



Defence
Safety Authority

DSA03: Adventurous Training Safety Regulator

Defence Codes of Practice and Guidance (DCoP)

Amendment Table

VERSION RECORD		
Version No	Version Date	Changes to Previous Version
2.0	10 Jun 19	Comprehensive review and update following the combination of all DLSR regulator 02 documents into a single publication. Updated and amended ATSR Regulations and reduction from 10 to 9 regulations specifically relating to AT activities.
2.1	11 Jun 19	Final editorial changes incorporated.
2.2	10 Feb 20	Minor changes to Regulations due to changes in legislation, editorial changes due to JSP 101 rewrite and accessibility compliance.
3.0	1 Apr 22	Minor changes to wording and nomenclature of the people holding safety and environmental responsibilities. Editorial changes to incorporate Plain English principles. Addition of policy reference documents for Cadets as they no longer conform to JSP 419.

This document will be reviewed on a regular basis for accuracy. Any proposed editorial amendments are to be submitted to the document editor. Any challenge to the policy or regulatory content of this document is to be submitted to ATSR via the ATSR group mailbox: DSA-DLSR-ATSR Mailbox (MULTIUSER) having first been staffed for approval through the chain of command to the Top Level Budget (TLB) representative who attends the Joint Services Adventurous Training Steering Group (JSATSG) for approval.

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Defence Codes of Practice – 1. Safety and Environment Management System (SEMS)

Regulation 1	Safety and Environmental Management System Those with safety and environmental responsibilities shall produce, maintain and follow a suitable and sufficient safety and environmental management system (SEMS) that sets out how to manage safety and protect the environment in relation to AT.
Defence Code of Practice (DCoP)	In the context of Adventurous Training (AT), a SEMS is the organisational structure, processes, procedures, and methodologies that enable the direction and control of the activities necessary to meet statutory requirements, MOD policy, Defence Regulations, and other requirements. The SEMS should comprise: A Safety Policy/Plan; Details of the organisational structure, processes, procedures, and methodologies in place to manage safety and environmental protection for the activities being delivered, Risk assessments/lessons learnt, Staff induction and training, Instructor supervision/monitoring, Equipment management, Emergency procedures and Incident reporting. Effectively managing Health, Safety & Environmental Protection (HS&EP) is not just about having a SEMS. The success of whichever process or system is in place hinges on a positive Safety Culture within the organisation. Successful delivery can rarely be achieved by one-off interventions. A sustained and systematic approach is necessary.
Guidance Material	DSA01.1 Defence Policy for Health, Safety and Environmental Protection.

Defence Codes of Practice – 2. Roles and Responsibilities

Regulation 2	Roles and Responsibilities Those with safety and environmental responsibilities shall appoint competent staff to manage how AT is delivered. All staff responsible for delivering AT must have their roles and responsibilities formally set out so that they are clear and understood.
Defence Code of Practice (DCoP)	Centres should have a competent person with overall responsibility for the safe delivery of all AT activities the centre provides. Each activity should be led by a competent person with the relevant qualification and experience (may be one or more person). Roles and responsibilities for all key personnel should be documented. Those with safety and environmental responsibilities should ensure they have access to current best practices for the activities their centre delivers.
Guidance Material	DSA01.2 Implementation of Defence Policy for Health, Safety and Environmental Protection. JSP 419 Adventurous Training in the UK Armed Forces – Part 2

JSP 814 – Cadets only.

Defence Codes of Practice – 3. Training and Competence

Regulation 3	Training and Competence Those with safety and environmental responsibilities shall only allow competent staff to deliver AT activities. Their performance must be monitored and reviewed at regular intervals.
Defence Code of Practice (DCoP)	<p>Appoint an adequate number of competent instructors</p> <p>Those with safety and environmental responsibilities should have suitable and sufficient arrangements for the recruitment, deployment (including induction), career development and retention of their people, while ensuring that staff with direct involvement in AT delivery are assigned to duties within their proven competence.</p> <p>Those with safety and environmental responsibilities should ensure that leader/instructors have the appropriate qualifications, experience, training, personal qualities, and communication skills for ensuring the safety of participants involved in AT.</p> <p>Staff reviews and monitoring</p> <p>All instructional staff should be monitored periodically. These reviews should be agreed and recorded. Any areas for development or observations should be addressed at the earliest opportunity and the outcome(s) should be agreed and recorded.</p> <p>Qualifications</p> <p>Acceptable qualifications and equivalents are indicated in JSP 419 (JSP 814 for Cadets). Holders of specific qualifications should be technically competent to take charge of and have responsibility for the safety of a group of participants during AT without direct supervision at a particular hazard level in a wide range of circumstances.</p> <p>Some qualifications require periodic revalidation, are site-specific or have other endorsements. Those with safety and environmental responsibilities should demonstrate that they have arrangements to assure themselves that instructors have the qualifications they claim and that those held by individuals are valid.</p> <p>Alternative qualifications</p> <p>The regulator will accept other qualifications if those with safety and environmental responsibilities can demonstrate that they are setting equivalent acceptable standards of competence for the activity. This would include qualifications gained in other nations i.e., Canadian guide scheme.</p> <p>Instructor/participant ratio's</p> <p>All activities should be delivered iaw the ratio's laid down in the JSP 419 (JSP 814 for Cadets). When non-JSP 419 activities are delivered those with safety and environmental responsibilities should specify the maximum number of participants they will accept per group leader/instructor and any arrangement they must vary the number considering differing conditions.</p> <p>Contractor Competence</p>

