



ARMY

HEAD OF DEFENCE CHILDREN SERVICES
SAFETY, HEALTH, ENVIRONMENTAL AND FIRE (SHEF) STATEMENT OF INTENT

INTRODUCTION

1. As Head of Defence Children Services (DCS), I have a responsibility to colleagues across our organisation to ensure that Safety, Health, Environmental and Fire (SHEF) standards are clearly set out, understood and upheld. This statement reflects the great importance which I attach to the promotion of a positive culture towards SHEF and defines at Enclosure 1, the organisation, and arrangements I have put in place to ensure Defence Children Services (DCS) are complying with associated legislation, policy, and regulations.
2. SHEF management will be achieved through a pragmatic approach to risk associated with our people, their safety, and the environment in which they work, to ensure compliance with relevant statutory provisions without detracting from the delivery of our essential outputs. Whilst individual safety is of principle concern, I also commit to minimising environmental damage as far as reasonably practicable. I expect all DCS colleagues and those using our education and care facilities to follow my intent by complying with SHEF Standing Operating Procedures and Standard Operating Instructions of the heads of establishment commanding their local garrisons and stations. Health and Safety is everyone's business and I invite all DCS colleagues to maintain robust standards and strive to achieve best practice in all areas related to Safety, Health, Environmental and Fire.

INTENT

3. To ensure that DCS meets its SHEF responsibilities in accordance with ACSO 1200 and CGS's statement of intent¹ is to:
 - a. Meet all the requirements of the Health and Safety at Work etc. Act 1974 (HSWA), comply with all relevant legislation, and meet the requirements of Joint Service Publications (JSP's) and instructions produced to facilitate the implementation of health and safety legislation within the DCS.
 - b. Provide working conditions which will ensure; so far as is reasonably practicable, a healthy and safe working environment. This will be achieved through the identification of potential hazards; their assessment and control with reference to the appropriate health and safety standards the best current practices; the monitoring, measurement, and evaluation of performance against these standards, and modification as necessary to achieve the required performance.
 - c. Where employees are located, provide a system for consultation with their representatives on health, safety, and welfare matters. Such matters are to be dealt with in accordance with the SHEF Organisation and Arrangements for DCS within the normal chain of command (CoC).
 - d. Provide appropriate training and resources to enable the application of this statement by the CoC taking all practical and reasonable steps to secure that the SHEF objectives are met without transferring risk to the wider Army.

¹ [20241125-CGS Safety and Environmental STATEMENT of Intent Nov24-O.docx](#)

e. Protect the environment in accordance with ACSO 1200 The Army's Safety and Environmental Management System (Chapter 5).



Beverley Martin

Head of Defence Children Services

15 January 2025

Enclosure:

1. The Organisation and Arrangements for the Management of SHEF across DCS.

THE ORGANISATION AND ARRANGEMENTS FOR THE MANAGEMENT OF SHEF ACROSS DCS

ORGANISATION

1. The DCS SHEF Organisation Chart details HT/SM, AHT/DSM and SHEF staff within DCS [DCS SHEF Organisational Chart](#)

ARRANGEMENTS

2. **Governance.**

- a. 1* SHEF Board. I will chair the 1* SHEF Board which will meet at least every 6 months (April/October), which will be attended by all DCS HT's/SM's, AHT's/DSM's and SHEF Coords. The TORs are updated and maintained by the SO1 Infrastructure, Operations & SHE Team Leader as the Secretary.
 - b. I have appointed the SO1 Infrastructure, Operations and SHE Team Leader and the SO2 DCS Lead Safety, Health, Environment and Fire (SHEF) as my Advisers. The SHEF Adviser is responsible to me for ensuring DCS has suitable personnel appointed in accordance with the compendium of mandated course trained personnel within DCS and that those appointed are notified in writing with TOR's, their details to be published routinely.
 - c. I have appointed the COS as my SHEF Champion, who will chair the 1* SHEF Board in my absence and will raise any SHEF matters as an agenda point at all weekly Senior Leadership Team meetings.
 - d. The establishment of the SHEF Community Group will further support and provide a conduit between the DCS SHEF Team and SHEF Coords across Schools and Settings. This will provide a forum for the dissemination of information, discussion and the sharing of health and safety matters.
 - e. I consider SHEF within DCS to be a CoC led responsibility and Headteachers and Setting Managers, Heads of Establishments, Department Heads and Line Managers are to apply this statement in their respective areas. Within the framework, each locational leader is to ensure that arrangements for SHEF within their schools, settings and departments are in date and accurately reflect the procedures to be followed by the workforce. Each department will have its own SHEF lead, fully supported by the CoC within their Duty of Care responsibilities.
 - f. In addition to the duties placed on the CoC, all employees within DCS have a legal duty to co-operate with this statement. Employees must: follow safe systems of training and work, not interfere with, or misuse anything provided in the interests of health and safety. This is to include ensuring that adequate and appropriate levels of supervision are in place for all activities. They are to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions. Employees must report to Line Managers or SHEF representative anything they think may affect their work or if inadequate control measures are putting anyone's health, safety, or the environment at risk.
3. **Assurance.** Audits will be conducted through ACSO 9016 [ACSO 9016 Twelfth Revise](#) using the ASEMSA process whereby compliance and conformance with legislative, Defence regulatory and other policy requirements will be undertaken. The bespoke DCS ASEMSA Question Set will be used with the current endorsed RC regime for audit scheduling. Schools and Settings will conduct annual self-assessment audits using the DCS Safety, Health, and Wellbeing Question Set.

