



Defence
Safety Authority

DSA 03.OME Part 4: Defence Code of Practice (DCOP) 407

Provision of Information to the Public



Version Record

Version 1.1

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Version changes: see amendment table.

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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.

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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 407

Provision of Information to the Public

1. Every operator shall ensure the provision of information to the public is available, timely and up-to-date.
2. An operator of an Upper Tier Establishment shall provide information to anyone in an area likely to be affected by a major accident within the Public Information Zone (PIZ).

DSA 03.OME DCOP 407a

Provision of Information to the Public

3. The area around an establishment in which information must be disseminated is determined by the Major Accident Control Regulations (MACR) Assurance Team and is known as the Public Information Zone (PIZ). The PIZ encompasses those who could be immediately affected by a Major Accident (MA). The information given to them details the actions to take on being alerted to an incident.

4. PIZ for establishments is defined as:

a. For establishments holding explosives the purple line (see definitions in DSA03.OME Preliminary Pages) on the establishment Safeguarding Map.

b. For petroleum installations the PIZ extends to 1000 metres radius from the bulk fuel tank. Tank capacities of less than 1000 litres may be ignored for the purpose of determining the PIZ.

c. The PIZ for LPG tanks extends to 200 metres from the tank.

d. The PIZ for LOX extends to 100 metres from the tank (it is considered unlikely that the public will be within this distance).

e. For an establishment with a number of potential explosion sites (PES's) and/or a number of fuel tanks the PIZ will be the total area covered by a number of overlapping arcs or discrete zones.

5. The zones created by explosives and fuels are considered to be dominant and therefore zones have not been set for other types of dangerous goods. It is possible for the MACR Assurance Team to apply a reduced PIZ distance based on a more detailed assessment of the local circumstances. If significant difficulties are envisaged by the establishment in utilising the standard PIZ criteria, then a request to review the PIZ is to be notified to the Assessment Manager. The PIZ is set on the basis that people outside it are **not at significant immediate risk** from a Major Accident (MA), although it is accepted that they could be later if the incident escalates. Information must be made available to persons who live or work in the PIZ and to those whose presence can be reasonably predicted to be within the PIZ at the time an MA might occur.

DSA 03.OME DCOP 407b

Provision of Information to the Public

1. It is the responsibility of the Head of Establishment (HOE) to determine which of the following method(s) to use for disseminating this information to people at risk:

- a. On-Site and Contractor Personnel through the 4Cs system:
 - (1) Health and Safety brief.
 - (2) Information sheet.
 - (3) Brochure.
 - (4) Permit to Work procedure.
 - (5) Visitor arrival brief.
- b. Open Days:
 - (1) Visual displays at access points.
 - (2) Information handout.
 - (3) Video brief.
 - (4) Verbal brief.
 - (5) Social Media
- c. Off-Site Personnel:
 - (1) Establishment letter.
 - (2) Brochure.
 - (3) Emergency Instruction Leaflet.

Supply of Information

2. The following is a guide on the information for supply to the PIZ:
3. Provide the name of the establishment and postal address.
 - a. Outline the principle activity of the establishment in lay terms and identify those substances that may lead to an MA such as explosives and fuels. It is reiterated that there is no need to disclose detailed information on the type or quantity of munitions or fuels held or their specific location within the establishment.
 - b. Provide details of the assessed nature, type and scale of potential MA and the effect on the local population and the environment.

- c. Give a general description of the arrangements to control the risks and the likelihood of an accident occurring. This will help in the understanding of the activity.
- d. Provide information on how the PIZ will be informed in the event of an MA. This will need to be agreed with the Local Authority (LA) and the emergency services. It may take the form of dedicated establishment sirens, telephone auto diallers, individual telephone calls, police cars utilising loud hailer etc. If the incident is only likely to affect a particular sector of the PIZ then the alerting mechanism is to be tailored to just that sector, where it is feasible to do so, therefore avoiding unduly alarming people in the remainder of the PIZ.
- e. Advise how the PIZ will be updated on the developing situation e.g., Police Tannoy, Internet and Social Media or specifying TV and local radio stations etc to tune into for further advice.
- f. Outline the actions that the people within the PIZ must take in the event of an MA. This must be both practical, easy to follow and include advice such as where to shelter, whether to open or close windows and how to avoid exposure etc.
- g. Include reference to the Off-Site Emergency Plan, making it clear that the LA (insert LA name) has produced it. Emphasise the importance of co-operating with the LA and the emergency services in the event of an MA.
- h. Provide an 'office hours' contact telephone number or e mail address to deal with queries from the public.

