

RAF COLLEGE CRANWELL ORGANISATION AND ARRANGEMENTS (O&A) STATEMENT¹
FOR
SAFETY HEALTH ENVIRONMENTAL PROTECTION AND SUSTAINABLE DEVELOPMENT
(SHEP&SD)

As Commandant and Head of Establishment (HoE), I have the delegated responsibility for Safety, Health, Environmental Protection and Sustainable Development (SHEP&SD) at RAF College Cranwell, RAF Barkston Heath, RAF Syerston and RAF Woodvale. RAF Woodvale is parented by RAF Shawbury for SHEP & SD SME advice and physical support. It is essential that the SHEP & SD Advisor at RAF Cranwell liaises closely with the RAF Shawbury SMEs in order to maintain visibility of all Health & Safety issues across the AOR, including RAF Woodvale. I recognise my responsibilities as Head of Establishment of all 4 Stations: RAF Cranwell, RAF Barkston Heath, RAF Syerston and RAF Woodvale. The purpose of this statement is to ensure that I, as HoE, meet the requirements of the Secretary of State's Policy Statement, CAS O&A Statement and supplements the message from the Defence Board.

OBJECTIVES

I attach great importance to the prevention of injury, loss, ill health and environmental damage. This is to be achieved by the systematic identification and assessment of significant hazards, environmental impact, error management and by the proper maintenance and up keep of all buildings, structures, systems and equipment.

I look to personnel at all levels in the organisation personally and collectively for the effective direction, delivery, monitoring and review of SHEP&SD; they are to implement, in full, recognised best practice.

In addition to the Secretary of State, Defence Board and CAS Policy Statement's, I commit the areas under my command to:

- a. Adopt a positive culture towards safety, environmental protection and sustainable development through effective leadership and by ensuring that all staff are suitably trained, qualified and experienced to discharge their duties effectively and safely.
- b. The implementation and maintenance of MOD Environmental and Safety Management Systems, to identify and measure environmental effects and to manage compliance to achieve continual improvement in environmental and safety performance. SHEP&SD Performance Indicators will be published on the SAPPHIRE Management Information System.
- c. I have no direct control of energy usage, however, it is my intent that every effort should be made to reduce non-operational energy, notably gas, water and electricity through best practice and the inclusion of energy saving measures into all work services, especially during refurbishment and build.
- d. Embed sustainable development, safety and environmental protection considerations into spending and investment decisions.
- e. I will address the requirements of the MOD and HQ Air Waste Strategy and Action Plan¹ to minimize waste and increase the ratio of the remaining waste which is diverted from landfill. This will be achieved by implementing a waste management and auditing programme, appropriate to RAFC Cranwell, which will continually seek to identify opportunities for improvement, the implementation of which will be considered through my Delivery and Assurance Board (DAB) and SHEP & SD Committee.
- f. Provide and maintain plans and emergency procedures and to test them by holding regular exercises.

¹ Waste Management in Air Command, Incorporating Air Command Action Plan 2011
27/11/13 V1

- g. The reporting of accidents, near misses and environmental incidents through the RAF Incident & Accident Recording System (IARS) to investigate as necessary and rectify failings and promulgate lessons learnt.

ORGANISATION

The Composition of my SHEP & SD committee is set out in JSP's 815 & 375 and detailed in the SHEP & SD Manual. Delivery of the safety plan is overseen by the following specialist advisers:

Station Health and Safety Adviser	SHSA	Ext 7498
Station Environmental Protection Officer	SEPO	Ext 7468
DIO-Regional Utilities Manager – (To be appointed)	RUM	Ext
Station Fire Officer	SFO	Ext 7008
4 Cs Duty Holder	SHSA	Ext 7498
MACR Co-ordinator	OC CMS	Ext 7258
Radiation Safety Officer	RSO	Ext 7498
Hearing Conservation Officer	HCO	Ext 7468
Station Waste Coordinator	SWC	Ext 7725
Station Pollution Control Officer	SEPO	Ext 7468
Station Conservation Officer	SCO	Ext 7720
Explosives Safety Representative	ESR	Ext 7442

ARRANGEMENTS

Objectives and Targets

Safety, environmental protection and sustainable development are line management responsibilities. I delegate the task of discharging my personal responsibilities and applying the Secretary of State's Policy to all levels of line management on the Station. I intend to promote a Total Safety Management Culture by the formation of a Safety Cell comprising of Functional Safety and Flight Safety supported by safety representatives from the major contractors on site. In order to reach my high level objectives I will chair the meetings of the Deliver & Assurance Board (DAB), which will be held twice a year and will have representation from across the Station. SHEP&SD performance indicators will be measured, managed, monitored and reviewed through the Station SHEP&SD Committee.

My SHEP&SD Advisers will maintain close liaison with regulatory bodies and RAF SHEP&SD focal points. SHEP&SD initiatives will be promulgated throughout the station by: SROs, committee meeting minutes and Intranet.

This statement will be communicated to all Station personnel and members of the public where required.

Lodger Units and Contractors

Where this O&A statement does not satisfy the requirement of: Lodger Units; multi activity contractors; visiting contractors; private companies; encroachments and other parties required to conduct activities at RAF College Cranwell and parented sites, the extent of my SHEP&SD responsibilities toward them are as follows:-

Heads of these organisations should produce their own O&A statement to ensure it mutually embraces, co-operates and co-ordinates with that of my own statement and complies with RAF College Cranwell SHEP&SD management systems. All such organisations are required to be represented on the Station SHEP&SD Committee.

Review

Performance of the SHEP&SD management system at RAFC Cranwell, in terms of efficiency and effectiveness will be measured by 6 monthly work place inspections carried out by Line Managers. Annual audits will be undertaken on a rolling programme by my SHEP&SD advisers and by external audits every 3 years by the Chief Environmental Safety Officer (RAF).

This statement will be reviewed periodically, ie, change in legislation a change in MOD or RAF policy or change of command. Changes to this policy will be reviewed and monitored by RAF College Cranwell's DAB.



C J Luck
Air Commodore
Commandant RAF College Cranwell

Date: 06 December 2013

