



Defence
Safety Authority

DSA 03.OME Part 4: Defence Code of Practice (DCOP) 404

Safety Report



Version Record

Version 1.1

Version Date: August 2024.

Version changes: see amendment table.

Copyright

This document is protected by Crown copyright and the intellectual property rights of this publication belong exclusively to the Ministry of Defence.

Uncontrolled Copies

All hard copies of this document are to be regarded as uncontrolled copies. To check the latest amendment status, reference should be made to current documents which may be viewed on Gov.uk or on the Defence Intranet.

Preface

Requests for Change

1. Proposed changes, recommendations, or amendments to DOSR Regulations and Guidance can be submitted to the DOSR Regulations and Publications Team:

Email Address: dsa-dosr-prg@mod.gov.uk

Postal Address: Juniper #5004, Level 1, Wing 4, Abbey Wood North, Bristol, BS34 8QW

2. Any post and grammar change proposals can be approved or rejected by the DOSR without involvement of the associated Working Group.

3. Technical change proposals should be submitted to the associated Working Group for review and approval or rejection.

4. When incorporating changes, care is to be taken to maintain coherence across regulations.

5. Changes effecting Risk to Life will be published immediately. Other changes will be incorporated as part of routine reviews.

Review Process

6. The DOSR team will ensure OME Regulations remain fit for purpose by conducting regular reviews through the DOSR Governance Committees, consulting with MOD Stakeholders and other Defence Regulators as necessary on interfaces and where there may be overlaps of responsibility.

Further Advice and Feedback

7. For further information about any aspect of this document, or questions not answered within the subsequent sections, or to provide feedback on the content, contact the DOSR Regulations and Publications Team.

Contents

DSA 03.OME Part 4: Defence Code of Practice (DCOP) 404.....	1
Safety Report	1
Version Record.....	2
Copyright.....	2
Uncontrolled Copies.....	2
Preface	3
Requests for Change	3
Review Process	3
Further Advice and Feedback	3
Contents	4
Amendment Record.....	4
DSA 02.OME Regulation 404	5
Safety Report (SR).....	5
DSA 03.OME DCOP 404a.....	5
Preparation of a Safety Report.....	5
DSA 03.OME DCOP 404b.....	6
Details to be Included in the Safety Report.....	6
Description of Establishment.....	6
Description of Dangerous Substances	6
Description of Installation	7
Information for the Local Authority.....	7
Provision of Information to the Public	8
Safety Report (SR) Template	8
Significant Changes.....	8
Useful Resources	8

Amendment Record

No	Section	Para	Amendment Summary	Agreed	Date
1.0	all	all	Document created.	Regs ATL	Jul 2021
1.1	all	all	Reformatted in line with DSA accessibility requirements.	Regs ATL	Aug 2024

DSA 02.OME Regulation 404

Safety Report (SR)

1. All operators of Upper Tier Establishments shall prepare and maintain an up-to-date Safety Report (SR).
2. The Safety Report shall contain details of Establishment Holdings, Emergency Response Organisation, Installations and the Risk Assessments for safe management, Major Accident Scenario's, Emergency Plans, Environmental Information, Safety Management System (SMS) and Environmental Management System (EMS) monitoring arrangements and Public Information Zone (PIZ).

DSA 03.OME DCOP 404a

Preparation of a Safety Report

1. Each Head of Establishment (HOE) of an Upper Tier Establishment is required to produce and fully maintain a Safety Report (SR). The key requirement of the SR is a factual demonstration that all measures necessary to prevent Major Accidents (MAs) and to limit the consequences to human health and or the environment of any that occur, have been taken.
2. The SR generally will show the following:
 - a. A Major Accident Prevention Policy and Safety Management System (SMS) for implementing it are in place.
 - b. All MA hazards have been identified.
 - c. Measures necessary to prevent MAs and limit their consequences have been taken.
 - d. Adequate safety and reliability have been incorporated into the design, construction, operation, and maintenance of installations linked to the identified MA hazards.
 - e. An On-Site Emergency Plan has been drawn up.
 - f. Information has been supplied to the Local Authority (LA) for them to draw up an Off-Site Emergency Plan.
 - g. Information has been supplied to the general Public.

