The provision of advice and guidance to the Station Commander, and all line managers (including lodger units), on matters relating to SHE
- d. Publishing results and outcomes of SHE actions against the set targets and objectives.
- e. Liaising with internal and external SHE agencies and escorting visiting auditors, inspectors and environmental monitoring teams
- f. Monitoring compliance across Station with all aspects associated with SHE Law and Legislation.
- g. Ensuring the maintenance of records relating to SHE accidents and incidents, conducting investigations and producing statistics to monitor trends with the aim of accident prevention.
- h. Acting as Station focal point for the reporting of RIDDOR related accidents and incidents to the Health and Safety Executive.
- i. Monitoring of Environmental Impact Assessments
- j. Promoting safety and environmental awareness throughout the Station.
- k. Attending the Station SHEF Committee.

I. Ensuring such health, safety and environmental information, instruction and training as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of all personnel and to reduce the impact on the environment to the lowest level.

Post Holder's Associated Responsibilities. N/A.

Core Competences

Essential.

- a. Leading and Communicating.
- b. Managing a Quality Service.
- c. Seeing the Big Picture.
- d. Changing and Improving.
- e. Making Effective Decisions.
- f. Delivering at Pace.

Functional Competences

Essential.

- a. HS&EP 2.1 Providing HS advice and support
- b. HS&EP 3.1 Providing EP advice and support
- c. HS&EP 2.7 Training

Training/Qualifications

Essential.

- a. NEBOSH General Certificate
- b. Environmental Law and Policy
- c. EMS Implementation

Desirable

- a. NEBOSH National Diploma in Occupational Health and Safety
- b. First Aid at Work Trainer

Appraisal Reporting Chain.

1 <sup>st</sup> Reporting Officer	OC BSW
2 <sup>nd</sup> Reporting Officer	Stn Cdr

Appraisal Responsibilities.

Line Manage	1 Band D Deputy SSHEA & 1 Band E1 SHEA Spt
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Post Holder:

I acknowledge receipt of and understand the above Terms of Reference.

Name: \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_