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**ACSO  
1209  
(FIRST EDITION)**



**ARMY**

**ARMY COMMAND STANDING ORDER**

**NO 1209**

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

**ISSUED MARCH 2022**

**Sponsored By:**

**Authorised By:**

**Director Personnel**

**Deputy Chief of the General Staff**

1. **Inclusive Language.** As directed by the Executive Committee of the Army Board, all new Army policies and services must where possible use inclusive language. For gender, this can usually be done by rephrasing sentences or, if this is not possible by using 'they' or 'their' rather than 'his' or 'her'. This ACSO 1209 complies with the MOD's inclusive language guidance.
2. **Equality Analysis.** As directed by Head of Diversity and Inclusion in ACSO 3252, this, this ACSO 1209 has been considered against the Public Sector Equality Duty and whilst it does impact on people it does not impact adversely on any protected characteristic group and thus an Equality Analysis Impact Assessment (EQIA) was not completed. The initial assessment is archived and available from the owner / author.
3. **ACSO 3235.** This ACSO 1209 (First Edition) replaces ACSO 3235 (First Revise) and has been given the number 1209 as part of Army Safety Center's 1200-range re-numbering programme. ACSO 3235 (First Revise) has been rescinded.

# ARMY COMMAND STANDING ORDER NO 1209 (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 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. Whilst AT and Sport have now been clearly defined and categorised, some challenging activities which still have military benefit and are considered of value to the Army CoC, 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 CoC 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 - Adventurous Training in the UK Armed Forces](#) and [JSP 660 - Sport in the UK Armed Forces](#).

### Scope

4. The direction within this ACSO applies to all members of the Regular Army and Army Reserves employed within the Army and other TLBs. It equally applies to members of other Services attached to Army units when participating in events/activities authorised by the Army CoC. It does not apply to the Army Cadet Force<sup>4</sup> or Combined Cadet Force.

### Conditions

5. Within the Army, the conditions required for the conduct of events/challenging activities that are not categorised in [JSP 419](#) or [JSP 660](#) 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 CoC 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>5</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 two or more of the following: physical fitness; teamwork; leadership, and, self-reliance.

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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> Cadet policy on AT, Sport and comparable activities can be found [here](#).

<sup>5</sup> 'Team-based' means that there must be a minimum of 2 Service Personnel authorised to participate in the activity.

(2) When authorised under this ACSO, the event/activity must challenge each participant and promote personal development. 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>6</sup> the Safe System of Work (SSW) which considers the four 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>7</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>8</sup> when assessing the anticipated environmental conditions before and encountered during the event/activity.

e. **Risk Assessments (RA).** A detailed RA (on AF5010) and where applicable a Dynamic RA must be completed by a competent<sup>9</sup> person in accordance with policy<sup>10</sup> and must be subsequently considered by the Authorising Officer<sup>11</sup>. The RA 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 of Care (DoC) and Duty Holding (DH).** All events/activities must be subject to the direction and guidance within policies<sup>12</sup> – a DoC applies to all activities. There will be some events/activities that may require the DH 21 risk referral process to be enacted (refer to ACSO 1200, Chap 4, Annex A for general DH21 details for the risk referral process).

g. **Experience and/or Competence.** Participants must be able to demonstrate experience, currency and/or competence<sup>13</sup> in the proposed activity. This could be demonstrated through the presentation of a log book, certificate or other form of recorded evidence. Activity Risk Owners must be satisfied that participants are appropriately prepared for and, if necessary, qualified to participate in the event/activity.

h. **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/review. Depending on the event/activity, Activity

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<sup>6</sup> [ACSO 1200 - The Army's Safety and Environmental Management System.](#)

<sup>7</sup> [AGAI Vol 1 Chapter 18 - Water Safety.](#)

<sup>8</sup> [JSP 375 – Volume 1, Chapters 41-42.](#)

<sup>9</sup> Holding the in-date JPA Competency: Health and Safety at work|Risk Assessor|Joint

<sup>10</sup> [JSP 375, Volume 1, Chapter 8](#) and [ACSO 1200 - The Army's Safety and Environmental Management System.](#)

<sup>11</sup> The CO or the Authorising Officer IAW the 'Decision Matrix' process.

