



Ministry
of Defence

JSP 375

Management of Health and Safety in Defence

Directive & Guidance

Foreword

The requirement to keep people safe and protect the environment – at home and overseas – has been set by the Secretary of State (SofS) for Defence through their Health, Safety & Environment Policy Statement. The Policy Statement is a commitment of personal leadership by the SofS and their reliance on Commanding Officers, line managers and all those in leadership roles to ensure that safety policy is applied throughout Defence.

Safety has been established as one of Defence's key functions to provide the policies and processes to enable Defence to deliver the SofS Health, Safety & Environment Policy Statement and to discharge the duty of care that Defence has to their people, and the public.

The Safety function under the Director of Defence Safety is responsible for setting and owning the policy, strategy, and governance framework for Safety in Defence and is the functional owner of Joint Service Publication (JSP) 375.

Emma Austen
Director of Defence Safety (Dir DS)
and Safety Functional Leader

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Preface

How to use this JSP

1. JSP 375 provides the Defence organisation and arrangements required primarily by the Health & Safety at Work etc Act.1974 (HSAW). It is to be used by all Defence personnel and all those who deliver Defence activities to implement Defence policy direction on safety in Defence. It includes guidance on the processes to be applied in discharging duties of care required by law and Defence regulations. It also offers good practices to be applied by the Military Commands, Head Office, Defence Nuclear Organisation (DNO) and the Enabling Organisations, including working level procedures and local policies to make sure Defence meets these regulatory obligations.

2. The JSP is structured as a single part publication with two volumes; each volume has chapters that contain policy and direction on health and safety in Defence and the good practice for applying that policy, containing information that is:

- a. **Directive**, which provides the direction that **must** be followed to help the user to comply (keep to) health and safety law, Government policy and Defence policy; and
- b. **Guidance**, which provides the guidance and good practice that **should** be followed and will help the user to keep to the policy.

Coherence with other Policy and Guidance

3. Where this document contains references to policies, publications and Defence regulations which are published by other Functions, these other Functions have been consulted in the formulation of the policy and guidance detailed in this publication.

Related Publication	Title
JSP 815	Defence Safety Management System
JSP 816	Defence Environmental Management System
JSP 426	Defence Fire Safety and Fire Risk Management Policy
JSP 376	Defence Acquisition Safety Policy

Introduction

4. Within the UK, Defence is required to comply with all applicable health and safety legislation (including legislation giving effect to the UK's international obligations). Most health and safety (H&S) law applies across GB, with complimentary statute in Northern Irish assembly (NI). Overseas, Defence commits to apply UK standards where reasonably practicable and, in addition, respond to host nations' relevant health and safety expectations.

5. The Policy Statement by the Secretary of State (SofS) for Defence for Health, Safety and Environment in Defence has a fundamental objective that those who deliver or conduct Defence activities minimise work-related fatalities, ill-health and reduce health and safety risks so that they are as low as reasonably practicable (ALARP). The Policy Statement applies to all organisations and everyone within Defence who conducts Defence activities.

6. Defence Regulators provide regulation of safety for Defence activities where there is a departmental responsibility because of exemptions to legislation or where legislation does not apply to certain Defence activities, statute is insufficient or where military activity is unique. The Defence Safety Authority comprising individual Defence Regulators are empowered by the SofS by Charter to operate regimes that are aligned, where reasonably practicable, with Statutory equivalents or near equivalents. The Policy Statement requires that senior leaders of Defence organisations are to set down and implement management arrangements for activities in their areas of responsibility and that Commanding Officer (CO), Head of Establishment or Accountable Person to whom they may delegate safety and environmental authority are competent and have adequate resources at their disposal. Military Commands, Head Office, DNO and the Enabling Organisations should make sure that their organisations have processes and systems in place to minimise work related fatalities, injuries, and ill-health; to report, collate and record occurrences from their activities.

