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**ACSO  
3235  
(FIRST EDITION)**



**ARMY**

**ARMY COMMAND STANDING ORDER**

**NO 3235**

**AUTHORISATION OF COMPARABLE ACTIVITIES WHICH ARE NOT  
CATEGORISED AS ADVENTUROUS TRAINING OR SPORT**

**ISSUED FEBRUARY 2018**

**Sponsored By:**

**Authorised By:**

**Director Personnel**

**Deputy Chief of the General Staff**

# ARMY COMMAND STANDING ORDER NO 3235 (FIRST EDITION)

## AUTHORISATION OF COMPARABLE ACTIVITIES WHICH ARE NOT CATEGORISED AS ADVENTUROUS TRAINING OR SPORT

### Introduction

1. Observations by the House of Commons Defence Select Committee (HCDSC) inquiry into Deaths in Training led to a review of the safety and coherence of Adventurous Training (AT) and Sport. Subsequently, the Head Training, Education, Skills Recruiting and Resettlement (Hd TESRR) Paper<sup>1</sup> was endorsed by the Defence Safety Committee (DSC) on 8 Jun 16, along with direction to incorporate the DSC endorsed amendments into policy<sup>2, 3</sup> by 31 Mar 17.

2. As a result, AT and Sport have now been clearly defined and categorised. However, some activities which still have military benefit and are considered of value to the Army Chain of Command (CofC), now fall outside the categorisation of AT and Sport. TESRR policy makes provision for each single Service (sS) to provide direction and guidance to their respective CofC on how such activities can be authorised and conducted.

### Aim

3. The aim of this ACSO is to outline the procedures for the authorisation and conduct of activities which, by their very nature, are comparable to AT and/or Sport but are not categorised as such within [JSP 419](#) and [JSP 660](#).

### Scope

4. The direction within this ACSO applies to all members of the Regular Army, the Army Reserve and members of other Services attached to Army units when participating in events/activities authorised by the Army CofC. It does not apply to the Army Cadet Force (ACF) or Combined Cadet Force (CCF).

### Conditions

5. Within the Army, the conditions required for the conduct of events/activities that are not categorised in [JSP 419](#) (Category 1 or 2 AT) or [JSP 660](#) (Category 1, 2, 3 or 4 sport) are as follows:

a. **Types of Activity.** Due to the broad spread of events/activities it is not possible to provide a definitive list however examples that could be considered by the CofC are listed at [Annex A](#) (the list is not exhaustive).

b. **Criteria.** When determining whether an event/activity is in scope for consideration, the following criteria must be achieved:

(1) The event/activity must be team-based<sup>4</sup> and demonstrate a benefit to Defence through the achievement of specified objectives and the personal development of the team members participating. This must include the promotion of at least 2 or more of the following:

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<sup>1</sup> [TESRR/AS&S/10 – Review of Adventurous Training and Sport - Safety and Coherence dated 25 May 16.](#)

<sup>2</sup> [JSP 419 – Adventurous Training in the UK Armed Forces](#)

<sup>3</sup> [JSP 660 – Sport in the UK Armed Forces](#)

<sup>4</sup> 'Team-based' means that there must be a minimum of 2 Service Personnel authorised to participate in the activity.

- (a) Physical fitness.
- (b) Teamwork.
- (c) Leadership.

(2) The event/activity must challenge each participant and promote personal development; primarily recreational or social activities are not to be authorised.

c. **Charitable Fund-Raising.** Raising money for charity must not be the primary reason for the event/activity, nor must it be a mandatory requirement for participation. A contribution to charity must not be part of an event/activity entry fee.

d. **Safety.** As described within policy<sup>5</sup> a Safe System of Training (SST) which considers the 4 elements of; 'Safe Practice, Safe People, Safe Place and Safe Equipment' must be established. Safety standards must be equal to or exceed those that the military would expect in similar circumstances. Where this cannot be ensured or doubt exists, the event/activity must not be authorised. Examples are:

(1) Ensuring that personnel have completed a Service-recognised swimming test if the event/activity is to be conducted in or on water in accordance with existing policy<sup>6</sup>.