<sup>12</sup> [DSA 01.2 – Defence Policy for Health, Safety and Environmental Protection, Chapter 4](#), [JSP 822: Defence Direction and Guidance for Training and Education](#) and [ACSO 1200](#)

<sup>13</sup> Guiding principles of assessing experience or competence could be but not limited to previous attendance in the event, maturity and military experience of the team, qualifications and transferrable skills.

Risk Owners could request a higher level of preparedness to be demonstrated if required. Should this be the case, Activity Risk Owners should seek advice from a Royal Army Physical Training Corps Instructor (RAPTCI).

(2) **Medical Standards.** In principle, all participants are to be graded Medically Fully Deployable (MFD). It is, however, recognised that some individuals without an MFD grading may be more than capable of participating in an event/activity. Activity Risk Owners are to assess the medical status of all participants and seek medical advice if they are unsure of an individual's ability to participate. Limitations on an individual's physical ability should be contained within the SPs Appendix 9 Med Form<sup>14</sup>.

i. **Duration.** Events/activities will normally be short in duration, lasting up to seven days. However, having determined the military benefit, Activity Risk Owners could consider an event/activity of longer duration, but not more than 14 days. Units wishing to conduct events/activities in excess of 14 days are to follow the 'Exemption Process' listed at [para 9 e](#) below. 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.

j. **Frequency.** In principle, individuals should only be authorised to participate in two short duration events/activities (up to seven days) or one long duration event/activity in excess of eight days each financial year.

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

(1) **General.** Event/activity organisers should select activities within their home theatre<sup>15</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) **Land Clearance in UK.** In accordance with policy<sup>16</sup>, activity organisers are to determine and submit a Land Clearance application if required. If unsure, respective RPOC HQ G7 Branches should be consulted.

(3) **Overseas In-country Clearance.** Where an event/activity is taking place outside the home theatre, the Activity Organiser/Participation Co-ordinator<sup>17</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>18</sup>.

(4) **Occurrence Reporting.** All occurrences (accidents, incidents, dangerous occurrences, unsafe acts and near misses) as well as those involving the hospitalisation of a soldier, or where Mountain Rescue Organisations or the Coastguard have been called out, must be reported using the [Defence Unified Reporting and Lessons System \(DURALS\)](#), even if the individual is discharged from hospital following treatment for minor injuries. The occurrence report should include as much detail as possible. If internet access is available an initial Defence Alert can be sent through the Defence Gateway which can then be built upon later; if internet access is unavailable then the expedition leader should note as much detail as possible using a What, When (DTG), Where, Who and How format when the opportunity permits.

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<sup>14</sup> Full details can be found within [AGAI Vol 2 Ch 78](#).

<sup>15</sup> UK, Germany, Cyprus, etc.

<sup>16</sup> [JSP 907 – Use of the Defence Training & Evaluation Estate](#).

<sup>17</sup> An 'Activity Organiser' is a military individual who is organising a military event/activity under the direction of his/her CoC IAW this ACSO. A 'Participation Co-ordinator' is a military person who is coordinating/leading a military team under the direction of his/her CoC in a civilian or military organised event IAW this ACSO.

<sup>18</sup> [DE Strategy – Overseas Directory](#).

(5) **Medical Plans.** All Activity Organisers/Participation Co-ordinators are to develop a comprehensive Medical Plan (MP), endorsed by a Competent Medical Authority (CMA) in accordance with [ACSO 3215 – The Planning of Health Service Support](#). It is essential that the MP is well known to key unit personnel, including Duty Staff and all individuals conducting/involved with the event/activity.