7. Employees have duties under health and safety legislation and shall be made aware of those through site procedures and systems. Military Commands, Head Office, DNO and the Enabling Organisations routinely engage contractors and partners to undertake a wide range of Defence activities. Contractors and partners must be competent to undertake the activities required and will comply with all relevant H&S legislation and the employing Commanding Officer, Head of Establishment or Accountable Person is to make sure that this is the case. If there are any exemption powers within Statutory instruments or disapplication / derogation from legislation that are relevant to the contractor's or partner's Defence activities, then Defence regulations apply by default. The Defence contracting organisation is to ensure that this is expressed in the contract or agreement and that relevant Defence Regulators are empowered through the contract agreement to regulate the contractor's or partner's activities.

Scope

8. The policy contained within this JSP applies to all those employed by Defence (military and civilian), as well as to those working on behalf of, or under the supervision of Defence (for example, contractors, recruits, and visitors), where Defence owes a duty of care. It applies to all Defence activities carried out in any location (UK or overseas).

9. The policy contained within this JSP is not written for areas of Defence whose primary purpose is working with young persons under the age of 18 (for example Defence-run schools or cadet forces). Those areas of Defence (where Defence owes a duty of care), **must** maintain their own safety policies and governance and **must** provide statutory compliant infrastructure and safe systems of work appropriate for young persons. They may use material from this chapter as a reference point, but where appropriate their respective policies **should** be adapted to meet the needs of young persons and to follow any applicable Department for Education guidelines or legislation.

Assurance

10. The application of the policy contained within this JSP **must** be assured (that is, its use **must** be guaranteed). As part of their overall assurance activity, the commander, manager or accountable person (AP) **must** make sure that this policy is followed and put into practice effectively. Assurance **must** be carried out in accordance with JSP 815 (Defence Safety Management System) Volume 2, Element 12 - Assurance.

Alternative acceptable means of compliance (AMC).

11. This Policy is mandatory across Defence, and the only acceptable means of compliance (AMC) is attained by following the directive and guidance set out in this JSP. However, there may be circumstances where a small number of military units may be permanently unable to comply with (keep to) parts of the Policy. In such circumstances, if the organisation believes it can better achieve the intent of the Policy by using an alternative AMC, the head of the relevant Military Command or Defence organisation must write to the Director of Defence Safety (by letter or e-mail) to have this alternative method approved.

12. Any application letter or email **must**, as a minimum, contain:

- a. Originator's details
- b. Reasons for the request
- c. Exact parts of the policy that cannot be complied with
- d. Their proposed alternative means of compliance.

13. After Director Defence Safety approval has been given, the applicant is responsible for ensuring that the activities defined in the approval are promulgated, understood and followed appropriately.

14. An application for an alternative AMC **should** be made **preferably** via email to COO-DDS-COSTeam@mod.gov.uk or by letter to:

Director
Directorate of Defence Safety
3-E MOD Main Building
Whitehall
London
SW1A 2HB

Further Advice and Feedback – Contacts

15. This JSP will be subject to a structured continual review program. The owner of this JSP is the Director of Defence Safety (DDS). For further information or advice on any aspect of this publication or to provide feedback on the content, contact:

Job Title/Email	Focus
COO-DDS-GroupMailbox@mod.gov.uk	Volume 1
DIOOpsNorth-SSoW@mod.gov.uk	Volume 3

16. Where deviations from requirements are necessary or Defence organisations are unable to comply with all or parts of JSP 375 Defence safety policy, they **must** notify the Director of Defence Safety with the specific details of why they are permanently unable to comply with all or parts of that safety policy.

Amendment Record

17. The Directorate of Defence Safety (DDS) will review amendments together with relevant subject matter experts and key safety stakeholders.

18. Any suggestions for amendments to this JSP are to be sent to: COO-DDS-GroupMailbox@mod.gov.uk, using the following format:

- a. subject: JSP 375 proposed amendment;
- b. sender's reference;
- c. date;
- d. volume, chapter, page, and paragraph being addressed; and
- e. comment.

