



Ministry of Defence

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19 December 2019

Ref. FOI/2019/13110

Dear [REDACTED]

Thank you for your email of 22 November 2019 requesting the following information:

"Please could you provide a copy of Defence Information Note 2011/DIN 06-11"

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 information you have requested can be found enclosed at Annex A, however, some of the information within your request falls entirely within the scope of the absolute exemptions 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 General Data Protection Regulation and Data Protection Act 2018. 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 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.gov.uk). Please note that any request for an internal review should be made in writing 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,

DIO Secretariat

DEFENCE INSTRUCTIONS AND NOTICES

(Do not be circumvented to advantage outside the Service without authority)

JSP 375 - Health and Safety Handbook - Volume 3 - Safe Systems of Work

Work in Military Works Areas - Safe Systems of Work

1/01/00

JSP 375 - Health and Safety Handbook – Volume 3 – Safe Systems of Work

Introduction

1. This DIN sets out the approach to be adopted for the application of Safe Systems of Work (SSoW) for Military Works Areas in the operational theatre in which the operational chain of command is responsible for the estate. The guiding principle shall be that Departmental Policy for SSoW set out in JSP 375 Vol 3 shall be applied, except in exceptional circumstances¹ where it is not practicable to do so. In these circumstances, the risks are to be identified and managed, within the spirit and intent of JSP 375 Volume 3. Risks when first encountered are to be minimised as much as is reasonably practicable, (and ideally to the point where the normal SSoW can be applied in full). This requires an appropriate structure to manage safety, and a structured approach to identification and to short and long term management of the risks.

¹ Whether due to operational imperative, lack of system knowledge, or other factor.

Responsibilities for Safety

2. Responsibility for management of safety in an operational theatre lies with the chain of command. Management for safety associated with significant risk activities on infrastructure shall be devolved to a competent senior infrastructure professional in the theatre, normally the CO of a Wks Gp RE, who shall ensure that there exists within the theatre an appropriate structure, that includes competent² personnel, to meet the obligations of JSP 375 Volume 3.

3. In many cases the task of managing significant risks will have been contracted out (eg ISP) and the CO shall ensure the audit of the contractor's operation and management of SSoW. Where the military have a direct responsibility for SSoW, the CO shall ensure that they have competent personnel appropriately qualified and experienced to manage them on their behalf. The CO shall appoint a Safe Systems Manager (normally a Garrison Engineer) supported where necessary by other competent GE/Clk Wks to manage the SSoW disciplines as may be relevant to the theatre. The Safe Systems Manager is to ensure that SSoW are applied or, in those cases where full application is not immediately possible, are managed so as to identify the risks, develop a plan for their management and determine when full application is possible. Advice and support in the development of these plans is available through DE International and the Authorising Authorities in DE³. The task of ensuring that such plans are implemented is to be delegated to the CO Wks Gp. The relationships are illustrated in figure 1 below:

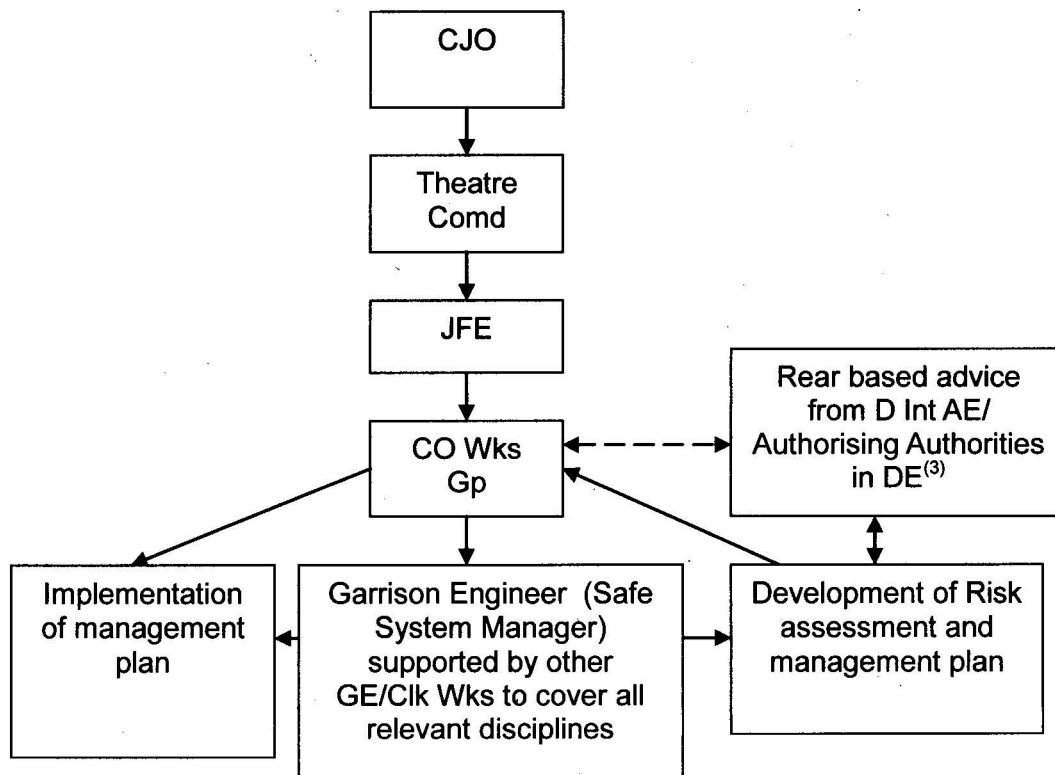


figure 1

4. There may be a diverse range of organisations responsible for managing different parts of the operational infrastructure; these may include DE&S contractors maintaining equipment for which they are responsible, an ISP or similar contractor managed by the Wks Gp, a CONLOG contractor, and Other Government Departments or International Agencies. Responsibility for co-ordinating the estate related aspects of safety arising from the activities of these bodies shall lie with the theatre commander, who will delegate it through the JFE to the CO of the Wks Gp; they