(6) **Overseas Medical Facilities.** As part of the MP, 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 MP and incident/accident plan. It is the Authorising Officer's responsibility to ensure that a comprehensive MP is developed and the CoC must not rely totally on the civilian event/activity medical plan. If through the MP process it is decided that group medical insurance is required and is to be purchased using public funds, then Army Commercial Branch must be consulted in the first instance as this will require a contract placement.

l. **Personal Insurance.** If correctly authorised in accordance with this ACSO and participants are placed 'On Duty', they will be covered by the MOD liability (refer to Duty Status para 5.t) and the Armed Forces Compensation Scheme whilst participating in the specific event/activity. Units must ensure overseas activities are carefully considered, with a method of payment available for medical expenses, if required. 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).

m. **Equipment Insurance.** As the MOD is not liable for the cost of insuring personal effects or issued military equipment, 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 ACSO. 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.

n. **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.

o. **Combining Activities.** To maintain clarity of funding lines, the practice of combining activities together (i.e. blending the activities articulated within this ACSO with AT, Sport, Battlefield Studies, Commemorative events and other similar events) is not to be authorised.

p. **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.

q. **Use of Key Enablers.** For some events/activities authorised under this ACSO, there may be the requirement for a key enabler/SME<sup>19</sup> for planning and activity delivery. The use of a key enabler/SME to facilitate activities or planning, is limited to those employed within the MOD (Military/Civilian) or through call-off contracts.

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<sup>19</sup> Instructor, Guide, Skipper etc.

r. **Fee Earners.** If a key enabler is not sourced from the above means, then units can use the 'Fee Earner Engagement' process. Approval for such an option must be through the [Fee Earner Engagement HR Form 161 process](#).<sup>20</sup>

s. **Route to Market.** It is MOD policy<sup>21</sup> that all procurement business will be contracted electronically and all contracts are now tendered with commercial terms that enable electronic trading. The Contracting, Purchasing and Finance system is the mechanism for requestors to raise new contractual requirements and engage with commercial staff and other experts. Requirements must be assessed individually to determine which route to utilise; this could be using an existing contract or catalogue, request an amendment to a current contract, call off contract from an existing Crown Commercial Service framework, let a new contract, or a one-off purchase using an electronic Purchasing Card. This also applies to travel activity that has been given a Global Business Travel exemption.

t. **Duty Status.** When participating in correctly authorised activities, SP are considered to be 'On Duty'. As in any other military situation there may, however, be occasions when SP are considered 'Off Duty'. It is, however, important to note that using the terms 'On Duty' and 'Off Duty' in a liability/compensatory context is misleading because duty status is not determinative of liability in common law. In addition, the appointed OIC of the activity is to ensure that all participants are briefed on when they are deemed to be 'On Duty' or 'Off Duty' and such occasions are to be captured in the Exercise Instructions. The following is general advice/guidance to 'On/Off Duty' principles for OICs writing Activity/Event Instructions but ultimately the CoC must make their own judgement to On and Off duty scenarios:

(1) The nature, breadth and scope of activities not categorised as Sport or AT means it is impossible to articulate every scenario that may lead to a SP being considered 'Off Duty' whilst undertaking an authorised activity. In general, 'On Duty' status covers the travel to, from and between an authorised activity, the recognised activity itself and the administrative tasks directly related to that activity. For example, but not limited to cleaning or preparing equipment, shopping for rations, and attending planning meetings.

(2) Social events and leave will routinely be considered as periods of 'Off Duty'. However, it is recognised that long and/or arduous activities may require in-country acclimatisation or rest days between periods of specific activity. These should be captured within the Exercise Instructions and would be considered 'On Duty'. The Exercise Instruction does not require an hour-by-hour breakdown but must contain sufficient detail for participants, and the CoC, to clearly understand which occasions are considered to be 'Off Duty'.

(3) When briefing participants, they should be reminded that duty status is not determinative of liability in common law. As such their individual actions or behaviours, whether 'On' or 'Off Duty', will be taken into consideration in the event of any compensatory or liability claim and, while it cannot be mandated, they are strongly advised to ensure they have adequate personal and liability insurance for the duration of the activity.

u. **Prioritisation.** Comparable activities must not be prioritised above activities which are specified within AT or Sport policy, both of which are directed training activities.

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<sup>20</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.