Version No	Date of publication	Text Affected	Authority
1.0	Jun 17	Corrected references of JSP 815 to DSA01.1 throughout document. Corrected references of DSA-CPA to DSA-HQ-Pol throughout document. Introduction: (1) corrected link to the Secretary of State's Policy Statement. Equality and Diversity Impact Assessment Statement: (1) reviewed and assessed. Next review in 2018. The Legislative Framework and Formulation of Departmental Policy: (1) minor amendments to paragraph 11 to aid clarity.	DSA-HQ-Pol
1.1	Jul 20	Interim update to bronze standard for stakeholder review prior to handover of policy from DSA to D	D HS&EP
1.2	Oct 20	Release of single-part structure.	D HS&EP
1.3	04 Dec 23	Change of Director and corrected references	DDS

Disclaimer

19. Nothing contained within this JSP removes the requirement on anyone to comply with applicable Statutory legislation, Defence regulations and the Policy Statement.

Equality and Diversity Impact Assessment Statement

This policy in this JSP has been equality and diversity impact-assessed in accordance with Departmental policy. Individual chapters are equality and diversity impact-assessed when significant amendments are made.

Structure

Volume 1 - Arrangements

Volume 1 covers the basic arrangements for compliance with Health and Safety legislation. Each chapter covers a separate hazard or work environment in which health and safety measures are required to be in place to protect employees and others. The chapters provide the direction and the guidance required to achieve this or assist in the creation of more specific local procedures. The list of chapters within Volume 1 are as follows:

- [Chapter 1 - Emergency and Disaster Planning](#)
- [Chapter 2 - Military and Civilian Workplace Safety](#)
- [Chapter 3 - Traffic Management \(Pedestrians and Vehicles\) on Defence Estate / Vessels](#)
- [Chapter 4 - Workplace Inspections](#)
- [Chapter 5 - First Aid](#)
- [Chapter 6 - Safety Signs](#)
- [Chapter 7 - Transfer or Closure of Defence Estate or Premises](#)
- [Chapter 8 - Safety Risk Assessment and Safe Systems of Work](#)
- [Chapter 9 - Dangerous Substances and Explosive Atmospheres Regulations](#)
- [Chapter 10 - Manual Handling](#)
- [Chapter 11 - Management of Hazardous Substances](#)
- [Chapter 12 - Display Screen Equipment](#)
- [Chapter 13 - Smoking in the Work Environment](#)
- [Chapter 14 - Health Surveillance and Health Monitoring](#)
- [Chapter 15 - Personal Protective Equipment \(PPE\) and Respiratory Protective Equipment \(RPE\)](#)
- [Chapter 16 - Safety Occurrence Reporting and Investigation](#)
- [Chapter 17 - Stress in the Workplace](#)

- [Chapter 18 - Lone Working](#)
- [Chapter 19 - Young Persons](#)
- [Chapter 20 - New and Expectant Mothers](#)
- [Chapter 21 - Managing Staff Remotely](#)
- [Chapter 22 - Work Equipment](#)
- [Chapter 23 - Electrical Safety](#)
- [Chapter 24 - Lifting Operations and Lifting Equipment](#)
- [Chapter 25 - Noise at Work](#)
- [Chapter 26 - Vibration at Work](#)
- [Chapter 27 - Preventing Falls and Falling Objects](#)
- [Chapter 28 - Confined Spaces](#)
- [Chapter 29 - Pressure Systems and Equipment](#)
- [Chapter 30 - Permit to Work](#)
- [Chapter 31 - Hot Working](#)
- [Chapter 32 - Legionella](#)
- [Chapter 33 - Maintenance, Construction and Excavation](#)
- [Chapter 34 - 4C System - Management of Visiting Workers/Contractors](#)
- [Chapter 35 - Safety and the Management of Change](#)
- [Chapter 36 - Asbestos](#)
- [Chapter 37 - Public Events](#)
- [Chapter 38 - Animals in the Workplace](#)
- [Chapter 39 - Retention of Records](#)
- Chapter 40 - Military Training for Land Systems [this has been incorporated into Chapter 8]
- [Chapter 41 - Heat Illness Prevention](#)
- [Chapter 42 - Cold Injury Prevention](#)

Volume 2 - Audit [Withdrawn]

JSP 375 Volume 2 is no longer extant and has been replaced by [Element 12 of JSP 815 Volume 2](#), which should now be used by all Defence organisations to undertake assurance and audit activity. Defence organisations have the freedom to use other assurance and audit methodologies that are appropriate to their business and activities, but they must provide evidence of compliance with safety legislation and Defence policy and regulations.