External Workplace inspections will be conducted alongside ASEMSAs and Internal Inspections are to be conducted by the HQ, Schools and Settings in accordance with JSP 375 Chpt 4 [JSP375 Vol1 Chap4](#) at each half term, with all findings recorded.

ARRANGEMENTS

4. **Procedures.** The general arrangements for the day-to-day management of SHEF within DCS are contained within the DCS Safety Manual [DCS SHEF Manual V009](#) which is published with my authority. They reflect the requirements of [JSP 375](#) – Management of Health and Safety in Defence and comply with [ACSO 1200](#) -The Army's Safety and Environmental Management System. Everyone working within DCS is to know and understand the actions required of them by these procedures.
5. **SHEF Delivery Plan.** SO1 Infrastructure, Operations and SHE Team Leader is to publish and maintain an annual SHEF Delivery Plan [DCS SHEF DP 24 25](#)
6. **Risk Management Duties to Others.** All HT's/SM's, AHT's/DSM's, are to ensure that they assess any hazards and risks from activities that may potentially affect employees, visitors, persons working temporarily within DCS, contractors, part time workers, industry partners and consultants. These are to be recorded as per the Coordination, Cooperation, Communication and Control (4Cs) process and communicated to those individuals affected. Risk Assessments must be 'suitable and sufficient'². Arrangements must also be put in place ensuring the effective planning, organisation, control, monitoring, and review of the preventative and protective measures that come from risk assessments.
7. **Risk Management Employees Duties.** All employees are to be aware that they have a duty to conduct themselves in the workplace in a way that protects themselves and others from harm, this includes a duty to protect the environment. Employees are to cooperate with the objectives of this statement and help to protect the environment. They are to read, understand and comply with all SHEF orders or instructions and adhere to the provisions of risk assessments that apply to their work area or activities.
8. **Occurrence Reporting and Accident Investigations.** All safety occurrences relating to Defence personnel, visitors or contractors that are undertaking Defence activities, using Defence equipment or on the Defence estate will use the MySafety reporting system in accordance with JSP 375 Chapter 16 and Environmental reporting in accordance with JSP 418 Leaflet 13. All accidents, incidents and near misses are to be investigated by the appropriate occurrence manager. Lessons learnt are to be recorded and shared to prevent avoid future incidents.
9. **Site specific SHEF documentation & records.** If a specific location becomes liable to move there is a requirement for SHEF documents and records relating to the location to be handed over to the incoming incumbent. This will include the site specific and generic risk assessment, and any Safe Work Processes / Safe Systems of Work developed from them.
10. **Exemptions.** Where MoD exemptions from legislation are granted, SHEF standards and arrangements are to be introduced which will be, so far as is reasonably practicable, at least as good as those required by the legislation.
11. **Review.** The operation of this statement will be reviewed regularly to ensure that its objectives are met. Employees at all levels are directed to comply with this statement and monitor its application. Managers / Team leaders; through the COC; are to notify me if; in their opinion, further measures are required to meet legislative requirements or imposed standards.

² A proper check was made. You asked who might be affected. You dealt with all the obvious significant risks, taking into account the number of people who could be involved. The precautions are reasonable, and the remaining risk is low. You involved your workers or their representatives in the process.