



Ministry  
of Defence

**JSP 375**  
**Management of Health  
and Safety in Defence**  
**Directive & Guidance**

Version 1.2 Oct 2020

# 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 & Environmental Protection (HS&EP) 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 HS&EP policy is applied throughout Defence.

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

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

# Preface

## How to use this JSP

1. JSP 375 provides the MOD organisation and arrangements required primarily by the Health & Safety at Work Act etc.1974 (HSAW). It is to be used by all Defence personnel and all those who deliver Defence activities to implement MOD policy direction on occupational health and 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 Commands, Head Office, Defence Nuclear Organisation (DNO) and the Enabling Organisations, including working level procedures and local policies to ensure Defence meets these regulatory obligations.
2. The JSP is structured as a single part, with each chapter containing information that is:
  - a. Directive, which provides the direction that must be followed; in accordance with statute or policy mandated by Defence or on Defence by central Government.
  - and;
  - b. Guidance, which provides the guidance and best practice that should be followed and will assist the user to comply with the Directive(s).

## Coherence with other Defence Functions Policy and Guidance

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

Related JSP	Title
DSA 01.1	Defence Policy for Health, Safety and Environmental Protection
JSP 418	Management of Environmental Protection in Defence
JSP 392	Management of Radiation Protection in Defence

## 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. The Policy Statement by the Secretary of State (SofS) for Defence for Health, Safety and Environmental Protection (HS&EP) 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.

5. 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. Defence Regulators are empowered by the SofS by Charter (DG DSA) 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 HS&EP management arrangements for activities in their areas of responsibility and that Commanding Officer (CO) and managers to whom they may delegate HS&EP authority are competent and have adequate resources at their disposal. Commands, Head Office, DNO and the Enabling Organisations should ensure that their organisations have processes and systems in place to minimise work related fatalities, injuries and ill-health; to report, collate and record incidents from their activities.

6. Employees have duties under health and safety legislation and shall be made aware of those through site procedures and systems. 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 CO or manager is to ensure 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.

## Further Advice and Feedback - Contacts

7. This JSP will be reviewed at least annually. The owner of this JSP is MOD Head Office Director of Health, Safety & Environmental Policy (HSEP). For further information or advice on any aspect of this publication or to provide feedback on the content, contact:

Job Title/E-mail	Focus
<a href="mailto:HSEP-GroupMailbox@mod.gov.uk">HSEP-GroupMailbox@mod.gov.uk</a>	Volume 1
<a href="mailto:HSEP-GroupMailbox@mod.gov.uk">HSEP-GroupMailbox@mod.gov.uk</a>	Volume 2
<a href="mailto:DIOOpsNorth-SSoW@mod.gov.uk">DIOOpsNorth-SSoW@mod.gov.uk</a>	Volume 3

## Amendment Record

8. Amendments will be staffed by HSEP together with lead areas, relevant subject matter experts and key stakeholders.

9. Comments or proposed amendments to this JSP are to be made by e-mail to: [HSEP-GroupMailbox@mod.gov.uk](mailto:HSEP-GroupMailbox@mod.gov.uk), using the following format:

- a. Subject: JSP375 proposed amendment
- b. senders' reference;
- c. date;
- d. volume, chapter, page and paragraph being addressed; and
- e. comment.

Amd no.	Date	Text Affected	Authority
V1	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 (2) paragraph 13 amended Defence Environment and Safety Committee (DESC) to Defence Safety Committee (DSC)	DSA-HQ-Pol
V1.1	Jul 2020	Interim update to bronze standard for stakeholder review prior to handover of policy from DSA to DHSEP	D HS&EP
V1.2	Oct 2020	Release of single part structure`	D HS&EP

## Disclaimer

10. 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 Assessing Statement

This policy has been equality and diversity impact assessed in accordance with Departmental policy. This resulted in a Vol 1 screening only completed (no direct discrimination or adverse impact identified). This policy is due for review in 2025.

# Contents

<b>Foreword</b> .....	<b>i</b>
<b>Preface</b> .....	<b>ii</b>
How to use this JSP.....	ii
Coherence with other Defence Authority Policy and Guidance.....	ii
Introduction .....	ii
Further Advice and Feedback – Contacts.....	iii
Amendment Record .....	iii
Disclaimer .....	iv
Equality and Diversity Impact Assessing Statement .....	iv
<b>Contents</b> .....	<b>v</b>

## Volume 1 - Arrangements

- Chapter 1 - Emergency and Disaster Planning
- Chapter 2 - Office and General Workplace Safety
- Chapter 3 - Traffic Management (Pedestrians & 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 - Risk Assessment
- 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 - Accident/Incident 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  
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 - Organisational 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  
Chapter 41 - Heat Illness Prevention  
Chapter 42 - Cold Injury Prevention

### **Volume 2 - Audit**

Chapter 1 - HS&EP Assurance in Defence  
Chapter 2 - Audit process  
Chapter 3 - Functional Audits  
Chapter 4 - HS&EP system requirements and management arrangements  
Chapter 5 - Guidance on HS&EP system requirements  
Annex A - Example HoE pre-audit letter  
Annex B - Rating evaluation system  
Annex C - HS&EP performance assessment levels

### **Volume 3 - High Risk Activities on the Defence Estate**

Chapter 1 - Policy  
Chapter 2 - Common Requirements **UNDER REVIEW**  
Chapter 3 - Electricity **UNDER REVIEW**  
Chapter 4 - Mechanical Systems - Boilers/Pressure Systems  
Chapter 5 - Petroleum Installations  
Chapter 6 - Confined Spaces  
Chapter 7 - Working at Height  
Chapter 8 - Gas **UNDER REVIEW**

### **Volume 3 – Safety Rule Books (SRB)**

- SRB - Electricity
- SRB - Mechanical Systems
- SRB - Petroleum Installations
- SRB - Confined Spaces
- SRB - Working at Height

### **Related MOD Forms**

- MOD Form 960 - Asbestos Personal Record Annotation
- MOD Form 1003 - Display Screen Equipment (DSE) Authorisation for reimbursement of DSE eyesight test and provision of spectacles
- MOD Form 5010 - MOD Risk Assessment Form
- MOD Form 5011 - COSHH ASSESSMENT
- 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 - DSEAR Risk Assessment
- MOD Form 5015 - Military Training for Land Systems
- 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 - Statement of Known Hazards
- MOD Form 5051 - Personal Exposure and Health Surveillance / Health Monitoring Record
- MOD Form 5054 - Hand Arm Vibration (HAV) Health Surveillance 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