DSA 03.OME DCOP 404b

Details to be Included in the Safety Report

Description of Establishment

1. The SR is to include a comprehensive description of the establishment and its surroundings and include:
 - a. Description of the establishment and its environment including the location, relationship to nearby towns or significant features, meteorological, geographical, hydrographic condition and, if necessary, its history.
 - b. Identification of installations and other activities of the establishment that could present an MA hazard.
 - c. Description of areas where an MA may occur.
2. The description of the establishment and installations is in enough detail to enable the MACR Assurance Team to have a clear picture of its purpose, location, activities, inherent hazards, and technical equipment for safe operation.
3. Maps of adequate scale are to be provided which show the establishment and surrounding land use within an area dependent on the possible impact of MAs. Both the land use e.g., industry, agriculture, urban developments, environmentally sensitive locations etc. and the locations of significant features e.g., hospitals, schools, other industrial sites, airports, harbours, water abstraction points etc. clearly indicated.
4. The layout of the establishment as a whole and its relevant installations are to be clearly shown on adequately scaled diagrams or maps and any sections of the establishment with particular importance in respect of MAs repeated at a larger scale. Installations and other features of the establishment including the following are to be identified:
 - a. Main storage facilities.
 - b. Process installations.
 - c. Other locations of relevant dangerous substances and their quantities.
 - d. Relevant equipment (including vessels and pipes).
 - e. Utilities and services.
 - f. Means of access and egress for installations within the establishment and for the establishment. This will indicate normal and emergency routes.
 - g. Control rooms, offices, and other occupied buildings such as workshops and canteens that could be vulnerable in an MA.

Description of Dangerous Substances

5. Evidence of the establishment method for identifying the inventory of dangerous substances must be given. This can be achieved by utilising the existing establishment inventory accounting system that highlights items incorporating dangerous substances.

6. This information must be linked to the MA risk assessment process so that potential Safety, Health, Environment and Fire risks from the dangerous substances or their products in the event of an MA are properly considered. This is done by determination of the location and vulnerability of the dangerous substance relative to the location of each potential MA.

Description of Installation

7. A description needs to be given of the installations on the establishment that have MA potential. Overall, the purpose is to show that the SMS measures described earlier in the SR have been executed. It shows the process that is being undertaken at the installation in sufficient detail to allow an understanding of the process itself and the hazards it could generate. It also identifies the maximum anticipated quantity of each of the named dangerous substances held.

8. For each installation a description of the purpose, location and function of equipment that is involved in MA prevention or mitigation and the measures taken to prevent foreseeable failures that could lead to an MA is to be detailed.

9. The information must be sufficiently detailed to demonstrate that the steps necessary to prevent an MA or limit its consequences have been taken. Information on items of plant (if relevant to MA hazards) such as pressure vessels, pipework and on-site pipelines, utilities, drainage, monitoring and detecting systems and firefighting arrangements are key. All variations to normal operating conditions are to be considered e.g., maintenance, shutdown, decommissioning etc.

10. Information for establishments that have more than one installation having MA potential may be provided as core information for the whole establishment, only identifying any differences at specific locations or in operating conditions.

Information for the Local Authority

11. Information provided to the LA must be enough to allow the Off-Site Emergency Plan to be developed. It is acceptable to make this information generic providing it is made clear that more detail is held by the establishment and that the On-Site Emergency Plan will deliver this information to the emergency services in the event of an MA.

12. The emergency services will need to be aware in advance of all specific hazards in order to ensure the correct response e.g., if a chemical hazard is present and full de-contamination suits must be worn then it is vital that the emergency services are aware of that fact.

13. There is no intention to provide sufficiently detailed information that would allow an accurate assessment to be made of the military capability of the establishment e.g., number or type of weapons and their disposition. This is clearly sensitive information that will not be disclosed on the grounds of national security. Any

concerns on the exact level of detail are to be referred to the Area Security Officer and or the MACR Assurance team.

Provision of Information to the Public

14. The HOE is responsible for the following:

- a. Dealing with enquiries from members of the public who request information on establishment hazards, MA consequences, MA mitigation and environment issues pertaining to the establishment.
- b. Providing information to people in the Public Information Zone (PIZ) about the establishment MA hazards, mitigation measures, alarm systems and personal precautions to be taken by the public in the event of an incident.
- c. Providing sufficient information to the LA to allow them to formulate an Off-Site Emergency Plan.

Safety Report (SR) Template

15. An SR template is available for use and is available on request from the MACR Assurance Team.

Significant Changes

16. Significant changes to holdings must be reported to the MACR Assurance team.

Useful Resources

17. The following useful Web Site resources can be found on the HSE web site:
<https://www.hse.gov.uk/comah/ca-guides.htm>