(2) Ensuring that individuals are wearing appropriate levels of Personal Protective Equipment (PPE). For example, the wearing of PPE that is mandated when conducting any form of military training but is not stipulated for a civilian event/activity then the level of PPE required by the military should not be reduced.

(3) Complying with policy<sup>7</sup> when assessing the anticipated environmental conditions before and encountered during the event/activity.

e. **Risk Assessments.** A detailed risk assessment (on [MOD Form 5015](#)) must be completed by a competent person in accordance with [JSP 375](#)<sup>5</sup> and subsequently considered by the authorising officer<sup>8</sup>. The risk assessment must consider all components of deployment on the event/activity, including travelling to and from the location of the event/activity. The risks and control measures must be made known to the participants and the situation must be dynamically assessed throughout the event/activity.

f. **Duty Holding and Duty of Care.** All events/activities must be subject to the direction and guidance within policy<sup>9</sup>. Duty of Care (DoC) applies to all activities, however if an activity is assessed as Risk to Life (RtL) then the appropriate levels of Duty Holding (DH) must be applied in accordance with policy for DH in the Army<sup>10</sup>.

g. **Risk to Life Register.** Any event/activity that is assessed as RtL must be recorded on the unit RtL register.

h. **Experience and/or Competence.** Participants must be able to demonstrate experience and/or competence<sup>11</sup> in the proposed activity; this could be demonstrated through the presentation of a log book, certificate or other form of recorded evidence. Authorising officers must be satisfied that participants are appropriately prepared and, if necessary, qualified to participate in the event/activity.

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<sup>5</sup> [JSP 375 – Part 2, Volume 1, Chapter 40 – Military Training for Land Systems](#)

<sup>6</sup> [AGAI Vol 1 Chap 18 - Safety Precautions in Water](#)

<sup>7</sup> [JSP 539 – Heat Illness and Cold Injury: Prevention and Management \(May 17\)](#)

<sup>8</sup> The CO or the 2\* will be the authorising officer IAW the 'Decision Matrix' process.

<sup>9</sup> [DSA 01.1 – Defence Policy for Health, Safety and Environmental Protection](#)

<sup>10</sup> [DH in the Army OpO 14/002](#)

<sup>11</sup> Guiding principles of assessing experience or competence could be but not limited to: previous attendance at the event, maturity and military experience of the team, qualifications and transferrable skills.

i. **Fitness and Medical Standards.** As control measures to mitigate risk, the following fitness and medical standards are to be applied:

(1) **Fitness Standards.** As a minimum, participants are to be in-date for their respective Service fitness assessment. Depending on the event/activity, authorising officers could request a higher level of preparedness to be demonstrated if required. Should this be the case, authorising officers should seek advice from a Royal Army Physical Training Corps Instructor.

(2) **Medical Standards.** In principle, all participants are to be graded Medically Fully Deployable (MFD). However, it is recognised that some individuals without an MFD grading may be more than capable of participating in an event/activity. Authorising officers are to assess the medical status of all participants and seek medical advice if they are unsure of an individual's ability to participate.

j. **Duration.** Events/activities will normally be short in duration, lasting up to 7 days. However, having determined the military benefit, authorising officers may consider an event/activity of longer duration, but not more than 14 days. This must include all periods of travel, familiarisation, acclimatisation and/or on-site preparation prior to the start of the event/activity and any post-event/activity recovery.

k. **Frequency.** In principle, individuals may only be authorised to participate in two short duration events/activities (up to 7 days) or one long duration event/activity (8-14 days) in each financial year.

l. **Location or Destination.** The following points apply:

(1) **General.** Event/activity organisers should select activities within their home theatre<sup>12</sup>. However, events/activities conducted overseas may be considered, but will not attract the same levels of public funding, especially for travel (see para 7.a.(1)).

(2) **Travel and Subsistence.** All events/activities conducted overseas must be non-publicly funded. This includes all elements of travel and subsistence, including home theatre from duty station to point of disembarkation and the equivalent return journey.

(3) **Land Clearance in UK.** In accordance with policy<sup>13</sup>, activity organisers are to determine whether Land Clearance is required for their proposed event/activity and submit an application through the respective Regional Point of Command (RPOC) HQ that covers the location of the event/activity. If unsure, respective RPOC HQ G7 Branches should be consulted.