Method of Supply

4. The most successful way of disseminating the statutory information to the public is by utilising mail to all premises. The mail information pack is to include a letter and an Emergency Instruction Leaflet, copies of which would need to be lodged with the LA. The information must be establishment specific, written in straightforward, simple terms and avoid complicated technical expressions. An example template is provided at Annex A. It is important to get this information across to children as well as adults, therefore highlight key items and use illustrations where possible. The information is to be in accordance with **the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018**. Consultation with the LA will help ensure that best use is made of local knowledge and expertise when communicating externally.
5. A guide to the letter covering information and emergency instructions for the PIZ is provided in this DCOP at Annex A. All queries regarding the content of this example is to be referred to the MACR Assurance Team. The information letter content encourages the recipient to display the leaflet along with other emergency instructions in the home or workplace.
6. Establishments are to liaise with the LA when preparing information for the PIZ, to ensure that the Off-Site Emergency Plan reflects the detail given to local premises.

Review

7. The establishment is required to review this information at least every three years and reissue every five years even if no significant change has occurred. This will cater for changes in the population and ensure people who have moved to the area are properly informed. Additionally, the establishment shall revise the information in the event of a modification to the Safety Report that affects the PIZ.
8. 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 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. Where any doubt exists regarding the release of information guidance is to be sought from the MACR Assurance team

Freedom of Information and Data Protection

9. Procedures for dealing with Freedom of information requests and Data Protection issues are detailed in MOD Policy documentation, [FOI AND DP](#)

DSA 03.OME DCOP 407b - Annex A

Information and Emergency Instructions for Public Information Zone

1. The following is an example of the contents of a typical mail shot to the Public Information Zone (PIZ) which will need modifying by each establishment to reflect their specific situation:

I am writing to you about safety at “insert establishment name”. We qualify as an Upper Tier Establishment under Major Accident Control Regulations (MACR) and some years ago you will have previously received a letter enclosing an Emergency Instruction leaflet. In accordance with the Regulations I am re-issuing that advice leaflet.

In common with many Ministry of Defence establishments and to support national defence operations, “insert establishment name” stores some substances that are classified as hazardous, namely, “insert substance name”. We employ teams of trained professionals who are experienced in handling these substances. The installations where hazardous substances are stored and handled are licensed under strict International, National and internal standards and our activities are regulated by independent authorities. Rigorous inspections and frequent audits ensure that our safety standards are not only maintained but continuously reviewed and improved.

Under the Regulations our internal emergency plans have been embedded in the plans made by the Local Authorities. These include the County and District Council, Emergency Services (Police, Fire, Ambulance), Health Agencies, Utilities (Water, Electricity, Gas), and Environment Agency.

Do not be alarmed by the contents of the leaflet, the operations at “insert establishment name” have not changed, the hazards have not increased, and the risk of a major accident is no greater now than when the Regulations were first introduced.

The enclosed leaflet outlines the warnings that will be given and the actions to take in the event of an emergency. Please keep this leaflet in a safe place and, if you move to a new house, leave it for the new occupant. If you have any concerns regarding the operations at this establishment, please do not hesitate to write to me.

Commanding Officer / Head of Establishment

(insert postal and/or email address)

Enclosure:

Emergency Instruction Leaflet Risk: Explosives/Fuels.

Generic (sample) Emergency Instruction Leaflet for Explosives and/or Fuel Fire Risk

2. The following is an example template of the content of an Emergency Instruction Leaflet relating to an establishment with an explosives and fuel fire risk:

Insert Establishment Name and date of issue

Appropriate E Mail address

Emergency Instruction Leaflet

Risk: Explosives and/or Fuel Fire

If you hear the warning: (Insert measures e.g., sounding of alarm, telephone message, Police car tannoy etc).

- Go immediately into a house or building.
- Close external doors and turn off ventilation systems.
- Close all windows and curtains.
- Close all internal doors and go to a room facing away from (enter establishment name).
- Tune your radio to your local radio station which will be used to broadcast information or instructions.
- Look at Social media for further information.
- Remain indoors until you receive instructions from the Police.
- ***Do not use the telephone to contact the establishment to ensure lines are free for the emergency services.***
- *Please co-operate fully with the instructions given by the emergency services.*

3. The following is an example of the type of information that appears on the reverse of the Emergency Instruction Leaflet:

Ministry of Defence

Major Accident Control Regulations

This leaflet is produced in accordance with MOD regulations to advise you what to do in the unlikely event of a major accident occurring within the establishment that could affect you.
Please read this carefully and follow the instructions given overleaf if the warning is implemented (will vary for each establishment therefore amend accordingly).
Householders are advised to ensure that all occupants understand the instructions. Responsible persons in business or community premises are to be familiar with the actions required to enable them to instruct occupants in the event of a major accident.
This leaflet is best kept in an accessible place and passed on to subsequent occupiers. It can be prominently displayed in business or community premises. Additional copies may be obtained from the Local Authority (provide address in full or other arrangements as applicable).