

# The Baha Mousa Public Inquiry

Inquiry Chairman: The Right Honourable Sir William Gage

## Statement of organisation and arrangements for safety, health, environment and fire (SHEF)

### Introduction

1. The Baha Mousa Public Inquiry is an independent public inquiry established by the Secretary of State for Defence under section 1 of the Inquiries Act 2005. A Management Statement has been agreed between the Ministry of Defence and the Inquiry Secretary to ensure that clear roles and responsibilities are in place to facilitate the smooth running of the Inquiry.
2. Annex C to the Management Statement provides that the Inquiry Secretary should produce a short Statement of Organisation and Arrangements to describe how SHEF risks are being managed within the Inquiry. This document fulfils that provision.

### Policy

3. The policy for the Management of Safety, Health and Environmental Protection set out in this document has been determined by the Chairman and Secretary to the Inquiry and is consistent with the policy issued by the Secretary of State for Defence. It demonstrates the importance that the Inquiry's management attaches to the protection of the environment and of the health, safety and welfare of all personnel, visitors and contractors to the Inquiry's premises, including the public, who are entitled under statute to attend the Inquiry's hearings.
4. The prevention of injury, loss, ill health and environmental damage is based upon the systematic identification of significant hazards and environmental impacts and is an integral part of the management of activities undertaken by the Inquiry. It is achieved by the provision and compilation of suitable and sufficient risk assessments and by the provision and maintenance of the building and fire, safety and related equipment.

### Task

5. It is everyone's responsibility to aim to achieve a safe and healthy place of work, to prevent damage to the environment and to reduce the consumption of energy. All personnel, visitors, contractors and members of the public are to:
  - (a) act responsibly;
  - (b) do everything possible to safeguard themselves and others;
  - (c) co-operate with others to enable compliance with safety requirements;

- (d) not misuse anything provided in the interests of health, safety, environmental protection or fire safety; and
- (e) report incidents/practices which constitute a potential SHEF hazard to line management.

## Organisation

6. The Government Actuary's Department (GAD) is the head leaseholder for Finlaison House and Mitie Ltd is the Facilities Management Contractor. They are responsible for the building under systems including:
  - statutory assessments (e.g. lifts);
  - portable electrical appliance testing;
  - workplace inspections
  - fire, safety; and
  - environmental protection (e.g. energy and waste management).
7. Responsibility for the above SHEF matters within Finlaison House rests with the, Head of Building and Facilities Team, Government Actuary's Department, and the, Facilities Co-ordinator, Mitie Facilities Management.
8. Frances Currie, Deputy Secretary (Administration), is the Inquiry's contact on these matters. She has ready access to CESO(CTLB) for Health and Safety advice.
9. The Inquiry has retained responsibility for First Aid and Accident Reporting. The Inquiry has a First Aid representative but overall responsibility rests with Frances Currie. Reports are completed in the Accident Book for GAD so they have information relating to incidents in the building and to MOD.

## Arrangements

10. Safety, Health, Environmental Protection and Fire Safety are everyone's responsibility. The Deputy Secretary (Administration) is responsible to me for applying the Inquiry's policy for SHEF management throughout the Inquiry's premises. The SHEF management systems are set out in the Inquiry's Office Handbook and Statement on Security Policy, both of which are made available to all staff, as is this document. A redacted version of this document and the Statement on Security Policy are available on the Inquiry's website for information for the public and other visitors to the Inquiry. All visitors to the Inquiry's premises, including the public admitted to hearings, will receive written information about health, safety and fire issues, as set out in the Statement on Security Policy.
11. The Deputy Secretary (Administration) will liaise with the MoD's SHEF advisors about any training or advice which she or other members of the Inquiry staff may need in order to carry out their duties under legislation or the Inquiry's policy.

12. I will monitor the SHEF management system on a regular basis, and at least three times a year. External audits are inappropriate given the relatively short life span of the Inquiry.

**Lee Hughes**  
**Secretary to the Inquiry**