(4) **Overseas In-country Clearance.** Where an event/activity is taking place outside the home theatre, the Activity Organiser/Participation Co-ordinator<sup>14</sup> must obtain in-country clearance from the Defence Attaché at the Embassy of the destination country. This must be conducted well in advance of the proposed activity. Contact details can be found within the Defence Directory<sup>15</sup>.

(5) **Accidents/Incidents.** All accidents and incidents are to be managed and reported in accordance with [LFSO 3216](#) and if applicable [JSP 751](#).

(6) **Medical Action Plans.** All Activity Organisers/Participation Co-ordinators are to develop a comprehensive Medical Action Plan (MAP) in accordance with [LFSO 3215](#); it

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<sup>12</sup> UK, Germany, Cyprus etc.

<sup>13</sup> [JSP 362 – Defence Lands Handbook](#)

<sup>14</sup> An 'Activity Organiser' is a military individual who is organising a military event/activity under the direction of his/her CofC IAW this ASCO. A 'Participation Co-ordinator' is a military person who is coordinating/leading a military team under the direction of his/her CofC in a civilian or military organised event IAW this ASCO.

<sup>15</sup> [DE Strategy – Overseas Directory](#)

is essential that the MAP is well known to key unit personnel and all individuals conducting/involved with the event/activity.

(7) **Overseas Medical Facilities.** As part of the MAP it is recommended that event/activity organisers/coordinators contact the in-country DA staff to establish the country's medical facilities, emergency process and other medical matters. This information and the medical sequence to be followed needs to be included in the MAP and incident/accident plan. It is the Authorising Officer's responsibility to ensure that a comprehensive MAP is developed; the CofC must not rely totally on the civilian event/activity medical plan. If through the MAP process it is decided that group medical insurance is required then Army Commercial Branch must be consulted in the first instance as this will require a contract placement.

- m. **Personal Insurance.** If correctly authorised in accordance with this ACSO and participants are thus placed 'On Duty', they will be covered by the MOD's self-insurance arrangements whilst participating in the specific event/activity. However, individuals are strongly recommended to have personal accident and liability insurance to cover any occasions when they are not directly participating in the activity (such as periods of stand-down/time off or other activities not directly related to the authorised event/activity).
- n. **Equipment Insurance.** Additionally, equipment Insurance is strongly recommended to cover the loss or damage to personal and military issued equipment that may occur during any event/activity authorised under this ASCO; the MOD is not liable for the cost of insuring personal effects or issued military equipment. Claims in respect of uninsured losses will be considered on an individual basis and limited compensation may be offered, strictly on an ex gratia basis.
- o. **MOD Insurance and Duty Travel.** Under Government legislation the MOD's liability towards its passengers is restricted to approximately £75,000. If individuals wish to obtain increased cover they should take out further insurance at their own expense. Please refer to [MOD Insurance for Duty Travel](#) for further guidance.
- p. **Combining Activities.** To maintain clarity of funding lines, the practice of combining activities together (ie blending the activities articulated within this ACSO with categorised Adventurous Training, categorised Sport, or a Battlefield Study) is not to be authorised.
- q. **Civilian Participation.** With the exception of the use of key enablers, civilian participation (including MOD Civil Servants and Contractors) is not to be authorised for events/activities being considered in accordance with this ACSO.
- r. **Use of Key Enablers.** For some events/activities authorised under this ASCO there may be the requirement for a key enabler<sup>16</sup>. The use of a key enabler to facilitate activities is limited to those already in the employment of MOD as Crown Servants (Military/Civilian) or through call-off contracts.
- s. **Fee Earners.** If a key enabler is not sourced from the above means then units can use the 'Fee Earners Engagement' process, however approval for this must be through the [Fee Earner Engagement HR Form 161](#)<sup>17</sup>.
- t. **Route to Market.** It is important to note that the payment for goods or services using public funds should be through the Commercial route to market process and Contracting, Purchasing and Finance (CP&F). This also applies to travel activity that has been given a HRG travel exemption.

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<sup>16</sup> Instructor, Guide, Skipper etc.