<sup>21</sup> JSP 895 The MOD Simplified Purchasing and Payment Process Manual.

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

7. **Funding.** 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.** Public funds may be used up to the maximum per event and price per person per day as directed in the Army Command Delegation Matrix and respective HLB Delegation Matrices – Comparable Activities. The applicability of specific sources of public funds within local Control Totals 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, Ch 5](#) 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>22</sup>.

(3) **CILOR.** If catering or Pay as You Dine facilities are not available at a military accommodation location, then CILOR can be authorised and must be applied for through respective Log Sp Food Services departments. CILOR limits may be authorised iaw CILOR policy<sup>23</sup>.

(4) **Local Overseas Allowance (LOA) and Longer Separation Allowance (LSA).** In accordance with [JSP 752, Ch 9](#) LOA and LSA allowances are not eligible.

(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. COPF and ECOPF cannot be used to fund overseas travel.

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/Regt'l Funds.** Many Corps/Regt'l Associations have a non-public fund and activity organisers may consider applying to the fund manager for an allocation from the fund.

(3) **Army Sports Lottery (ASL).** Activity that is fully compliant with this policy may be eligible for ASL funding. The ASL DIN<sup>24</sup> contains further details.

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<sup>22</sup> For example, the use of campsites is permitted but costs must be met from non-public funds.

<sup>23</sup> JSP 456 – The Defence Catering Manual Volume 2 Chapter 7 CILOR.

<sup>24</sup> [2019DIN10-015](#)

(4) **Sponsorship.** Any applications for sponsorship must be in accordance with policy<sup>25</sup> and advice must be sought at the earliest opportunity from the Army Sponsorship Focal point and prior to any potential sponsors being approached. 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 Financial Governance Team<sup>26</sup>.

(5) **Army Adventurous Activities Fund (AAAF)**<sup>27</sup>. The AAAF is intended to support challenging activities, with bids less than £5k being considered.

(6) **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 CO of the individuals participating, using a Low Value Business Case Template Comparable Activities which can be found at the following link: [Low Value Business Case Portal](#).

9. 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 Commander/Activity Risk Owner is to use the guidance at [Annex B](#) when making a judgement. Three levels of risk are defined and are linked directly to a hierarchy of authorisation<sup>28</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 the unit's 1\* HQ for subsequent advice<sup>29</sup> and oversight before a CO decides 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<sup>30</sup> the activity and 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>31</sup> for the DoC 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

<sup>25</sup> [JSP 462 Financial Management and Charging Policy Manual Chapter 7 Sponsorship](#).

<sup>26</sup> [Army Corporate Standard 07 – Sponsorship](#).

<sup>27</sup> Bids to the AAAF should be made to ATGA-HQ-SO2 Plans Expeditions.

<sup>28</sup> A 3 layered assurance approach that involves an elevation up the CoC as the risk increases. This provides assurance and risk management oversight IAW [ACSO 1200](#).

<sup>29</sup> From a SQEP or SME. The CoC can also seek advice from SQEPs or SMEs outside of their CoC from other organisations such as ASCB and HQ ATG(A) and may be signposted to other organisations for SQEP/SME advice.

<sup>30</sup> The Unit Adventurous Training Officer could be well placed to be the CO's advisor, whatever the activity, because they fully understand risk management.

<sup>31</sup> This person must be in attendance and taking part in the event.

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. SP 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 ACSO is Army policy, therefore in Joint Service 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 HQ authorising the event/activity. Army personnel serving within another TLB should not be disadvantaged and may be authorised to participate in an event/activity at their own commander's discretion following the direction and guidance within this ACSO.

e. **Exemption Process.** Where an event/activity exceeds 14 days and is considered appropriate<sup>32</sup> by the CO, the duration exemption process listed below is to be applied thus allowing the correct level of scrutiny<sup>33</sup> to be followed in order to consider the risks and benefits involved in the event/activity:

- (1) Up to 21 days to be approved at 2 Star (BLB).
- (2) Over 21 days to be approved at 3 Star (HLB).
- (3) Over 60 days to be approved at CGS (TLB).