Volume 3 - High Risk Activities on the Defence Estate

The following chapters are written by the Defence Infrastructure Organisation (DIO) and are mandatory for all contractors undertaking any works on the DIO-managed Defence Estate:

- [Chapter 1 - Policy](#)
- [Chapter 2 - Common Requirements](#)
- [Chapter 3 - Electricity](#)
- [Chapter 4 - Mechanical Systems](#)
- [Chapter 5 - Petroleum Installations](#)
- [Chapter 6 - Confined Spaces](#)
- [Chapter 7 - Working at Height](#)
- [Chapter 8 - Gas](#)

Safety Rule Books

Safety Rule Books (SRBs) are summaries of roles and responsibilities for work on the Defence Estate; they are associated with Chapters 3-7 above:

- [SRB - Electricity \[UNDER REVIEW\]](#)
- [SRB - Mechanical Systems](#)
- [SRB - Petroleum Installations](#)
- [SRB - Confined Spaces](#)
- [SRB - Working at Height on Restricted High Places](#)

Related MOD Forms

- [MOD Form 960 - Asbestos Personal Record Annotation](#)
- MOD Form 1003 has been rescinded; to procure Display Screen Equipment (DSE) and safety eyecare please follow the guidance in [2023DIN06-020: MOD Corporate Eyecare - Notification of Contract with Specsavers - Revised](#)
- [MOD Form 5010 - MOD Risk Assessment Form \(editable PDF\)](#)
- [MOD Form 5010 - MOD Risk Assessment Form \(Word version\)](#)
- [MOD Form 5010A - MOD Dynamic Risk Assessment Form \(editable PDF\)](#)
- [MOD Form 5010A - MOD Dynamic Risk Assessment For \(Word version\)](#)
- [MOD Forms 5010 and 5010A - Guidance Notes](#)
- [MOD Form 5011 - COSHH Assessment Form](#)
- [MOD Form 5011a - COSHH Master Register](#)

- [MOD Form 5011b - COSHH Routine Exposure Monitoring Record](#)
- [MOD Form 5012 - Manual Handling Risk Assessment Form](#)
- [MOD Form 5013 - DSE Workstation Assessment](#)
- [MOD Form 5014 - Dangerous Substances and Explosive Atmospheres Regulations \(DSEAR\) Risk Assessment](#)
- [MOD Form 5016 - DSE User Assessment](#)
- [MOD Form 5017 - Noise Assessment Record](#)
- [MOD Form 5030 - Personal Protective Equipment \(PPE\) Serviceability Record](#)
- [MOD Form 5031 - Personal Protective Equipment \(PPE\) - User Inspection Instruction](#)
- [MOD Form 5032 - Respiratory Protective Equipment \(RPE\) - Self-Assessment Health Surveillance](#)
- [MOD Form 5050 - Excavation - Statement of Known Hazards](#)
- [MOD Form 5051 - Personal Exposure and Health Surveillance/Monitoring Record](#)
- [MOD Form 5053 - Hand Arm Vibration \(HAV\) Pre-Exposure Health Surveillance Self-Assessment](#)
- [MOD Form 5054 - Hand Arm Vibration \(HAV\) Health Surveillance Self-Assessment](#)
- [MOD Form 5055 - Whole Body Vibration \(WBV\) Pre-Exposure Health Monitoring Self-Assessment](#)
- [MOD Form 5056 - Whole Body Vibration \(WBV\) Annual Health Monitoring Self-Assessment](#)
- [MOD Form 5070 - Permit to Dig](#)
- [MOD Form 5071 - Permit to Work](#)
- [MOD Form 5072 - Register of Permits to Work](#)
- [First Aid Notice Template](#)
- [Workplace Inspection Template](#)