<sup>17</sup> Authority to engage 'On Payroll Fee Earners' is delegated to BLB holders; within their limits in the Army HLB Delegation Matrices. For all 'Off Payroll Fee Earners' requirements all cases are be staffed to Army Scrutiny Approval Team (ASAT) for approval by Hd Fin.

u. **Duty Status.** If correctly authorised in accordance with this ACSO, then Service Personnel will be 'On Duty' whilst participating in the specific authorised event/activity.

6. **Pre-Training.** Authorised events/activities may require some form of pre-training to conform to the SST. If required, all pre training must be conducted within the spirit of the Direction and Guidance (D&G) within this ACSO.

## Funding

7. No additional funding will be introduced by the Army TLB for the conduct of these events/activities; expenditure must be met from existing financial resources. If correctly authorised, some elements of public funding may be used from existing resources to help offset the cost of participation but this must be approved by the appropriate budget holder. Any shortfall in public funding is to be met from non-public funds. The applicability of funding sources is as follows:

a. **Public Funds.** The applicability of specific sources of public funds within local Control Totals (CT) are as follows:

(1) **Travel.** Travel at public expense from the unit travel budget can only be authorised for events/activities conducted within the home theatre; overseas travel can only be conducted at non-public expense. Travel is to be by the most economic method and should be based on collective arrangements whenever possible.

(2) **Subsistence.** In accordance with [JSP 752 Parts 1 & 2](#) day and night subsistence allowances are not eligible. Military accommodation must be used in the first instance. Where military accommodation is not available, accommodation costs are to be met from non-public funds<sup>18</sup>.

(3) **CILOR.** If military accommodation that provides catering or Pay As You Dine (PAYD) facilities is not available, then CILOR can be authorised and must be applied for through respective Log Sp Food Services departments.

(4) **Local Overseas Allowance (LOA) and Longer Separation Allowance.** In accordance with [JSP 752 Part 2](#) LOA and LSA allowances are not eligible. Note paragraphs<sup>19</sup> of [JSP 752 Part 2](#) for other allowances/charges that may affect individuals whilst away on activities under this ACSO.

(5) **COPF/ECOPF.** COPF and ECOPF may be authorised to help offset the cost of participation however it must not be used to pay for event entry fees. The unit allocation from COPF or ECOPF for each participant is not to exceed the annual allocation per head, per financial year.

b. **Non-Public Funds.** Where public funds do not meet the expected costs of the activity, shortfalls must be met from non-public funds. Potential sources of non-public funds include, but are not limited to, the following:

(1) **PRI Funds.** Many units have a regimental fund and activity organisers may consider applying to the fund manager for an allocation of non-public money.

(2) **Corps Funds.** Many Corps Associations have a non-public fund and activity organisers may consider applying to the fund manager for an allocation from the fund.

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<sup>18</sup> For example, the use of campsites is permitted but costs must be met from non-public funds.

<sup>19</sup> Para 04.0710 for HDT, GYH(T) Para 05.0512 and for food charges Para 07.0211 k/l.

(3) **Sponsorship.** Any applications for sponsorship must be in accordance with policy<sup>20</sup> and advice must be sought from Army Corporate Governance at the earliest opportunity. There is a requirement to report all core and non-core sponsorship activity above £5K as part of quarterly returns to MOD, submitted through Army Corporate Governance<sup>21</sup>.

(4) **Personal Contributions.** Having expended all efforts to identify sources of funding, a personal contribution may still be required to participate in the event/activity. The level of personal contribution will be wholly dependent upon available public or non-public funds and at the discretion of the authorising officer.

## Authorisation

8. All activities within the scope of this ACSO are to be authorised by the Commanding Officer (CO) of the individuals participating. The following principles will apply:

a. **Decision Matrix.** It is anticipated that many selected events/activities will incorporate risk; either physical, reputational, or both. When determining the level of risk involved the CO is to use the guidance at [Annex B](#) when making a judgement. Three levels of risk are defined which are linked directly to a hierarchy of authorisation<sup>22</sup>:

(1) **Low Risk.** Activities assessed as Low Risk can be authorised by the CO.

