

## Chapter 4

### RESPONSIBILITIES FOR AUTHORISED CIVILIAN PERSONNEL AND SERVICE/MOD CIVILIAN VISITORS ON MOD LAND RANGES

#### INTRODUCTION

0401. The HSW Act requires the MOD to conduct its operations in a way which ensures, so far as is reasonably practicable, that its own employees and persons not in MOD employment who may be affected by MOD activities are not exposed to risks to their health and safety. The full protection, rights and responsibilities of the Act apply to all MOD civilian employees and Service personnel in the same way as to any other person. However, the HSE recognises that judgements of reasonable practicability of actions by employers must consider the societal benefits from the overall purpose of the organisation. Thus in determining the steps MOD should take to ensure the health and safety of employees and others, the requirements of defence as well as cost must be considered. In this regard, the HSE monitoring and inspection of MOD activities considers both the safety legislation and the defence imperatives. This chapter lays down the MOD responsibilities to personnel on MOD land ranges. In particular the following is covered:

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0402. The aim of this chapter is to give guidance to those responsible for the control and management of ranges on their duty to safeguard, as far as is reasonably practicable, civilian personnel and Service/MOD civilian visitors who are authorised to enter MOD land ranges.

#### CATEGORIES OF AUTHORISED CIVILIAN

0403. In the context of authorised civilian personnel, consideration is given to three categories of civilian:

- a. **Category 1.** Civilians employed on MOD ranges either as direct MOD employees, as employees of range support contractors under long term contract to the MOD or as government department employees and contractor's staffs who constantly or regularly and frequently enter a land range danger area in the course of their official or contractual duties. This group will not be escorted.
- b. **Category 2.** Civilians and government department employees who regularly require to enter specific areas over which the MOD has firing or access rights. This group is unlikely to be escorted.
- c. **Category 3.** Civilians and government department employees requiring occasional limited and site specific access, such as MOD conservation groups. These individuals or groups are likely to require escort unless very detailed briefings and training are given.

### **BRIEFING TO SPECIFIED CATEGORIES OF AUTHORISED CIVILIAN**

0404. The type and depth of information given to authorised civilians is a matter for the CO of the RAU/Head of the facility to decide depending on the nature of the duties conducted by civilians and the potential risks to which they might be exposed. As a general guide:

- a. **Category 1.** Civilian employees in this category are to be trained to be aware of the hazards present on the ranges at which they work and to comply with the necessary resultant controls, e.g. Range SO as they affect their deployment and operation. A record of specific information, instruction, training and supervision provided and confirmation of competence together with a signed acknowledgement of receipt of the information, instruction and training is to be retained in the employees' personal file.
- b. **Category 2.** This category has limited, controlled access authorised by the CO of the RAU/Head of the facility who will specify the terms and conditions under which access will be permitted. A record of the briefing, its content and a signed acknowledgement by the recipient is to be retained within the RAU/facility. Any necessary information, instruction, training and supervision given to civilians in this category is also to be recorded together with a signed acknowledgement by the recipient.
- c. **Category 3.** This category should usually be escorted and the briefing should be restricted to the hazards and controls which affect their immediate safety. A record of the briefing together with a signed acknowledgement of this briefing should be retained for the period of the visit. Where any in this group require either unescorted or more regular visits consideration should be given to changing their status to Category 2.

### **SERVICE AND MOD CIVILIAN VISITORS**

0405. Service personnel and MOD civilian personnel visiting a MOD range require to be briefed on the hazards and controls which affect their immediate safety and may need to be escorted when moving within the range boundary. In this respect they should be treated in the same way as Category 3 authorised civilians above.