

# Recommended Competence Requirements

## Amendment record

This Annex has been reviewed by Directorate of Defence Safety (DDS) together with relevant subject matter experts and key safety stakeholders. Any suggestions for amendments to this chapter **should** in the first instance be directed to the Defence organisation's [Safety Centre/Team Group Mailbox](#) and with their approval, sent to DDS at: [People-DDS-GroupMailbox@mod.gov.uk](mailto:People-DDS-GroupMailbox@mod.gov.uk).

Version No	Date of publication	Text Affected	Authority
1.2	Oct 20	Interim update post-handover of Policy from DSA to D HS&EP.	D HS&EP
1.3	Jan 22	Updated to remove reference to maturity and bring the definition of a competent person in line with the HSE1 definition of competence.	D HS&EP
1.4	29 Aug 25	Release of two-part chapter structure. Annexes split into separate documents.	DDS

1. Within the context of the 4Cs system, key personnel **must** be competent to fulfil their role. The recommended competency elements and their application to specific roles is shown in matrix form below.

## Competency Elements

2. General Health and Safety Induction: Local Safety Policy; Safety Plan; Safety personalities; Summary of principal site hazards; Site Rules; Out-of-Bounds areas; Speed limits; Fire alarm and fire evacuation procedure; Bomb warning alarm and procedure; Procedure for summoning emergency Services; Any individual safety responsibilities specific to role.

3. General Environmental Awareness: Local Environment Policy; Environmental protection plan; Energy conservation; Waste minimisation; Site recycling plan; Protected habitats / SSSI's.

4. 4Cs System – Detailed: JSP 375 (working knowledge); Chapter 34 (detailed knowledge); 4Cs Roles and Responsibilities; 4Cs Areas & Area Custodians; Hosts; Area Hazard Registers; Unit / Establishment / Site / Platform Hazard Register; Visitors Logs; Managing the exchange of safety information; Control of works.

5. 4Cs System – Overview: JSP 375 (outline knowledge); Chapter 34 (working knowledge); 4Cs Roles and Responsibilities; 4Cs Areas & Area Custodians; Area Hazard Registers; Managing the exchange of safety information; Control of works.

6. 4Cs system – Essentials: 4Cs Areas & Area Custodians; Area Hazard Registers; exchange of safety information.
7. 4Cs – Application to specific contracts: Principal Support Contracts; Area Custodians in the Supply Chain; Authorising Engineers and Authorised Persons; Authority Local Representatives; Contract specific documentation.
8. Risk Assessment – Detailed: Differentiation between hazard and risk; Quantification of risk; Principles of prevention; Development of Hazard Registers; Ability to undertake a competent assessment of risk; Development of appropriate control measures and work plan / safety method statement; Communication of the findings.
9. Risk Assessment – Overview: Ability to understand and comply with the outcome of a risk assessment.
10. CDM Regulations – Detailed: Scope of application (ALL construction); Roles and duties of Clients; Designers; Contractors; Principal Designer; Principal Contractors; Requirements for competence; Security requirements; Welfare arrangements; general safety provisions; Notifiable Work and accompanying additional duties; Pre-tender information; Construction phase safety plans; Safety Files.
11. CDM Regulations – Overview: Roles and duties of Contractors; Security requirements; Welfare arrangements; General safety provisions; Construction phase safety plans; Local Rules.
12. Defence Regulations - Requirements on control of work pertinent to the site licence or conditions of certification.

## Matrix of Competencies

Key: M = <b>Must</b> know / have S = <b>Should</b> know / have	Accountable Persons	4Cs Appointed Person	Area Custodians	Establishment Security Staff	Hosts / MMO Management Staff	MMO Technical Staff	Contractors - Management Staff	Contractors - Supervisory Staff	Contractors - Site Operatives	Regular Visiting Workers	Transient Workers
<b>Recommended knowledge base</b>											
General Establishment H&S induction	M	M	M	M	M	S	S	S	S	S	S
General environmental awareness induction	M	M	M	M	M	S	S	S	S	S	S
4Cs System - detailed		M	S		S	S	S	S			
4Cs System - overview	M		M	M	M	M	M	M	S	S	S
4Cs System - essentials									M	M	M
4Cs – Application to specific contracts	M	M	S	S	M	S					
Risk Assessment - detailed	S	M	M		M	M	M	S			
Risk Assessment - overview								M	S	S	S
CDM Regulations - detailed					S		M	S			
CDM Regulations - overview	M	M			M	M		M	S		

**ANNEX A TO  
JSP 375, VOL 1  
CHAPTER 34**

Key:  M = <b>Must</b> know / have  S = <b>Should</b> know / have	Accountable Persons	4Cs Appointed Person	Area Custodians	Establishment Security Staff	Hosts / MMO Management Staff	MMO Technical Staff	Contractors - Management Staff	Contractors - Supervisory Staff	Contractors - Site Operatives	Regular Visiting Workers	Transient Workers
<b>Recommended training standard</b>											
Institute of Occupational Safety and Health (IOSH) Leading Safely (or equivalent)	S										
IOSH Managing Safely		S	S		S	S	S	S			
IOSH Working Safely (or equivalent)				S					S	S	S
Construction Industry Training Board (CITB) Site Supervisors Safety Training Scheme <sup>1</sup>							S				
National Examination Board in Occupational Safety and Health (NEBOSH) General Certificate (or equivalent)		S									

It is within the remit of specific Defence Organisations to direct and / or mandate training policy in this area, and it may be decided that more or different training is deemed adequate for the purposes outlined in this annex.

<sup>1</sup> Other CITB courses such as Safety Management Training Scheme or Health and Safety Awareness may be suitable.