(2) **Moderate Risk.** Activities assessed as Moderate Risk require elevation to 1\* HQ for subsequent advice<sup>23</sup> and oversight before a CO makes a decision on authorisation.

(3) **High Risk.** Activities assessed to be High Risk will require a Military Judgement Panel (MJP) to be convened by the unit's 2\* HQ. Guidance on the attendance and conduct of the MJP is provided at [Annex C](#). The MJP must authorise the activity for it to proceed.

b. **Single Unit Activities.** The CO of the unit conducting the event/activity, or who has unit personnel participating in an event/activity, must endorse the activity or proposed participation and is responsible for ensuring compliance with the direction within this ACSO. The CO is responsible for appointing a suitable Officer, Warrant Officer or NCO to be the event/activity responsible person<sup>24</sup> for the 'Duty of Care' of all participants. The CO must ensure that the event/activity has been properly authorised in accordance with this ACSO.

c. **Multi-Unit Activities.** Where participating individuals come from more than one unit, then a lead unit must be appointed. The CO of the lead unit must ensure that the activity has been properly authorised in accordance with this ACSO. The CO of the lead unit is responsible for appointing a suitable Officer, Warrant Officer or NCO to be responsible for the Duty of Care of all participants. Service Personnel from other units must complete [Annex D](#) (signed by their CO) and forward the Annex to the lead unit's activity organiser/participation coordinator to confirm authorisation for their involvement.

d. **Joint Services Environment.** This ASCO is Army policy, therefore in Joint Services units Navy and RAF personnel can only take part in an event/activity if they are under the command of the Army CO or Army 2\* HQ authorising the event/activity. Army personnel within the joint environment, under Navy or RAF command, should not be disadvantaged.

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<sup>20</sup> [JSP 462 – Part 2, Chapter 7 – Sponsorship](#)

<sup>21</sup> [Army Corporate Standard 07 – Sponsorship](#)

<sup>22</sup> A 3 layered assurance approach that involves an elevation up the CofC as the risk increases. This provides assurance and risk management oversight IAW the DH construct.

<sup>23</sup> From a Suitably Qualified and Experienced Person (SQEP) or Subject Matter Expert (SME). The Duty Holding CofC can also seek advice from SQEPs or SMEs outside of their CofC from other organisations such as ASCB and HQ ATG(A) and may be signposted to other organisations for SQEP/SME advice.

<sup>24</sup> This person must be in attendance and taking part in the event.

These personnel may be authorised to participate in an event/activity at their own commander's discretion following the direction and guidance within this ACSO.

- e. **Part One Order Action.** Authorisation to participate is to be recorded on unit Part One Orders.

## Reporting

9. To maintain visibility of the types and volume of activities being conducted under the scope of this ACSO, all activity/event organisers/coordinators are to complete a short questionnaire. To ensure the activity organiser/coordinator has the relevant information to hand when completing the questionnaire, the question set is at [Annex E](#).

10. **Post Exercise Report (PXR).** A PXR is to be produced and retained by the authorising unit; this will help with learning accounts, future planning and cost capture. The list below is not exhaustive but provides a guideline of areas to be covered:

- a. All the aspects in the table at [Annex E](#).
- b. Lessons identified with recommendations.
- c. Cost Capture showing public and non-public expenditure.
- d. Accident or Incidents.

11. **Media Plan.** All activity organisers/coordinators are strongly encouraged to consider a Media Plan, this is to produce positive media coverage in order to sell the Army message to aid retention and recruitment.

## Advice

12. Whilst the CofC is responsible for determining whether to authorise these activities, general advice on the concepts introduced in this ACSO can be obtained from:

SO2 AT & Sport Policy  
Army Individual Development (IDev) Branch  
Tel: 94393 7584 (01264 887584)  
Email: [ArmyIDev-CD-PD-ATSport-SO2@mod.uk](mailto:ArmyIDev-CD-PD-ATSport-SO2@mod.uk)

Annexes:

- A. Provisional Status of Common Activities.
- B. Guidance for Commanding Officers When Determining Risk Levels.
- C. 2\* HQ – Military Judgement Panel (MJP) Composition and Considerations.
- D. Certificate of Authorisation for Multi-Unit Activity.
- E. Activity Recording – Question Set.

