

RAF College Cranwell

Safety Health Environmental Protection and Sustainable Development (SHEP&SD)
Induction and Information for all visiting workers in acc/w JSP 375, Vol 2, Leaflet 34.

This induction & information is to be given to individual personnel on the first occasion they visit the site, on revisit following each revision and at intervals not exceeding 12 months.

Host details:

Name (printed):

Section:

Tel No:

Information & induction given to:.....(Individuals name)

Of:.....(Organisation)

By:.....Section.....Contact Tel No.....

Inductors Signature:.....

Time:.....Date:.....

I have read, understood & will abide by the induction and information provided to me and acknowledge to have on my person the passport issued by the Main Guardroom to:

Name:.....Signature:.....Date:.....

| Item | Subject | Information/Instruction |
|------|---|---|
| 1 | Reporting on site. | Communicate with the host on arrival and on departure. Enter your visit in the site diary, daily, on arrival. |
| 2 | Risk assessment. | Where the SHEP&SD risk is greater than normal life risk, produce a written risk assessment for the tasks that you are to perform. Risk assessments include COSHH assessments if relevant. |
| | Method statement. | When appropriate, or when requested by Stn personnel, produce a SHEP&SD related method statement to include control measures identified by the risk assessment. |
| | Training certificates Medical certificate. | On some tasks, such as entry into confined spaces and climbing of masts and towers, you are required to produce a valid training and/or medical certificate verifying that you are fit for the task. |
| | Statutory examination certificates. | If you are to use fall arrest equipment or other access equipment requiring valid statutory examination certificates or reports, copies of these shall be produced. |
| 3 | Personal protective equipment. | Provide your own personal protective equipment as identified in your method statement and risk assessments. Guidance: - <ul style="list-style-type: none"> • safety helmet to BS 5240 (maximum life = 5 years), • eye protection to BS 2092, Grade 1, • hearing protection to BS 5108 or EN 352 Part 2, • safety footwear with steel toecaps & midsoles to BS 1870. |

6-A-1

**ANNEX A TO
LEAFLET 6 TO
PART 3 TO
RAFC CRANWELL
SHEP&SD MANUAL**

| Item | Subject | Information/Instruction |
|------|---|--|
| 4 | Briefing site personnel. | When you first enter a work area report to your designated host or appointed person (AP). Brief that host/AP with details of the task you are to execute & any SHEP&SD hazards you will introduce into the work area. |
| 5 | Receiving a workplace hazard brief. | Ask the designated host/AP for a workplace SHEP&SD brief on hazards that you may encounter. Follow the designated person's instructions related to existing hazards in the work area. |
| 6 | Welfare facilities. | The host/AP will brief you on the use of Stn facilities. |
| 7 | First aid/emergency medical assistance. | <u>Provide your own statutory first aid requirements.</u> There is a RAF medical centre on the station, which may be available in emergencies. Telephone ext. 222 on the RAF telephone system and give: <ul style="list-style-type: none"> • your name, • your extension number, • the type of emergency, • the exact location of the incident, including the site name. |
| 8 | Accident/Incident reporting. | Report any accident/incident, however small that is either involving injury, dangerous occurrence or near miss to your designated host/AP as soon as practicable after the incident. |
| 9 | Fire. | If you discover a fire: <ul style="list-style-type: none"> • shout for assistance, • operate the fire alarm, • call the fire service on ext. 222 (as per the First Aid instructions) • proceed to the evacuation point. Instructions are displayed on the blue MOD fire poster 2. Keep escape routes clear. |
| 10 | Improvised explosive devices (IED). | Immediately inform a member of RAF personnel if the presence of an IED is suspected. Obey instruction from RAF personnel. |
| 11 | Permits to work. | Do you need a permit to work? Yes/No (<i>delete as required</i>) Do not work on the following without specific instruction from Babcock Dyncorp and holding a suitable permit to work: <ul style="list-style-type: none"> • electricity systems • boilers and pressure systems • petroleum systems or areas • confined spaces Note: Babcock Dyncorp are to be given 5 working days notice for permit requests. |

