

This is the statement of general policy and arrangements for:		DRONEdays
Susan Woodall <u>and</u> DRONEdays Customers		have overall responsibility for health and safety during DRONEdays experiences
Susan Woodall		has day-to-day responsibility for ensuring this policy is put into practice during DRONEdays experiences
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Susan Woodall Owner/Operator	<ol style="list-style-type: none"> 1. Provide H&S Instructions for customers prior to DRONEday experiences 2. Conduct full and thorough risk assessments for standard DRONEday activities 3. Report any additional potential H&S risks to customer; work with the customer to remove or mitigate such risks 4. Provide clear H&S instructions for all DRONEdays participants 5. Where appropriate to the activities, provide and insist on the use of appropriate H&S equipment 6. Insist on school representative being present during all sessions 7. Monitor activities for H&S risks and breaches 8. Adhere to customer H&S policy as communicated
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Susan Woodall Owner/Operator	<ol style="list-style-type: none"> 1. Employees – not applicable 2. School Staff – provide H&S instructions prior to events and involve in safety briefing on the experience day 3. Pupils – safety briefing at the start of each day or separate session where different pupils are involved during an experience day
Engage and consult with employees on day-to-day health and safety conditions	Susan Woodall Owner/Operator	<ol style="list-style-type: none"> 1. As above
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	Susan Woodall Owner/Operator	<ol style="list-style-type: none"> 1. Implement procedures as specified in the customer's H&S policy 2. Carry a first aid kit – ONLY for use by the customer
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Susan Woodall Owner/Operator	<ol style="list-style-type: none"> 1. Check all drones prior to experience days to identify faults or other issues that may represent a H&S risk; remove faulty drones or other experience day resources from use as appropriate 2. Check all H&S equipment regularly, repair and replace as required

Signed: 	S. Woodall	Date:	01/07/2016
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Health and safety law poster is displayed at (location)	DRONEdays experiences are held at the customer's own premises – this remains the responsibility of the customer
First-aid box is located:	DRONEdays experiences are held at the customer's own premises. This remains the responsibility of the customer. However, an emergency first aid kit will be made available to customers upon request
Accident book is located:	DRONEdays experiences are held at the customer's own premises – this remains the responsibility of the customer

Company name: DRONEdays

Date of risk assessment: 01/07/2016

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	End Date
Slips and trips	DRONEdays participants may be injured if they trip over objects	<ol style="list-style-type: none"> Avoid trailing leads or cables Use of cones to identify/separate drone activity areas Cover in H&S briefing 	Identify any premise-specific risks and notify customer	SW	At the start of each experience day	Ongoing
Aerial Drones	DRONEdays participants may be injured if they come into contact with an active aerial drone	<ol style="list-style-type: none"> Outline risks to customer prior to an experience day Outline risks and precautions during H&S briefings on experience days Insist on long hair being tied back Provide and insist on eye protection being worn by aerial drone teams Provide participants with instruction on emergency stop procedures for aerial drones Provide specific areas for aerial drone activities and separate these from other activities with cones Limit the number of active drones dependent on the space available Monitor each session and take remedial action to mitigate any additional risks 	Identify any premise-specific risks and notify customer	SW	At the start of each experience day	Ongoing
Ground Drones	DRONEdays participants may be injured if they come into contact with an active ground drone	<ol style="list-style-type: none"> Outline risks to customer prior to an experience day Outline risks and precautions during H&S briefings on experience days Provide participants with instruction on emergency stop procedures for ground drones Provide specific areas for ground drone activities and separate these from other activities with cones Limit the number of active drones dependent on the space available Monitor each session and take remedial action to mitigate any additional risks 	Identify any premise-specific risks and notify customer	SW	At the start of each experience day	Ongoing
Drone Malfunction	DRONEdays participants may be injured if drones fail to respond to instructions	<ol style="list-style-type: none"> Outline risks and precautions during H&S briefings on experience days Provide clear emergency procedure for participants 	None	SW	At the start of each experience day	Ongoing