Appendix:

- 1. Appendix 1 to Annex C – MJP Event Assessment Form.



## **PROVISIONAL STATUS OF COMMON ACTIVITIES**

1. The table below provides guidance to the chain of command with example activities that **could** be considered to be within scope of this ACSO. Conversely, activities that are not to be authorised are also listed.
2. Where activities are not to be considered for authorisation, this does not preclude Service Personnel from participating Off Duty (in their own time, at their own expense and at their own risk). Should this be the case, then personnel are strongly encouraged to ensure they have suitable levels of personal accident and liability insurance as the MOD will not be liable.

<b>Can be considered for Authorisation</b>	<b>Cannot be considered for Authorisation</b>
The 3 Peaks Yacht Race	All Civilian Obstacle Course Races (including): (see note 1) Tough Guy Tough Mudder
The Scottish Islands Peaks Race	
Race the Sun	
RA Adventure Race	All Charity Fundraising Events (including): Cateran Yomp PARAs 10 (both Run & Tab events) Spean Bridge Commando Speed March Trailwalker UK <sup>26</sup>
Organised Ultra-Distance Endurance Events	
Cycle Touring (including) <sup>25</sup> John O’Groats to Land’s End Other ‘multi-day’ touring routes	

### **Note:**

1. Army position on Obstacle Course Racing (OCR):
  - a. OCR is not recognised as providing a Safe System of Training (SST). When military training on obstacle courses is conducted, appropriate levels of clothing (i.e. boots with a heel, full body coverage) and equipment (helmets) are worn to protect the individual. During OCR, helmets are not worn and individuals race in shorts and T-shirts (or similar). It would be difficult to justify authorisation to participate given the 2 different levels of ‘Duty of Care’.
  - b. Many events involve crawling through mud pits, scrambling under barbed wire, jumping through fire, etc. This does not provide for a ‘safe’ activity.
  - c. Military obstacle courses are designed to a specification and inspected regularly for serviceability. The same confidence for courses erected for OCR is not held.
  - d. Therefore, OCR must not be conducted as authorised activity.

<sup>25</sup> Cycle tours and events specifically for charity are not to be authorised, see [para 5c](#).

<sup>26</sup> EX TRAILWALKER is a military training event for military teams; HQ FTC is the 2\* lead – authorisation and participation for this activity falls outwith this ACSO. Trailwalker UK is a public event that raises money for charity; this event is open to civilians and off-duty military personnel, as such individual and team participation is not to be authorised on duty and falls outwith this ACSO.

## GUIDANCE FOR COMMANDING OFFICERS WHEN DETERMINING RISK LEVELS

1. **General.** The table below provides a decision matrix to assist COs when determining risk levels associated with activities. It does not negate the requirement to conduct a full risk assessment IAW [JSP 375](#)<sup>5</sup>. An elevated level of risk will require an elevated level of authorisation:

Risk Factor	Risk Threshold		
	Low (1 pt)	Moderate (2 pts)	High (3 pts)
Altitude	≤2500m	2500 – 3500m	≥3500m <sup>27</sup>
Degree of Hazard <sup>28</sup> (Technical nature of discipline)	Low	Medium	High*
Intensity (both physical & psychological)	Low	Moderate	High* (if sustained for long periods)
Duration of Continuous Activity (per 24 hrs)	Short (<8 hrs)	Moderate (8-16 hrs)	Long (>16 hrs)
Rest and Recovery Period During the Event/Activity (per 24 hrs)	Long (>8 hrs)	Moderate (5-8 hrs)	Short (<5 hrs)
Environmental Temperatures (Wet Bulb Globe Temperature (WBGT)) <sup>29</sup>	0 to 24°C (WBGT)	-15 to 0°C (WBGT) 24 to 28°C (WBGT)	< -15°C (WBGT) > 28°C (WBGT)
Acclimatisation	Acclimatised	See note <sup>30</sup>	Unacclimatised <sup>31</sup>
Participant Preparedness	Full	Partial	None
Remoteness (Access to / Response of Emergency Services)	<30 mins	30-60 mins	>60 mins
Organised Event Reputation	Established Event Good Safety Record	N/A	New Event or Frequent Health & Safety Incidents*

2. **Risk Scoring.** When determining a risk rating, the following scoring is to be used:

- a. Risk factors with a 'Low' risk threshold - 1 pt.
- b. Risk factors with a 'Moderate' risk threshold - 2 pts.
- c. Risk factors with a 'High' risk threshold - 3 pts. \*If an event/activity has a risk factor that falls into these thresholds, consideration regarding participation in the event/activity must be elevated to 1\* HQ level for advice and oversight prior to the CO's authorisation decision is made (even if the total risk score is '[Low Risk](#)').

3. **Risk Rating and Authorisation.** Once the risk factors above have been scored according to the anticipated risk threshold, all of the individual scores are to be added together to create a

<sup>27</sup> Due to the increased risk of altitude-related illnesses (Acute Mountain Sickness (AMS), High Altitude Cerebral Oedema (HACE), High Altitude Pulmonary Oedema (HAPE)), any activities conducted above 3500 metres must automatically be evaluated and authorised by a 2\* HQ MJP.

<sup>28</sup> Examples – **Low** - Road cycle touring, **Medium** - Road cycling competitions/races with technical descents at speed, **High** - Off road cycling events/competitions with technical or graded descents.

<sup>29</sup> WBGT Forecasts can be obtained from the Met Office at this address - [dqusouth@metoffice.gov.uk](mailto:dqusouth@metoffice.gov.uk)

<sup>30</sup> Personnel are either acclimatised or unacclimatised.

<sup>31</sup> In accordance with [JSP 539](#), Part 2, Annex C, UK and Northern Europe based personnel are deemed to be unacclimatised.

total risk score. The total risk score will produce a risk rating. This rating is directly linked to the level of authorisation required as defined at [para 7a](#). The risk rating against the total risk score and level of authorisation required is as follows:

Risk Level	Score	Authorised By
Low Risk	Score of 10-12 pts	CO's Authorisation
Moderate Risk	Score of 12-17 pts	CO's Authorisation after elevation for advice and oversight at 1* HQ level
High Risk	Score of 18 pts or more	2* HQ MJP Authorisation

4. **Changes in Risk Factors.** If the event risk factors and their associated thresholds change from the original scoring, then the following procedure must be applied:

- a. A daily/dynamic risk assessment is conducted to include control measures/management of the risk.
- b. The updated risk assessment is to be reported back to the Authorising Officer for guidance, advice and continued authorisation to participate.
- c. This is to be conducted by the appointed ['Duty of Care' person](#) in consultation with any SQEP or SME present on the ground.
- d. The Authorising Officer remains responsible for authorising activities that have elevated risk identified through the daily/dynamic risk assessment.

## 2\* HQ - MILITARY JUDGEMENT PANEL (MJP) COMPOSITION AND CONSIDERATIONS

1. **General.** As introduced at para 8 and defined at [Annex B](#), some activities may be considered 'High Risk' and subsequently require higher level scrutiny by a unit's 2\* HQ.
2. **MJP Composition.** The suggested membership of a 2\* HQ MJP is:
  - a. Commander (or appointed representative)
  - b. Corporate Governance representative
  - c. SO2 Physical Development
  - d. Budget Manager
  - e. H&S or Force Protection representative
  - f. Medical representative
  - g. An independent activity-specific Subject Matter Expert (SME) for example:
    - (1) HQ ASCB representative (if appropriate)
    - (2) HQ ATG(A) representative (if appropriate)
3. **MJP Considerations.** The aim of the MJP is to:
  - a. Consider the appropriateness of the event/activity being proposed.
  - b. Consider the safety arrangements and assess their robustness.
  - c. Establish whether the benefits of participation outweigh the risks.
  - d. Set the conditions under which authorisation to participate is predicated.
4. **MJP Event Assessment.** To help inform the MJP process, the activity leader is to populate the MJP Event Assessment Form at [Appendix 1](#).
5. **MJP Result.** Having fully considered the activity, the MJP is to produce a written record of the result reached, inform the requesting unit accordingly and archive the record for future retrieval as required.