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

## Reporting

10. In order to maintain an audit trail of the volume of activities being conducted under the scope of this ACSO, units are to record, through the 'Unit Self-Assessment question-set' (Physical Development Audit process - [ACSO 9018](#)) the total number of annual activities/events undertaken using this ACSO.

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

Ser	Subject
1	Event/Activity Title.
2	Start Date/End Date.
3	Type of Event/Activity was Conducted.
4	The Risk Rating and Score.
5	How many Regular/Reserve personnel participated.
6	Was this a Single or Multi Unit Event?
7	What is the Title of the Lead Unit?
8	Was a 2* HQ MJP Conducted.
9	Lessons identified with recommendations.
10	Cost Capture showing public and non-public expenditure.
11	Accident or Incidents.

<sup>32</sup> As detailed at para 5 (Conditions).

<sup>33</sup> Across all aspects of governance (safety, financial, reputational, sponsorship commitment etc).

12. **Event Exploitation.** By the virtue of being placed 'On Duty' all event organisers/coordinators are expected to consider Event Exploitation to enable positive media coverage in order to sell the Army message and to aid retention and recruitment.

### **Advice**

13. Whilst the CoC is responsible for determining whether to authorise an activity, general advice on concepts for consideration under this ACSO should be obtained from the unit's 1\* - 2\* HQ PD Branch in the first instance. Further information, if required thereafter, can be obtained from:

SO2 AT & Sport Policy  
Professional Development, Personnel Policy (Army)  
Email: Army Pers-Pol-ProfDev-ATSprt-SO2

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.](#)

Appendix:

- 1. [Appendix 1 to Annex C – MJP Event Assessment Form.](#)

**PROVISIONAL STATUS OF COMMON ACTIVITIES**

1. The table below provides guidance to the CoC with example activities that **could** be considered to be within the scope of this ACSO. Conversely, some activities that are not to be authorised are also listed.

2. Where activities are not to be considered for authorisation, this does not preclude SP 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 Race	All Civilian Obstacle Course Races (including): <i>(see note 1)</i>
Transatlantic / Pacific Rowing Race	Clash of the Clans
The Scottish Islands Peaks Race	Tough Guy
RA Adventure Race	Tough Mudder
Ex TRAILWALKER <sup>34</sup>	All Charity Fundraising Events (including): Cateran Yomp PARAs 10 (both Run & Tab events) Spean Bridge Commando Speed March TRAILWALKER UK <sup>35</sup>
Organised Ultra-Distance Endurance Events	
Cycle Touring (including) <sup>36</sup> John O'Groats to Land's End Other 'multi-day' touring routes	
	Recreational or social activities

**Note:**

1. Army position on Obstacle Course Racing (OCR):

a. OCR is not recognised as providing an SSW. When military training on obstacle courses is conducted, appropriate levels of clothing (ie 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 DoC.

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>34</sup> EX TRAILWALKER is used as a military training event for military teams; whilst teams entering this competition must be exempt from the requirement to raise money for charity, financial approval must be authorised by respective 2 Star/BLB Holders.

<sup>35</sup> Trailwalker UK is a Charity event, with a requirement to raise Charity and must not be authorised as Military training.

<sup>36</sup> Cycle tours and events specifically for charity are not to be authorised, see [para 5c](#).

## 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 and is not the formal RA process. It does not negate the requirement to conduct a full RA IAW [JSP 375](#) and ACSO 1200, nor does it replace the actions required within the Risk Authority Table in ACSO 1200. An elevated level of risk will require an elevated level of authorisation:

Risk Factor	Risk Threshold		
	Low (1 pt)	Medium (2 pts)	High (3 pts)
Altitude	≤2500m	2500 – 3500m	≥3500m <sup>37</sup>
Degree of Hazard <sup>38</sup> (Technical nature of discipline)	Low	Medium	High*
Work rate <sup>39</sup> (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)
Acclimatisation	Acclimatised	See note <sup>40</sup>	Unacclimatised <sup>41</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*
Estimated Climatic Conditions (Wet Bulb Globe Temperature (WBGT)) <sup>42</sup>	As the vast majority of ACSO 1209 authorised activities sit outside the WBGT Work/Rest tables contained within JSP 375 Ch 41, all climatic conditions (heat and cold) must be considered separately outside this scoring matrix and specified within the activity Risk Assessment.		