6-A-2

| Item | Subject | Information/Instruction |
|-----------|--|---|
| 11a 12 | 'Hot Work' Permits. Lone working. | Do not execute any 'hot work' without a hot work permit obtained through the Stn Fire Safety Officer. Do not lone work without a specific risk assessment and control measures applied. Make contact with the host/AP every 20 minutes. Lone working is characterised by working in areas and at times when injury or illness would be undetected by others for a long period. E.g. inspecting unmanned plant rooms and inspections in remote areas of the airfield. Where client or contractor personnel are likely to notice an occurrence this does not constitute lone working. |
| 13 | Smoking & alcohol. | Do not smoke except in designated smoking areas. Do not bring or consume alcohol on site. |
| 14 | Asbestos containing materials. | Asbestos containing materials are present in a high number of buildings and facilities. Do not execute intrusive works without a level 3 survey and Babcock Dyncorp checking the Asbestos Register, and giving authority for work to proceed. Report any suspected asbestos containing materials that appear to have exposed fibres to Babcock Dyncorp. |
| 15 | Protective devices. | Reset/ replace any system protective devices that you have altered or removed under the task. E.g. padlocks etc. If in doubt contact the host/AP. |
| 16 | Mobile telephones and other radiating sources. | Mobile phone use is to be clarified by your designated host/AP. Unauthorised use may compromise aircraft safety. Mobile phones shall be switched off not just placed on standby mode. The restriction is particularly relevant to the following locations: <ul style="list-style-type: none"> • within 20 metres of aircraft, • within Explosive Storage Areas (Telephone to be surrendered) • within Bulk Fuel Installations and adjacent to fuel pumps and • tanker vehicles, |
| 17 | Noise. | The whole of the airfield is classified as a noise hazard area when aircraft are operating. There are other designated noise-hazard areas on the station. These are clearly identified with mandatory safety signs. Risk assessments must be carried out in conjunction with the host/AP guidance prior to work commencing. |
| 18 | Foreign object damage (FOD). | Aircraft are particularly vulnerable to FOD. This includes stones, tools, items of clothing, materials and equipment likely to be sucked into an aircraft engine. Ensure that all FOD risk items are kept under control and cleared away after work. Failure to do so may result in a serious aircraft accident. |

| Item | Subject | Information/Instruction |
|------|---------------------------|---|
| 19 | Driving on the station. | Obey the road signs & speed limits that are often as low as 20mph. Certain areas are designated as 'Aircraft Manoeuvring Areas' where aircraft land, taxi and are towed. Do not enter the main runway, main taxiways or aircraft servicing pans without specific permission from Air Traffic Control and possession of an airfield driving permit where advised by the host/AP. The road to the west end of the station, including ASU and Vigo Wood, crosses aircraft manoeuvring areas. Be alert to the presence of aircraft and obey traffic signals and barriers on this road, although here there is no requirement to gain permission from Air Traffic Control. Park only in designated parking areas. |
| 20 | Security and photography. | Carry means of personal identification such as a driving licence. Retain your personal pass and display the vehicle pass, issued by the Main Guardroom, throughout the duration of your visit. Surrender the passes at the guard posts on finally leaving the station. Do not leave toolboxes, cases or other packages unattended at any time. Do not take photographs without specific permission of the Station Security Officer obtainable via your designated host/AP. No photographs are to be taken of aircraft or in areas where protectively marked information or material is displayed, stored or handled. |
| 21 | Specific site hazards. | Specific site hazards include: <ul style="list-style-type: none"> • Compressed gas systems and cylinders, • Asphyxiate gases in systems, • High and low voltage electricity, • Petrol, oil and lubricants which are high flammable, • Confined spaces with restricted access, egress and deficient or toxic atmospheres, • Flammable vapour spray bays, • Natural gas systems, • Low temperature heating systems, • Underground infrastructure systems • High working platforms, including buildings surrounded by embankments with unfenced support walls, • Moving machinery, • Large vehicle movements, • Sewage treatment works and drainage systems with biological hazards, including leptospirosis (weils disease), managed by C2C. • Military explosives, • Asbestos and other substances hazardous to health. |
| 22 | Environmental Protection | Much of the station is located above an underground 'Class 1 Aquifer' that provides potable water to the public water system. As the geological structure above the aquifer is largely fissured limestone, surface polluting materials quickly enter the aquifer. Do not pollute the environment. Thoroughly clear away and legally dispose of any waste arising from your activity. Report any observation to your host/AP immediately of pollution associated with your activity. |