

UNCREWED AERIAL SYSTEMS

Health Safety and Compliance Arrangement

March 2025

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Document author and department		
Martin Schaefer, Spatial and Data Systems Manager and UAS Safety Officer Toby Meredith, UAS Safety Officer		
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Introduction

Uncrewed aerial systems (UAS), or Remotely Piloted Aircraft Systems (RPAS), commonly referred to as drones are regulated by the Civil Aviation Authority (CAA). This arrangement will use the term 'UAS' but applies to all drone nomenclatures.

The flying of any drone or model aircraft outside of an enclosed space in the UK is covered by the Unmanned Aircraft Systems (UAS) Implementation Regulations. The University strictly adheres to CAA laws and regulations, as well as data protection legislation. The University supports staff, visiting staff and PhD researchers wishing to operate UAS in accordance with the terms set out in this arrangement. There is a separate arrangement that covers [students flying drones](#). All UAS operations in accordance with this arrangement are covered by the University insurance with regard to public liability and third-party damages. The UAS themselves are not insured in flight (some travel insurance protection may be in place for loss or damage outside of flying operations).

All staff operating UAS in connection with the University will do so under this arrangement and must confirm they accept that they would be legally responsible for the safe conduct of each flight, that they understand the rules and that failure to comply could lead to disciplinary proceedings and/or criminal prosecution. PhD students may operate under this arrangement with the express approval of the accountable manager for UAS operations and must likewise confirm they accept the above.

Reporting Structure

The responsible person for UAS operations at the University is the Director of Estates and Campus Services. The operational oversight and accountable person role has been assigned to the Health Safety and Compliance Manager who is supported by the UAS Safety Officers and the Health Safety and Compliance Team.

Responsibilities

Health Safety and Compliance

Health Safety and Compliance are responsible for:

- 1.1. As far as reasonably practicable protecting the health and safety of staff and students, contractors and third parties either flying or in the vicinity of UAS being flown on University business.
- 1.2. Assessing, monitoring, analysing and advising on the management of risks associated with UAS activities.
- 1.3. Evaluation of existing control measures and identification of areas where improvements may be required.
- 1.4. Collect, maintain and utilise results and the information to assist in determining and evaluating hazards to health.
- 1.5. Demonstrating compliance against regulatory requirements and providing assurance to the Board of Governors.
- 1.6. Provision of specialist knowledge and advice through the UAS Safety Officers and team, including the facilitation of operator and TRUCE meetings.
- 1.7. Provision of advice from the fire safety manager on the safe charging, transportation and use of batteries and suitable fire protection methods.

Uncrewed Aerial Systems Accountable Manager and UAS Safety Officers

The UAS Accountable Manager and UAS Safety Officers are responsible for:

- 1.8. Acting as the monitoring group for policies, procedures and reporting arrangements and issues relating to UAS operations for the prevention of hazards and incidents as defined by the CAA and relevant legislation.
- 1.9. Ensuring that UAS operations are managed within a just culture and in an environment free of undue pressure on remote pilots to undertake missions.
- 1.10. Ensuring that CAA regulations are implemented effectively and consistently with efficient and

economic use of resources throughout the University. For example, review measures are taken to ensure that UAS operations are both legal and effective and policies are communicated to all interested parties.

- 1.11. Ensuring that operations that capture personally identifiable pictures using the surveillance instruments mounted on UAS are performed within the limits set in the General Data Protection Regulation and the Data Protection Act 2018.
- 1.12. Ensuring that operations are carried out with full cognisance of the responsibilities regarding operating on private and public land and that all appropriate permissions are sought from landowners and public bodies.
- 1.13. Ensuring that the University is fulfilling the role of UAS operator as laid out in the relevant legislation and CAA guidance.
- 1.14. Determining prioritised actions and significant health and/or safety risks to University employees, students and others affected by the University's operations and those who the University has a responsibility for including premises.
- 1.15. Discussing and reviewing statistics relating to incident reports and agreeing appropriate actions to prevent re-occurrences of incidents, disseminating relevant information regarding lessons learnt throughout the University.

Estates and Campus Services

Estates and Campus Services are responsible for:

- 1.16. Managing the University's electrical supply systems and the [redundant equipment and waste electrical and electronic equipment procedures](#).
- 1.17. Notifying health safety and compliance of any third party UAS flight requests they are asked to approve as landowners.
- 1.18. Working in collaboration with health safety and compliance and third party UAS operators to ensure safe operations.

Senior Managers (Deans, Directors, Associate Directors, Heads and Faculty Managers)

Senior Managers are responsible for ensuring:

- 1.19. This arrangement is effectively communicated and implemented in their areas of responsibility.
- 1.20. All work identified as involving UAS is subject to a risk assessment which is communicated and documented to all staff concerned and staff are aware of who to contact for advice.
- 1.21. All health and safety systems, processes and resources are in place and monitored.
- 1.22. Staff follow the controls communicated and implemented and where staff have been issued personal protective equipment (PPE), the requirements under the Personal Protective Equipment Regulations 1992 are adhered to.
- 1.23. Adequate information and instruction relevant to UAS usage and relevant control measures are provided.

Managers and Supervisors

Managers and Supervisors are responsible for ensuring they are familiar with and adhere to this arrangement and Health and Safety Executive (HSE) Guidance regarding UAS and in summary must ensure that:

- 1.24. This arrangement is effectively communicated and implemented in their areas of responsibility.
- 1.25. All staff are aware through the provision of suitable and sufficient information, instruction, supervision and training of the actions required to ensure safe working practices are followed.
- 1.26. All work identified as involving UAS is subject to a risk assessment which is communicated and documented to all staff concerned.
- 1.27. Work equipment has appropriate markings and warnings, and all faulty or defective equipment is reported and taken out of use.
- 1.28. Ensure that University drones are [registered](#).
- 1.29. Ensure that University pilots are [registered](#).
- 1.30. Ensure that staff wishing to operate drones are aware of this University arrangement and associated [guidance](#) and procedures.
- 1.31. Inductions and appropriate training are carried out and recorded including specific equipment training.
- 1.32. Ensuring that inspections and regular maintenance are carried out. Defects should be reported and recorded (where appropriate). Any safety-critical faults should be immediately remedied or equipment taken out of use until defects can be resolved. Regular maintenance as specified by the manufacturer is carried out. This is often included in the instruction manual or when a fault is

detected through inspections. Defective machinery/equipment is taken out of use and disposed of via the Estates and Campus Services redundant equipment procedure.

- 1.33. Notifying health safety and compliance of any third party UAS flights they are asked to approve operated on behalf of or in partnership with the university.

Employees and PhD Students

All University employees and PhD students who are permitted to operate University owned UAS, must ensure that they adhere to this UAS Arrangement, Operations Manual and Guidance, specifically:

- 1.34. They comply with instruction, information and training which is provided.
- 1.35. Their own or others health and safety is not put at risk when operating a UAS and to take due care.
- 1.36. Participate in any mandatory training, which the University makes available.
- 1.37. Undertake or participate in planning and risk assessment relating to UAS operations.
- 1.38. Familiarise themselves with the policies and guidelines for the safe use of UASs.
- 1.39. Immediately report incidents and near misses to line managers and health safety and compliance.
- 1.40. Notifying health safety and compliance of any third party UAS flights they are involved in operated on behalf of or in partnership with the university.

Training Requirements

All staff and PhD students, who are permitted to operate University owned UAS, that would like to fly UAS on University business need to have the following training:

UK

- Flyer ID and knowledge of the [Drone and Model Aircraft Code](#) for all types of UAS.
- A2 Certificate of Competence (A2 CofC), when applicable due to UAS or location categories.
- Appropriate General Visual Line of Sight Certificate (GVC) for the type of UAS when flying in the specific category.

Overseas

When operating a University owned UAS overseas, staff and PhD students who are permitted to operate University owned UAS must abide by local training requirements and adhere to local regulations and legislation. All operations overseas are still subject to these arrangements and the associated guidance, and any operations outside of standard UK practice must be approved by the accountable manager and the Insurance Officer.

For details on how to access training or to book on to a course please email hsservicedesk@port.ac.uk.

Record Keeping

It is the responsibility of the remote pilot to supply and keep all UAS records as required in the arrangement and [guidance](#) and in line with the General Data Protection Regulation and the Data Protection Act 2018, and the University data retention schedules.

Monitoring Compliance

Element to be monitored	Lead	Tool	Frequency	Reporting Arrangements
Arrangement Suitability and Effectiveness	Health Safety and Compliance	Audit and Inspection Programs, Staff News, H&S Newsletters, Communications. Risk assessments and incident reports.	Periodically at least every three years or following a significant change or incident.	Health Safety and Compliance Report. Audit Reports. Incident Reports.
Arrangement Implementation	Health Safety and Compliance	Staff News, H&S Newsletter, Email to H&S Coordinators.	When the arrangement has been approved by the University Health Safety and Wellbeing Committee.	Faculty Health, Safety and Wellbeing Committee(s) University Health, Safety and Wellbeing Committee Escalation via management
Incidents and complaints	Senior Manager/Managers in conjunction with Health Safety and Wellbeing	Inspections, incident reviews and investigations. Risk Register(s)	When reported; ad-hoc and periodically when necessary.	Escalate concerns through the Faculty Health Safety and Wellbeing Committee or directly with Health Safety and Compliance for Professional Services.

Legislation

The work equipment provided by the University may fall under more than one set of regulations. For example, some equipment is covered by PUWER and LOLER. The relevant key sets of legislation are:

- [The Health and Safety at Work etc. Act](#)
- [The Management of Health and Safety at Work Regulations \(MHSWR\)](#)
- [The Provision and Use of Work Equipment Regulations \(PUWER\)](#)
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations](#)
- [Air Navigation Order 2016](#)
- [Commission Implementing Regulation \(EU\) 2019/947](#)
- [CAP722](#) - Unmanned Aircraft System Operations in UK Airspace
- [CAP722A](#) - Unmanned Aircraft System Operations in UK Airspace
- [CAP2013](#) - Air Navigation Order 2020 Amendment
- [CAP719](#) - Fundamental Human Factors Concepts
- [CAP716](#) - Aviation Maintenance Human Factors
- [CAP745](#) - Aircraft Emergencies: Considerations for Air Traffic Controllers
- [CAP382](#) - Occurrence Reporting Scheme
- [Civil Aviation \(Insurance\) Regulations 2005](#)

Associated Guidance and Forms

- [UAS Guidance](#)
- [Incident Report Form](#)
- [Risk Assessment](#)

Associated Arrangements

- [Incident Reporting](#)
- [First Aid](#)
- [Induction](#)
- [Risk Management](#)
- [Employee Alcohol and Drugs Policy](#)
- [Student Drugs and Alcohol Policy](#)
- [Student Flight Policy](#)