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 'Medium' 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 should be elevated to 1\* HQ/1\* OPCOM HQ level, the risk mitigation

<sup>37</sup> Due to the increased risk of altitude-related illnesses (Acute Mountain Sickness (AMS), High Altitude Cerebral Edema (HACE), High Altitude Pulmonary Edema (HAPE)), any activities conducted above 3500 metres must automatically be evaluated and authorised by a 2\* HQ MJP.

<sup>38</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>39</sup> [JSP 375 Ch 41 Annex C](#) provides further detail on Work rate tables.

<sup>40</sup> Personnel are either acclimatised or unacclimatised.

<sup>41</sup> In accordance with [JSP 375, Volume 1, Chapter 41](#) UK and Northern Europe based personnel are deemed to be unacclimatised.

<sup>42</sup> For planned activity this can be provided anywhere in the world by the Joint Operations Meteorology and Oceanography Centre ([JOMOC](#)), referenced in JSP 375, Ch 41, Annex C linked [here](#).

measures against the risk factor(s) must be clearly articulated in the AF5010, 1\* 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 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 8a](#). 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 9 - 11 pts	CO's Authorisation
Medium Risk	Score of 12 - 15 pts	CO's Authorisation after elevation for advice and oversight at DDH level.
High Risk	Score of 15 pts or more	ODH level.

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

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

1. **General.** As introduced at [para 8a](#) and defined at [Annex B](#), some activities may be considered 'High Risk' and subsequently require a higher level of scrutiny by a unit's 2\* HQ.
2. **MJP Composition.** The membership of a 2\* HQ MJP should be:
  - a. Commander/Activity Risk Owner (or appointed representative<sup>43</sup>).
  - b. Financial Governance representative.
  - c. SO2 Physical Development (or appropriate SQEP/SME representative).
  - d. Budget Manager.
  - e. H&S or Force Protection representative.
  - f. Medical representative.
  - g. HQ RC Engagement Team (Media exploitation)
  - h. An independent and appropriate activity-specific SME for example (e.g. HQ Army, AT Gp or Army Sport Control Board (ASCB)). A bespoke High Risk panel could also be convened to consider and advise activity leaders, for activities not categorised as, but aligned to AT style activities.
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.
  - e. Seek SME input and advice to the CoC as required.
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 audit purposes.

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<sup>43</sup> The Commander/Activity Risk Owner must fully understand the level and type of risks when empowering a suitable representative.

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

Section 1 – Event Details					
Event Title:					
Activity(ies):					
Organising Body (if a civilian event)					
Location/s:					
Date/s:	From:		To:		
Section 2 – Proposing Unit Details					
Unit Title:					
Activity Leader:	Rank:		Name:		Tel:
Commanding Officer:	Rank:		Name:		Tel:
Section 3 – Event Description and Aim of Participation					
Briefly describe the event and state the aims and objectives that will be achieved by those participating:					
Section 4 – Funding Arrangements					
Briefly describe the funding arrangements proposed for participation in the event (i.e. entry fees, travel, accommodation, food, etc.):					
Section 5 – Unit Participants					
No of personnel participating:					
Describe their role/s in the activity:					
Describe their level of competence and preparedness for the activity: <small>(include any qualification requirements and any pre-training)</small>					
Confirm fitness levels and medical status: <small>(refer to para 5i of ACSO)</small>					

## Section 6 – Event Safety

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:

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 – SME Input

## Section 8 – Any 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:

## Section 9 – Authentication by Activity Leader

Signed:

Rank:

Name:

Date:

## 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 the scope of this ACSO.
2. Once completed and authorised by the individual's CO, 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 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	MFD (yes/no)	Remarks
1						
2						
3						
4						
5						
6						
7						
8						
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: