

## **99 (Anywhere) Squadron, Air Training Corps**

### **HEALTH AND SAFETY ARRANGEMENTS STATEMENT**

1. I am conscious of and accept my duties as officer commanding, 99 (Anywhere) Squadron, Air Cadets, to maintain a safe and healthy environment as detailed in the Secretary of State for Defence, Royal Air Force and Commandant AC Health, Safety and Environmental Protection Policies. We will therefore provide safe facilities and equipment, necessary information, training and supervision to ensure the safety of all participants and those who might be effected by our activities so far as is reasonably practicable.
2. Staff reporting to me are to make all necessary arrangements to enable me to discharge my duty to comply with the Secretary of State's Policy, and staff reporting directly to me are to take all reasonable and practicable steps to secure my objectives.
3. I require all staff to:
  - a. Read, understand and comply with all standing instructions relating to health and safety, which are circulated as necessary and held by the Head of Health and Safety ACO.
  - b. Be familiar with the emergency procedure in the event of a fire or other incident.
4. I am to be informed immediately in the event of:
  - a. An accident or incident involving actual or possible harm to a member of staff, or cadet, or to other persons in or around the cadet premises.
  - b. A potentially hazardous situation involving the building and/or its fixtures, equipment or work practices by our own or other staff.
5. In addition, I require each member of staff to:
  - a. Take reasonable care of his or her own health and safety and that of other persons who may be effected by his or her acts or omissions at work.
  - b. Follow instructions and cooperate positively in achieving safe activities at all times.

### **ORGANISATIONAL ARRANGEMENTS**

6. Responsibilities. All personnel are to cooperate with the Person in Charge and supervisors to achieve a safe and healthy environment for our activities. They are to take care of themselves, and others who may be affected by their activities. Personnel are to report promptly H & S problems to one of the persons identified as follows:

<b>Serial</b>	<b>Responsibility</b>	<b>Name</b>	<b>Title/ Appointment</b>	<b>Remarks</b>
(a)	(b)	©	(d)	(e)
1	Head of Establishment or Commanding Officer		Flight Lieutenant Squadron Commander	
2	Deputy		Flight Lieutenant Squadron Adjutant	
3	Corps H & S		Hd H & S	Telephone: 01400 261 201 Ext: 7816
4	Corps H & S Training and Audit		H & S Advisor	Telephone: 01400 261 201 Ext 7816
5	ACO H & S Advice		As above	As above
6	Accident Reporting and Investigation		Flight Lieutenant Squadron Commander	
7	Monitoring and maintenance of plant and equipment		Flight Lieutenant Squadron Commander	
8	Fire Prevention Officer		Flight Lieutenant Squadron Commander	

7. **First Aid.** The first aid kit and accident book are located in the orderly office.

**Note:** Personnel have a duty to report all accidents and incidents.

a: Trained/qualified **first aiders** are:

<b>Serial</b>	<b>Location</b>	<b>Name</b>	<b>Title / Appointment</b>
(a)	(b)	©	(d)
1			Flight Lieutenant Squadron Commander
2			Mr Civilian Instructor

b: Appointed person responsible for **first aid kit**

<b>Serial</b>	<b>Kit Location/ Extension</b>	<b>Name</b>	<b>Title / Appointment</b>
(a)	(b)	©	(d)
<b>1</b>	<b>Orderly Office 2 Kits</b>	A T Crichton	Flight Lieutenant Squadron Commander

Officer Commanding	A T Crichton
Appointment	Flight Lieutenant RAFVR(T)
Signature	
Review Date	Dated: