



COMMITMENT TO HEALTH AND SAFETY

As Managing Director of Fleet Support Limited (FSL) I am committed to ensuring the health, safety and welfare at work of staff, authorised visitors, contractors, service personnel and the general public throughout the business.

FSL will not put operational delivery ahead of health and safety in the workplace and will consider legal obligations as setting minimum standards only. FSL will conduct its activities in a safe manner, ensuring that staff are properly trained and effectively communicated and consulted with, the aim being to avoid accidents and ill health.

FSL will strive to continuously improve its health and safety performance year by year and to create a safety culture whereby all levels of the organisation actively participate in, and constructively challenge the delivery of health and safety in the workplace.

Key Principles

- Managers are responsible for the delivery of Health & Safety and will demonstrate visible leadership.
- FSL will learn from its mistakes and ensure continuous improvement by effective monitoring, auditing and review.
- FSL will ensure that all necessary resources are available to provide and maintain a safe place of work.
- Staff will receive adequate training and be suitably competent in the roles they are required to deliver.

A handwritten signature in black ink, appearing to read 'Ian Booth', is written over a horizontal line.

Signed _____
Ian Booth
Managing Director

Date **August 2007**

INTRODUCTION

FSL accepts its responsibilities as set out in the Health and Safety at Work etc. Act 1974, the Environmental Protection Act 1990 and other relevant legislation and regard Safety, Health, Environment and Fire (SHEF) at work as matters of prime importance. We will ensure, so far as is reasonably practicable, the health, safety and welfare of all employees whilst at work. This duty also extends to persons not employed by FSL but who may be affected by our operations.

Additionally FSL acknowledges its role within HMNB Portsmouth as a partner and, with Naval Base Commander (Portsmouth) (NBC (P)), will be jointly responsible for discharging our legal responsibilities to our respective employees. FSL will, through our policy and procedures, ensure adequate co-operation and co-ordination on all safety and environmental matters with joint decisions being made at the Joint Operations Board (JOB).

FSL recognises that the continuous improvement in Safety and Environmental standards has positive benefits to employees, the organisation and the local community, and forms an integral part of good business. We also recognise that Safety and Environmental Protection must continually progress and adapt to changes. We are committed to implementing a proactive approach to the systematic identification of hazards, assessment and control of all risks throughout the business. The Monthly Joint Business Review (MJBR) managers are responsible for the ownership of the identified hazards and associated risks within their areas.

The JOB and NB SHEF Committee will set safety targets and objectives, and these will be reviewed at the annual safety review to ensure continual improvement. See annex B.

FSL's aim is to promote and maintain a high standard of safety and environmental awareness throughout the company, by providing information, instruction and training together with safe systems of work, safe places of work and proper care and maintenance of all plant and equipment. FSL management will actively lead in developing and encouraging a positive culture throughout the company that will contribute to employee satisfaction and enhance business performance.

This policy will be reviewed as necessary, but at least annually and any changes will be brought to the attention of all employees.

ORGANISATION AND THE SAFETY MANAGEMENT SYSTEM

Each member of FSL management is responsible for:

- Ensuring that specific departmental guidelines, as set out in the policy and in Safety Environment Standard Operating Procedures (SESOPS) and Corporate Procedures, are implemented and that the required health and safety records are prepared and maintained.
- Ensuring that specific risk assessments have been completed implemented and are brought to the attention of those affected. The assessment must identify the risks their people are exposed to and the measures that must be implemented to control those risks.
- Assigning the appropriate, competent staff or specialists to assist them in their health and safety tasks.
- Ensuring that functional H&S responsibilities are included in staff role and competency guides
- Making adequate local resources available to implement this policy;
- Setting local health and safety objectives and targets;
- Developing suitable procedures and safe systems of work;
- Delegating specific responsibilities to others;
- Monitoring the effectiveness of others in carrying out their responsibilities;
- Monitoring standards within the workplace; and
- Feeding concerns up through the organisation

The SHEF Manager and his Department will provide competent advice on health and safety matters within the organisation.

The responsibility for the management of operational day-to-day health and safety lies with any manager who has control over the activity of others.

All employees are obliged by law and this policy to act in the course of their activities with due care for the health and safety of themselves and their co-workers and the general public. Employees are required to observe all relevant safety procedures and guidelines and to bring to the attention of their immediate supervisor any matter likely to constitute a risk to the health and safety of any person. Failure to follow safety procedures and instructions may result in disciplinary action being taken. General H&S requirements will be found in the FSL Employee Safety Handbook.

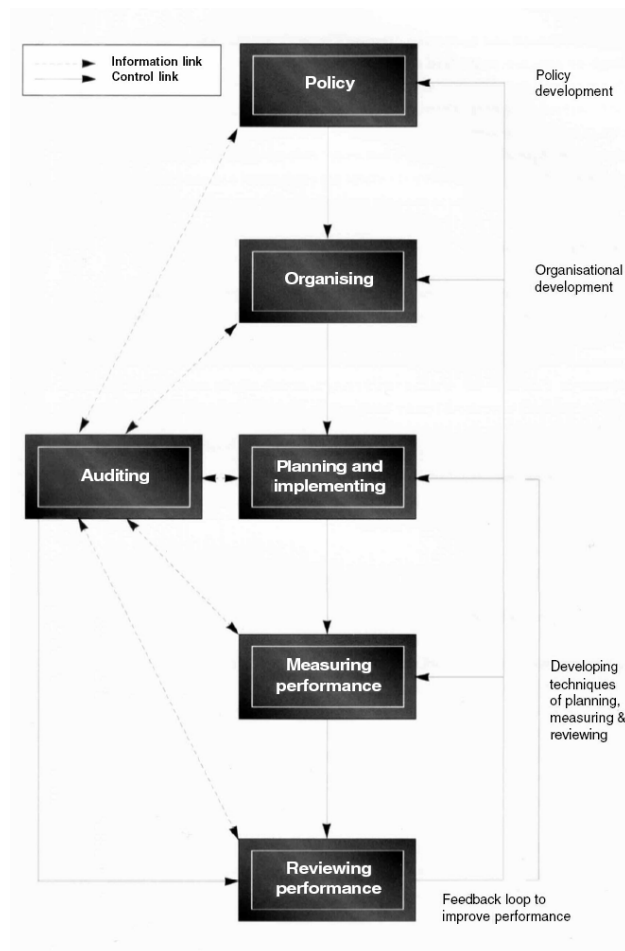
Further information can be found in SESOP H6 – Health & Safety Responsibilities.

Each directorate also operates a Joint Process Implementation Group (JPIG) whose aim it is to assure the MJBR chairman that appropriate operational governance exists over all of the MJBR's outputs: see Annex B.

Note: The term 'Manager' and 'Management' means any person(s) in a position of responsibility who has control over others or operations or processes including Team Leaders, Team Managers, Zone equivalents, Area Managers, Executives and other titles that may be used in the organisation.

Safety Management System

The FSL Safety Management System (SMS) is based on the principles laid out in the Health & Safety Executive publication HSG 65 – Successful Health & Safety Management. Delivery of the SMS is primarily via the local FSL Intranet where all key documents; Safe Systems of Work, SESOPS and Generic Risk Assessments will be found. It is a Management responsibility to ensure the information contained in and required by the SMS is disseminated effectively.



Key elements to FSL SMS (source HSE publication HSG 65)

Joint Consultation

FSL recognises that communication is key to ensuring successful health, safety and welfare. FSL will make arrangements for consultations between management and staff for promoting health, safety and welfare issues. The FSL consultation process will be implemented by utilising a number of communication methods. The primary method is the Internal Health and Safety Policy Implementation Committee.

This committee's main aims are:

- To provide information to staff on planned changes within the workplace;
- To discuss major issues and to take action to solve problems arising.
- To analyse trends in accidents and ill health and to take action to reduce.
- To recommend H&S targets and objectives to the board of Directors.

The committee will meet monthly and will be chaired by the MD or Director Responsible for Health & Safety. Full Terms of Reference for the committee can be found in SESOP C1.

Other methods employed include departmental or team brief meetings, notice boards, toolbox talks, internal memos and joint TU / management working groups.

FSL are also major participants in the top level Naval Base SHEF committee chaired by the Naval Base Commander.

Training and Competence

In order to successfully carry out any role within FSL, employees at all levels must attain a certain level of competence. As competence depends upon experience and training, FSL ensures that the selection of staff and contractors is crucial to this process. In addition, FSL will provide the necessary training to ensure the required level of competency is reached.

Training may be required dependent upon such matters as:

Legal criteria

Staff professional development reviews (PDR)

As a result of an accident or incident

As a result of continued deficiencies found from monitoring.

The Health and Safety at Work, etc Act 1974 places a duty on FSL, so far as is reasonably practicable, to provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees.

More specifically, the Management of Health and Safety at Work Regulations 1999 require employees to be provided with adequate health and safety training: on their being recruited to the employer's undertaking, on their being exposed to new or increased risks because of a change of job, work equipment, system of work, etc.

This training should be repeated periodically as necessary (“refresher” training) and as a minimum should cover:

- health and safety risks
- control measures
- emergency procedures
- the names of persons with responsibilities for implementing the above procedures
- risks presented by other workers sharing the workplace.

The Management of Health and Safety at Work Regulations 1999 state that the information provided to employees should include details about the risks to their health identified by the risk assessment, and the preventative and protective measures applied to control these risks.

In addition to these general requirements, much of the body of UK health and safety legislation requires employees to receive information, instruction and training in relation to the specific hazards to which they may be exposed.

The persons primarily responsible for identifying training needs will be the employees line manager. However the SHEF Manager and HR will input as needed on specific matters. Job specific competence training needs should be identified and detailed in the Role & Competency Profile for the position. HR is responsible for co-ordinating and keeping of training records. As some qualifications expire, the HR department should give due notice to the employee’s manager so that requalification can be planned and achieved.

ARRANGEMENTS

Risk Assessment

Risk Assessment is the key to accident and error control. It is the process that can estimate the magnitude of risk and decides whether the risk is tolerable or not acceptable. Where the risk is unacceptable, then appropriate control measures (such as eliminating the hazard or controlling the risk through documented procedures) must be implemented. All line managers must perform risk assessments on all tasks that pose a significant risk. The results of the assessment and any relevant control methods must be notified to all persons affected by the task. All assessments will be in line with the Management of Health and Safety at Work Regulations 1999 using the HSE '5' steps to risk assessment methodology. Records of assessments must be amended and reviewed as needed to ensure that control measures are relevant and up to date. Generic risk assessments (GRA) are available to assist in the process but will rarely be suitable and sufficient for all tasks in all circumstances. Full details regarding risk assessments are published in SESOP R2

Monitoring and Review

Monitoring and review is essential in ensuring the relevance and correct functioning of any system. This will include:

- The investigation of all accidents
- Regular formal area inspections by both management and/or the H&S Department
- Informal inspections by the management team
- Internal system audits by the Safety Department and QA.
- Feedback and communication with staff
- Consultation with TU Safety Representatives
- JPIG process reviews

Personal Protective Equipment

PPE will be provided free of charge in line with the results of identified risk. It is the Managers responsibility to identify the appropriate PPE for the task, and ensure its use. Employees are required to use PPE where required and maintain and store it appropriately. See SESOP P2 for further information.

Accident and Near Miss Investigation

Any accident involving staff, contractors or authorised visitors, which has or could have caused injury must be reported to the management. It is the line manager's and the Safety Department's responsibilities to ensure that all accidents are promptly investigated. It is important that during the investigation no blame is attributed so that the root cause can be correctly identified and corrective action implemented to ensure that re-occurrence does not occur.

Appointed Trade Union Safety Representatives should be informed of accidents as soon as is practicable, to allow them to carry out their own investigation. Persons involved in investigations are as follows:

<i>Injury Type</i>	<i>Persons involved in Investigation</i>	<i>Notifiable to the HSE (RIDDOR)</i>	<i>Persons responsible for notification to HSE</i>
<i>Minor</i>	Line Management	Only if person away from work for more than 3 consecutive days (inc Weekends)	Health and Safety Department
<i>Major</i>	Line Management and Health and Safety Department	Immediately	Health and Safety Department
<i>Death and Dangerous Occurrences</i>	Line Management and Health and Safety Department	Immediately	Health and Safety Department

The Internal Health and Safety Policy Implementation Board is responsible for monitoring trends within accident statistics and appointing persons responsible for corrective actions. Details of accidents are recorded on the appropriate form (AR1 and F2508) and kept for a minimum of seven years within the Safety Department.

SESOPS A1 & A2 give full guidance on accident recording and reporting.

Occupational Health

FSL operate a comprehensive occupational health programme to ensure the well being of its employees and direct agency contractors including sickness absence advice, health promotion, statutory & pre-employment medicals and health surveillance:

The primary purpose of the OH health surveillance programme is as follows:

- provide information to detect harmful health effects at an early stage, thereby protecting employees and confirming whether they are still fit to do their jobs;
- check that control measures are working well by giving feedback on risk assessments, suggesting where further action might be needed and what it might be;
- provide data, by means of the health records, and group anomalous records to detect and evaluate health risks and effectiveness of controls;
- provide an opportunity to train and instruct employees further in safe and

- healthy working practices, for example how to use personal protective equipment (PPE) properly; and
- give employees the chance to raise any concerns about the effect of their work on their health.

Workplace Inspections

Regular formal and informal inspections are one of the key ways in which hazards can be highlighted before causing accidents. Every employee has the responsibility to report uncontrolled hazards to their line management. Safety Inspections are to be carried out on a regular basis the frequency of which shall be as follows:

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|---|-----------|
| • Offices | 3 monthly |
| • Workshops, Stores & Docksid es | 4 weekly |
| • Ships/Vessels undergoing repair/refit / DED | Weekly |
| • Major Facilities (FM) contracts | Weekly |

or more frequently as directed on a project-by-project basis or through legal requirements. This formal, documented inspection of the workplace will be carried out by line management / Project Engineer, who can be assisted as needed, by the Health and Safety Department. Hazards highlighted will be given remedial actions and a timescale for implementation. A follow up inspection will be organised to ensure that the corrective actions are in place. The Health & Safety Dept will also carry out Safety Tours, Inspections and Audits of the workplace.

The inspection documentation, found on the intranet, must be retained for a minimum of three years.

Further information can be found in SESOP W 10 – Workplace Inspections

Audits

An audit is a systematic and, wherever possible, independent examination of systems to ensure whether activities and related results meet the requirements of the policy and whether these arrangements are implemented effectively. At determined intervals, the Health and Safety department will conduct departmental audits in line with this policy. The Health and Safety department is responsible for creating the internal H&S audit system and carrying them out.

A pre-audit self-assessment will be required to be completed by the Manager in charge of the department being examined prior to audit.

Defective systems will be highlighted in the audit report and corrective actions assigned with timescales. A follow up audit will be organised to ensure that deficiencies are corrected. The Health and Safety Department will keep audit reports and corrective actions for a minimum of three years. There will also be an external audit of the FSL Safety Management System annually.

SPECIFIC RISKS

Due to the complex nature of FSL operations, FSL SESOPS, QA Corporate Procedures, and QA Standard Operating Procedures provide detailed information on identified hazards, processes and risks. Some high level requirements are detailed below:

Fire and Emergency

Fire poses a specific risk for FSL employees due to the nature of the work that is carried out (e.g. frequency of electrical and hot work etc). In the event of a fire or other similar emergency (i.e. flooding or explosion) the prevention of loss of life or injury shall override all other considerations, such as saving properties and assets.

FSL recognises the importance of well-planned and rehearsed emergency procedures in order to ensure that everyone is aware of how to evacuate areas in the event of an emergency.

Line Managers must ensure that regular drills take place. Everyone has a responsibility to participate in the drills and to make sure they are familiar with the fire alarm and specific emergency procedures for that area or project. Everyone will be informed of the performance of fire drills via notice boards and team meetings/ toolbox talks. Contractors are to be informed of the general fire & emergency procedures through their line management sponsors during their local induction.

General fire risks and procedures are included as part of the formal staff induction process. Line managers are responsible for ensuring that there is a sufficient number of nominated staff in their areas or projects to assist in an emergency. The emergency telephone number is **2222 (Internal)**

FSL operate a Rescue Team to assist in Confined Space, at height, and casualty extraction emergencies.

The emergency procedures will be regularly reviewed and tested and records will be kept by the health and safety department.

Further information can be found in SESOPS, B7, F6, & F7. and Bomb Alert Orders.

First Aid

FSL is committed to providing sufficient numbers of first aiders to deal with accidents, injuries and ill health occurring at work.

First aiders will be trained by an organisation recognised by the Health and Safety Executive and will receive a first aid certificate valid for three years. The Occ Health Dept, whose role includes notifying line managers when a First Aider's certificate is about to expire so that requalification can be achieved, maintains records on current first aiders.

Specific first aid requirements for projects should be included as part of the risk assessment taking into account specific areas where injuries are possible, number of people involved, coverage for holidays or night work etc. Line managers are responsible for ensuring correct coverage within their departments and areas.

Names and locations of first aiders can be found on the information boards within offices, stores & workshops and on brows for ship project areas. First aiders are further identified by means of a first aider insignia on overalls and hardhat; non-industrial can wear a pin badge.

In the event of an injury, the nearest first aider must be contacted and will assist the injured person in line with their training. If the injury is beyond the scope of their competence, the emergency services must be summoned. An accident investigation should be implemented as soon as practicable. The Emergency Telephone number is **2222**. The FSL Occupational Health Nurse can provide assistance and information to 1st aiders during core working hours. A 1st aid room is also available in the Occupational Health Centre during core hours.

First aid kits will be provided for use by the first aiders. The first aiders are responsible for ensuring that adequate first aid materials are available in their working areas. SESOP F1 gives further information.

Imminent Danger

Due to the nature of the work carried out by FSL, there may be times where a situation will pose a threat to a person or equipment. These may include terrorist / bomb threat or planned emergency situations i.e. PORTNUSAFE. Emergency planning should be included as part of the project risk assessment and information on controls communicated to those concerned in addition to Naval Base personnel. Full attention must be given to Naval Base Standing Orders chapter 14 - emergencies.

Contractor Control

FSL employs a number of specialists and contractors to successfully guarantee the quality and timeliness of its work. FSL is committed to ensuring contractors and temporary staff are given the same standard of protection as staff on site. It is also recognised that to guarantee quality and safety during projects, contractors must have the same commitment to these standards as FSL. Therefore each contractor firm must be vendor rating approved to ensure that

systems such as risk assessments, an adequate safety policy and accident investigation are part of their management system before work commences. The H&S Department will conduct this part of the vendor rating. Once accepted, contractors must submit method statements (which will be analysed by Project Management assisted by the safety department as required) as to how they intend to carry out the specific work scheduled, including specific chemicals and equipment to be used. These method statements must be analysed by FSL project management to ensure that the method is adequate and that it will not interfere with any other activities in the immediate area before implementation. Revisions by the contractor may then be made.

Contract organisations are expected to communicate and cascade information to their own staff of FSL's general health and safety requirements as set up in the contractor control code of practice. If specific information or communication is required, the project management has responsibility for this.

The project management is responsible for the monitoring and supervision of contractors on site and for the local on site-specific induction process. FSL will be involved with the accident investigation after an injury to a contractor on site.

All contractors must undergo a full induction before being granted permission to start work on site. A blue serialised 'T' card will be issued following attendance at induction. When visiting MoD operated buildings or facilities, FSL staff and sub contractors will be required to comply with the MoD 4'C's system for contractor control.

Young Persons

FSL has given specific consideration to the health and safety risks associated with the employment (including work experience) of persons under the age of 18. The policies and procedures covering the health and safety of staff are sufficient for managing most risks. However young persons will be restricted from working with heavy plant and some chemical cleaning activities. It is important that when young persons are involved in any work that the area's risk assessments are scrutinised to see if any of the risks would be unsuitable. The Health and Safety department also requires notification to ensure that the arrangements are suitable.

Special considerations should be given to information and training of young persons due to their lack of workplace experience and maturity. Line management is responsible for ensuring that appropriate information, instruction, training and supervision are given to young persons. SESOP A8 gives further details.

Hazardous Chemicals

Many hazardous chemicals are used within FSL both by staff and contractors. It is imperative for any chemical that is known to have a significant health risk (e.g. Is labelled as hazardous or is known to have other health effects) to be assessed prior to use in line with the Control of Substances Hazardous to Health Regulations, 2002 and 2005 amendments (COSHH). Responsibility for this lies with the Manager in charge of the operation. The results of the risk assessment will help formulate the control strategies that can be used reduce risks to an acceptable level. Persons working with these chemicals are required to know the risks associated with the use of these chemicals, the methods for its safe use and any emergency procedures. This is normally achieved through training and access to the materials safety data sheet. COSHH assessment training should be organised through HR.

When working with some chemicals, it may be necessary to monitor the environment so that occupational limits are not exceeded. The FSL H&S Department can organise Occupational Hygiene monitoring.

Certain chemicals require the users to be subject to health surveillance, records will be kept confidential by the Occupational Health Department for a minimum of 40 years. SESOP C10 gives further details about COSHH.

Work Equipment

One of the primary hazards experienced within FSL comes from the amount, and often-complex machinery used. It is imperative that when machinery is chosen or purchased, it is the correct piece of equipment for the job. FSL recognises that maintenance and inspection of equipment forms an important safety system. Therefore it is the equipment's user who is responsible for performing a patent inspection, looking for visible defects, before use. Each significant piece of equipment also requires maintenance, the frequency of which will be dependent upon several factors including frequency of use and manufacturers recommendations. FSL recognises that legal requirements for maintenance and inspections are a minimum standard only.

Each equipment user will be trained (or selected on the basis of previous training). Training for specific equipment must include:

- Normal and general use of the equipment,
- Limitations,
- Procedure should the machine malfunction,
- Maintenance and inspection requirements.

Reports and maintenance records will be kept for a minimum of three years, unless statutory requirements supersede this. FSL will comply with the Provision and Use of Work Equipment Regulations 1998, the Lifting Operations & Lifting Equipment Regs 1998 and other statutory requirements as a minimum.

SESOP M7 gives further details.

Noise

Certain types of work produce significant noise; this is further enhanced when work is being carried out indoors. The Control of Noise at Work Regulations 2005 has specific exposure limit and action values designated.

FSL commits to regularly assessing work areas to ensure that the correct controls are in place.

If hearing protection is advisory for the area then personnel are advised of this and hearing protection is available to those who require it. Hearing protection is freely available from Stores.

Should hearing protection be mandatory then the area must be thoroughly signed and the wearing of hearing protection enforced.

All staff requiring hearing protection are to be trained in its use and capabilities.

Health surveillance may be required to monitor the effectiveness of control measures and to highlight hearing problems within individuals so that action can be taken to reduce hearing degradation.

SESOP N2 gives further details.

Manual Handling

Manual Handling can be described as the movement or support of a load by hand or by bodily force. This includes lifting, lowering, carrying, pushing and pulling an object.

FSL will ensure that operations involving significant manual handling are fully assessed in line with the Manual Handling Operations Regulations, 1992. The first strategy to be considered after the assessment is avoidance of the move; this may involve mechanical aids or reorganisation of the job. Should avoidance not be reasonably practicable, and then other control measures are to be employed to reduce the overall risk. Information as to the risks involved in the operation and the control measures to be used should be communicated to those involved. The responsibilities to risk assess manual handling operations lies with the Manager in charge of the operation. Training should be organised through HR. SESOP M4 gives further details.

Disabled Workers

A disabled person is defined within the Disability Discrimination Act guidance as a person with 'a physical and mental impairment, which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities'.

FSL aims to provide full and fair opportunity for employment of disabled applicants and to ensure, through training and practical assistance where required, their continued employment and promotion. Employees who become disabled will be accorded every possible opportunity for maintaining their position

or for re-training if appropriate. Further information can be obtained from the Human Resources Department.

FSL's policy has been prepared to ensure a safe and healthy environment for all employees. It stipulates that those employees who require extra equipment, facility or assistance, both routinely and in an emergency, will have such needs met.

Stress

Stress is the general term used for the negative reaction of individuals to excessive and constant pressures. The Health and Safety at Work etc. Act, 1974 sets a generic requirement on employers to provide the means to manage the risks of stress at work.

FSL recognises that not all stress is work related. However, where possible, stress related risks will be assessed and reduced or controlled within the organisation.

Where a member of staff has a known history of stress related illness; their working conditions are to be assessed. Before their return to work they are to be assessed by the FSL occupational health physician / or external psychologist.

Pregnant Workers

FSL recognises that new and expectant mothers are exposed to specific health and safety risks at work (e.g. Manual handling, fatigue, and certain chemicals). Special consideration will be given to women who are pregnant, have recently given birth or are breast-feeding.

Risk assessments for this person must be reviewed to ensure that the risks experienced by this person are not increased. Should the risks be raised then steps should be taken to reduce them. This may include reducing the time spent working with certain chemicals or excluding them from certain tasks. The H&S dept can assist in the preparation of risk assessments for pregnant workers.

Anyone returning to work after pregnancy should be passed fit to return by their physician or an occupational health specialist. New starters should inform their line manager that they are pregnant or breast-feeding and be passed fit to work prior to appointment.