**MILITARY JUDGEMENT PANEL (MJP) – EVENT ASSESSMENT FORM**

<b>Section 1 – Event Details</b>					
Event Title:					
Activity(ies):					
Organising Body (if a civilian event)					
Location/s:					
Date/s:	From:			To:	
<b>Section 2 – Proposing Unit Details</b>					
Unit Title:					
Activity Leader:	Rank:		Name:		Tel:
Commanding Officer:	Rank:		Name:		Tel:
<b>Section 3 – Event Description and Aim of Participation</b>					
Briefly describe the event and state the aims and objectives that will be achieved by those participating:					
<b>Section 4 – Funding Arrangements</b>					
Briefly describe the funding arrangements proposed for participation in the event (i.e. entry fees, travel, accommodation, food, etc.):					
<b>Section 5 – Unit Participants</b>					
No of personnel participating:					
Describe their role/s in the activity:					
Describe their level of competence and preparedness for the activity: (include any qualification requirements and any pre-training)					
Confirm fitness levels and medical status: (refer to para 5f of ACSO)					
<b>Section 6 – Event Safety</b>					
Describe the written instructions, verbal briefings and Duty of Care that will be afforded to participants:					
Describe the topographical and environmental conditions that are expected (i.e. terrain, sea state, weather, etc.):					
Describe any personal protective clothing and equipment that will be used throughout the event:					
Describe the minimum safety standard for any specialist equipment used (i.e. vehicles, bikes, boats, etc.):					
Describe the medical arrangements that will be available throughout the event:					

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Describe the Communication Plan being used for the event (i.e. use of radios, mobile phones, GPS Trackers (include coverage) etc.):

--

Describe the procedures for emergency recovery or evacuation:

--

Describe the procedures for incident reporting and notification:

--

**Section 7 – Other Remarks**

Use this section to provide any further details that the MJP should be made aware of or that may assist them in making their decision:

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**Section 8 – Authentication by Activity Leader**

Signed:		Rank:		Name:		Date:	
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**CERTIFICATE OF AUTHORISATION FOR MULTI-UNIT ACTIVITY**

1. This certificate is to be completed by individuals, from units other than the lead unit, when participating in an activity within scope of this ACSO.
2. Once completed and authorised by the individual's Commanding Officer, this certificate is to be forwarded to the activity organiser in the lead unit, who must retain the certificate as confirmation of authorisation to participate in the event/activity. This certificate is to be retained until such time as it is clear that there are no administrative, disciplinary or reportable incidents attributed to the activity.

Section 1 – Event Details					
Event Title:					
Activity:					
Organising Body (if a civilian event):					
Date/s:					
Location/s:					
Section 2 – Lead Unit Details					
Lead Unit Title:					
Name of Unit Activity Leader:					
Section 3 – Unit Participant Details					
Ser	Regt No	Rank	Inits	Surname	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
Section 4 – Unit Point of Contact					
Rank:		Name:			Tel No:
Section 5 – Commanding Officer's Authorisation					
<i>I hereby authorise On Duty status for the personnel listed at Section 3 above to participate in the activity described at Section 1 above:</i>					
Rank:		Name:		Signature:	
					Date:

## ACTIVITY RECORDING – QUESTION SET

1. As described at [para 9](#), to maintain visibility of the types and volume of activities being conducted under the scope of this ACSO, all activity/event organisers/coordinators are to complete a short questionnaire at the link below once the Activity/Event has been completed.

- Please copy and paste this URL <https://www.surveymonkey.co.uk/r/F835Q3M> into Google Chrome on DII or use the URL on a stand-alone computer.

2. The question set in the table below will form the questions in the survey.

Capture of Activity Details – Question Set	
What was Event/Activity Title?	
What was the Start Date?	
What was the End Date?	
What Type of Event/Activity was Conducted?	
What was the Risk Rating and Score?	
How many Regular personnel /Reserve personnel participated?	
Was this a Single or Multi Unit Event?	
What is the Title of the Lead Unit?	
Was a 2* HQ MJP Conducted?	
Point of Contact Details (as per below)	
Name?	
Rank?	
Telephone Number?	
What was the total Public Funding expenditure for the Event/Activity?	
What was the total Non-Public Funding expenditure for the Event/Activity?	