² In this Annex 'competent' is taken to mean a person with the appropriate training/knowledge and relevant experience to be assessed as competent; qualification alone is not an indicator of competence.

³ Responsibility for management of the risk lies with the theatre Commander and his appointed competent individuals. UK based advice is advisory in support of those in theatre, who seek such advice at their discretion.

in turn shall direct the Safe Systems Manager to coordinate these activities and to support them in advising the Commander on achievement of a safe working environment.

Application Of SSoW

5. The paragraphs below illustrate how the safety requirements of JSP 375 Volume 3 may be achieved for a variety of commonly occurring scenarios.

UK Provided Infrastructure

6. Tented Camps Comprising Equipment Procured and Managed by DE&S. Provided equipment is erected, used and maintained as specified in supporting publications, safety will be assured through the Equipment Safety Case. If used or maintained outside the provisions of the Safety Case, the provisions of this DIN are to be applied. Since the equipment will have been specified to UK standards, and system knowledge will exist, full application of SSoW as specified in JSP 375 Vol 3 will be possible; this will normally be carried out by the maintenance contractor (eg ISP).

7. Purpose Built Camps of Portable or Permanent Buildings. Where infrastructure is procured specifically to support the deployed force, UK standards are to be specified. Full application of SSoW will therefore be possible. Maintenance is generally the responsibility of a contractor, in whose contract, application of JSP 375 volume 3 is to be mandated.

Host Nation Infrastructure

8. Existing host nation buildings may be occupied by the force and the infrastructure will not have been constructed to UK standards; it may be significantly deteriorated from the standard at which it was installed. It is these environments which present greatest risk and this must be reflected in the management approach.

9. Prior to or as soon as practicable after occupation of a site, the Safe Systems Manager shall arrange for an inspection and risk assessment of all systems on the site and for the conduct of such tests⁴ as are necessary to determine: the configuration and condition of the systems; the basis of operation of their protective arrangements; and the level of residual risk. The risk assessment is to support a decision to either use or to isolate all or part of the systems. Access to any immediate hazards (eg live cables or inadequately protected circuits) is to be prevented in such a way that the system cannot be re-energised, or it can be rendered safe by: a sentry; substantial physical barriers and notices; or by isolation.

10. The principles of JSP 375 Vol 3 SSoW shall be introduced but may be constrained by a lack of documentation and lack of an Authorising Engineer with site knowledge. The lack of documentation is to be overcome by determining the system configuration. The role of Authorising Engineer will be assumed by a competent GE of appropriate discipline nominated by the CO from within the Wks Gp. As information is gained, and records are generated, it may be possible for an AE appointment to be formalised in the normal way by the MOD Senior Authorising Authority. In most cases however, it is more likely that maintenance of the facility will be handed on to a contractor who shall assume responsibility for the management and implementation of JSP 375 Vol 3 SSoW.

Qualification and Competence of Safe System Managers

11. In considering who to appoint as a Safe Systems Manager, the CO shall take into account the nature and extent of the risks which exist in the theatre, and the training and experience of the individual⁵. The following should be used as a guide:

⁴ For example insulation tests, earth fault loop impedance test, and test of any earth leakage circuit breakers which may be present.

⁵ Remembering that competence is a function of adequate training/knowledge and relevant experience, and that in industry it is common for competence to be assessed by independent accrediting bodies and to be subject to periodic re-test. Qualification alone is not an indicator of competence.

a. Safe System Manager. Garrison Engineer IEng or CEng, familiar with the requirements of JSP 375, and associated risk assessment, having previous AP experience and with experience within the last 2 years of managing APs and SSoW. Those not meeting these currency requirements should attend the AE course⁶.

b. GE/Clk Wks Supporting the Safe System Manager. GE/Clk Wks required to support the Safe Systems Manager in other disciplines should meet the requirements for, and be 'in date' in, AP training for the relevant discipline.

Governance and Audit

12. Where management of SSoW lies with a contractor, the audit of their procedures will form part of the management of the contract and shall be conducted by the CO Wks Gp. In those few cases where a contractor is not involved, responsibility lies with PJHQ who may request support from HQ 170 Engr Gp or DE Int.

13. It will often be the case that risks which must be accepted early in an operation, become less necessary in subsequent weeks and months. Positive management action must be taken to review the position and to manage risks downwards. Responsibility lies with the theatre Headquarters, normally exercised through the Wks Gp RE. Periodic visits by an practicing Authorising Engineer may be considered to support this activity, as well as enabling PJHQ and the MOD to demonstrate that it is exercising a similar level of audit as prevails on the remainder of the Defence Estate.

⁶ A one week course, generic to all disciplines.