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Machinery and Machinery Guarding	SESOP M.7	B	Safety Team with MFW
Medicals	SESOP M.8	B	Occupational Health Nurse
Mobile Phones	SESOP M.9	A	Mobile Phones (Transport)
Noise	SESOP N.2	C	Safety Team & IMS Officer (Noise Assessor)
New Products and Procedures	SESOP N.3	B	Safety Team
Nuclear Procedures and Radiation Control	SESOP N.4	B	Dave Charles
Safety Notice boards	SESOP N.5	C	Safety Team
Overhead Travelling Cranes	SESOP O.1	B	Central Registry of Lifting Gear Manager
Oils and Greases (Safe Handling)	SESOP O.2	B	Occupational Health
Openings in Decks and Walkways	SESOP O.3	B	Facilities Compliance

			Manager
Occupational Health	SESOP O.5	A	Occupational Health Nurse
Office Safety Instructions	SESOP B7 Refers		
Pollution of Docks, Locks and Basins	SESOP P.1	B	Facilities Compliance Manager
Protection of the Person (PPE)	SESOP P.2	B	Safety Team
Paint Applications	SESOP P.3	B	Support Trades Manager
Pressure Systems	SESOP P.4	C	Safety Compliance Manager
Portable Electrical Equipment (PAT)	SESOP P.5	D	Electrical Test Supervisor
Power Brake Regulations	SESOP P.6	B	Safety Team
Permits to Work	SESOP P.7	C	Safety Team
Power Operated Work Platforms (all types)	SESOP P.8	B	Central Registry of Lifting Gear Manager
Pests	SESOP P.9	B	Safety Team
Radiological Protection (NDE)	SESOP R.1	B	Dave Charles
Risk Assessments	SESOP R.2	C	Safety Team
Radiation Control (General)	SESOP R.3	B	Radiation Safety Officer
Working on Roofs	SESOP R.4	B	Facilities Compliance Manager
Work Related Road Safety Policy	SESOP R.5	A	Deputy Head of Logistics
Ships Safety Plans	SESOP S.1	C	Safety Team with Ship Repair
Scaffolding and Temporary Wooden Ladders - Currently being reviewed. Temporary Notice issued (click here)	Notice	B	Safety Team
Ships in Dock (Responsibility)	SESOP S.3	B	Dock Master
Safety Representatives	SESOP S.4	B	Safety Team
Safety Information File	SESOP S.5	A	Safety Team
Skips and Waste Containers	SESOP S.6	B	Central Registry of Lifting Gear Manager with Facilities Management

Stores	SESOP S.7	B	Business Manager Warehousing
Ship and Shore Installations (Safe Systems of Working)	SESOP S.8	B	Waterfront Manager
Snow and Ice Clearance	SESOP S.10	B	Facilities Compliance Manager
Safety Signs and Colours	SESOP S.11	B	Safety Team
Safety Belts, Harnesses and Lanyards	SESOP S.12	B	Central Registry of Lifting Gear Manager
Sewage	SESOP S.14	B	Facilities Compliance Manager
Spill Response	SESOP S.15	C	Environmental Officer
Health & Safety Responsibilities	SESOP S.17	B	Safety Team
Safe Storage and Stacking	SESOP S.18	A	Safety Team
Training of Industrials and Non-Industrials	SESOP T.1	B	Human Resources Executive
Transport and Traffic in the Naval Base	SESOP T.2	B	Business Manager Transport
Tag - Out Procedure (Ships only)	SESOP T.3	D	Ship Warden Manager
Toxic Fumes	SESOP T.4	B	Occupational Health Nurse
Toilet and Washing Facilities	SESOP T.5	B	Facilities Compliance Manager
Tool Box Talks	SESOP T.6	A	Safety Team
Trailers - Selection, use & maintenance	SESOP T.7	A	MT Operations Manager
Drinking Water & Contamination	SESOP W.1	C	Environmental Officer
Warning Notices	SESOP W.2	D	Safety Team
Weapons and Radio Equipment (SHIPHAZ)	SESOP W.3	C	DTO Executive
Working Alone	SESOP W.4	B	Safety Team with Human Resources Executive
Waste Management	SESOP W.6	B	Facilities Compliance Manager
Hazardous Waste Management and Disposal	SESOP W.8	C	Environment/ Energy Manager

Working at Height	SESOP W.9	B	Facilities Compliance Manager
Workplace Inspections	SESOP W.10	C	Safety Team

Annex B

Portsmouth Naval Base Governance Structure

