

# Warwickshire & Birmingham Wing Air Training Corps

## HEALTH & SAFETY ARRANGEMENT STATEMENT

1. I am conscious of and accept my duties as Officer Commanding Warwickshire and Birmingham Wing of the Air Training Corps, to maintain a safe and healthy environment as detailed on the Secretary of State for Defence, Royal Air Force, Health and Commandant Air Cadets, 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 affected by our activities so far as is reasonably practical.
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 make all reasonable and practical 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 Corps Health and Safety Adviser.
  - b. Be familiar with the emergency procedure in the event of a fire or other incident.
4. I am to be informed as soon as possible 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 own or other staff.
5. In addition, I require each member pf staff to:
  - a. Take reasonable care of his or her own health and safety and that of others persons who may be affected by his or her acts or omissions when on duty.
  - 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, through Squadron/Detached Flight Commanders, to the appropriate Wing Staff Officer as identified in the Wing Organisation and Duties published in Wing Routine Orders.

**P P LADWA**  
**Wing Commander**  
**Officer Commanding**

**4 January 2011**