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	<p>Contracting tasks or activities outside the MOD does not discharge MOD's obligation to manage safety.</p> <p>Where AT is delivered by third parties then those with safety and environmental responsibilities should ensure that they are competent to deliver the activity by referring to the standards set out in these regulations.</p>
Guidance Material	<p>JSP 419 BRd 51(3) AP 3342 AGAI Vol 1 Chap 11 JSP 814 and Single Service Cadet policies (Cadets only). National Governing Bodies (NGB) Web Sites.</p>

Defence Codes of Practice – 4. Safety Advice

Regulation 4	Safety advice
	Those with safety and environmental responsibilities shall make sure they can get AT safety advice from competent people.
Defence Code of Practice (DCoP)	<p>Those with safety and environmental responsibilities should ensure they have access to advice from competent persons, on AT safety matters, unless they have the competence in such matters themselves.</p> <p>If there is insufficient expertise then advice, in the first instance, should be sought from the lead service/sponsor for the activity being delivered i.e., JSMTTC (Joint Service Mountain Training Centre) for climbing.</p> <p>Where relevant, those with safety and environmental responsibilities should remain current with the advice and guidance of the relevant NGB.</p>
Guidance Material	<p>JSP 375 JSP 419 JSP 814 (Cadets only). Activity specific National Governing Body</p>

Defence Codes of Practice – 5. Risk Assessment

Regulation 5	Risk Assessment
	Those with safety and environmental responsibilities shall carry out suitable and sufficient assessments of any foreseeable risks to the safety of people taking part in AT.
Defence Code of Practice (DCoP)	<p>The Risk Assessment should consider all foreseeable hazards arising from taking part in AT activities, as well as any hazards relating to the immediate physical workplace (e.g. weather, water levels, avalanche conditions). Whilst a generic RA may appear an easier way of doing the assessment it does not enable consideration of the interfaces and cumulative effects where more than one activity or process is taking place at the same time. Therefore, the assessment should:</p> <ul style="list-style-type: none"> • fully identify and describe the activities or processes; • identify all foreseeable hazards. • identify how people may be harmed; • consider who is likely to be exposed, how and for how long (including 3rd parties who may be affected due to their proximity); • identify the potential severity of the harm; • evaluate the residual risk with all required control measures in place; • identify and communicate the required control measures; • consider the findings of other related risk assessments that may impact on the activity.

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	MOD Form 5010 is the recommended means of recording the RA although other forms may be acceptable. They should be signed, dated, formally recorded, periodically reviewed, and updated, if necessary.
Guidance Material	JSP 375 Vol 1 Chapter 8 – Risk Assessments JSP 814 (Cadets only)

Defence Codes of Practice – 6. AT Equipment

Regulation 6	AT Equipment Those with safety and environmental responsibilities shall make sure that all AT equipment is fit for purpose, properly maintained, routinely inspected by a competent person, and serviced when necessary. Damaged or outdated equipment shall be disposed of appropriately.
Defence Code of Practice (DCoP)	<p>Equipment</p> <p>Those with safety and environmental responsibilities should demonstrate that sufficient personal and other safety equipment, appropriate to the activity and the person, is available for use by all participants. They should have arrangements to check it is well maintained, fit for the purpose intended, correctly sized, and fitted at the start of each session and checked appropriately during the session. Where applicable, equipment should meet the appropriate Defence, National, European or International Standard.</p> <p>Maintenance</p> <p>Those with safety and environmental responsibilities should have arrangements to ensure equipment used by participants is subject to appropriate checks, by a competent person, and the results are suitably recorded. Equipment should be serviced and maintained by a competent person, with manufacturers' or suppliers' recommendations taken account off. Before each use, equipment should be checked to ensure it is safe to use. There should be a system for identifying, quarantining and, if appropriate, disposing of equipment that has been withdrawn as not safe to use.</p> <p>Leader/Instructor Equipment</p> <p>Those with safety and environmental responsibilities should ensure personal, and other safety equipment, used by centre leader/instructors, visiting instructors and fee-earners is checked by a competent person and the check is recorded.</p> <p>Contracted out AT Provision</p> <p>Where AT is delivered by third parties then those with safety and environmental responsibilities should ensure that their equipment meets the requirements above.</p> <p>Equipment Safety Issues or Recalls</p> <p>Those with safety and environmental responsibilities should ensure they have access to safety notices regarding AT personal and other safety equipment.</p>
Guidance Material	JSP 375 Part 2, Vol 1 Chap 15 – Personal Protective Equipment. Work at Height (Amendment) Regulations 2007. Lifting Operations Lifting Equipment Regulations 1998. Provision and Use of Work Equipment Regulations 1998 (PUWER). Personal Protective Equipment at Work Regulations 1992.

Defence Codes of Practice – 7. Emergency Action Planning and First Aid

Regulation 7	Emergency Action Planning and First Aid Those with safety and environmental responsibilities shall have plans for emergency situations, with all staff briefed on their roles and responsibilities. All instructors should, if required by their AT qualification, have a current and relevant first-aid certificate.
Defence Code of Practice (DCoP)	<p>Emergency Action Planning</p> <p>Those with safety and environmental responsibilities should ensure that adequate emergency arrangements are developed, exercised, evaluated, and regularly reviewed.</p> <p>Those holding safety and environmental responsibilities should ensure that all personnel are fully aware of the action(s) to take in the event of an emergency. Participants should be briefed on the procedure in the event of their instructor becoming incapacitated.</p> <p>As AT is often carried out in remote and difficult to access areas emergency plans should be tested at least once each year. Consideration should be given to the use of external agencies i.e. Mountain Rescue, RNLI.</p> <p>A post-exercise review should be conducted, documented and findings communicated to all stakeholders. If the review indicates the need to change procedures, risk assessments and / or other related documentation they should be updated and reassessed as soon as possible.</p> <p>First aid requirements</p> <p>Those with safety and environmental responsibilities should ensure that all participants are accompanied by, or have ready access to, at least one responsible person with a valid, appropriate first-aid qualification. Most NGB qualifications require the holder to have a current first-aid certificate for their qualification to be valid. Where groups are unaccompanied in the field, at least one member of each group should be trained in emergency procedures and carry appropriate equipment.</p>
Guidance Material	JSP 375 Part 2, Vol 1 Chap 1 and 5 - Emergency Planning & First Aid.

Defence Codes of Practice – 8. Incident Reporting

Regulation 8	Incident Reporting Those with safety and environmental responsibilities shall make sure that all incidents relating to AT are recorded, reported, and appropriately investigated.
Defence Code of Practice (DCoP)	<p>Those with safety and environmental responsibilities should ensure that all accidents / incidents, near misses, work related diseases and dangerous occurrences involving Defence personnel or visitors under their control are reported in accordance with TLB reporting requirements and brought to the attention of the command / establishment nominated responsible person.</p> <p>Those with safety and environmental responsibilities should investigate all accidents and incidents and produce reports appropriate to the level of investigation.</p> <p>Where lessons are learnt, those with safety and environmental responsibilities should ensure that appropriate corrective action is taken, risk assessments updated and monitor the effectiveness of new or revised control measures and</p>

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	that all stakeholders are made aware of changes to existing management systems or processes.
Guidance Material	JSP 375 Part 2, Vol 1 Chap 16 – Accident/Incident Reporting and Investigation.

Defence Codes of Practice – 9. Licensing and Assurance

Regulation 9	Licensing and Assurance Those with safety and environmental responsibilities shall make sure that suitable and sufficient inspections and audits of their AT centres are carried out, and that they hold a current licence issued by the ATSR. Additionally, they shall also make sure that suitable and sufficient 1 st and 2 nd party* activities are carried out from their single service 2 nd party assurance organisation or the relevant national governing body for the activities they deliver.
Defence Code of Practice (DCoP)	Those with safety and environmental responsibilities should ensure they conduct assurance of their management arrangements including monitoring and review of governance, audit, and inspection as part of their self-assurance (first-party management arrangements) to measure, correct, improve, and provide evidence about HS&EP performance. They should ensure they can support the full range of Defence 2 nd party assurance and 3 rd party assurance activities including external assurance where appropriate i.e. RYA (Royal Yachting Association) inspections. Those with safety and environmental responsibilities are responsible for ensuring their centre holds a valid licence issued by the Adventurous Training Safety Regulator. * The Army uses the 1-3 Lines of Defence Assurance (LDA) model.
Guidance Material	DSA01.1 Defence Policy for Health, Safety and Environmental Protection. JSP 375 Vol 2 - Audit