

University of Wolverhampton, Policy on the Safe Use of Drones - Version 2– August 2018



Contents	Page No
1. Purpose of this Policy	3
2. Scope	3
3. Definitions	3
4. Policy Statement	4
5. Responsibilities	4
6. Competence	5
7. Insurance	5
8. Further information	5
Appendix A	Safe Drone Use Flow Chart
Appendix B	12 Key Control Measures

Policy Approval Procedure

VERSION:	2	AUTHOR/ OWNER:	Health and Safety Department
Approved Date:	1st October 2018	Approved By:	Corporate Management Team
Review Date:	June, 2020		

University of Wolverhampton – Drones – Policy

1. Purpose

- 1.1 The use of Drones- Unmanned Aerial Vehicles (UAVs) is becoming increasingly widespread throughout academia and industry as the cost of the technology declines and the potential applications are understood. Within the University of Wolverhampton there are a number of people using or considering the use of UAVs, primarily for teaching or research purposes. This policy outlines how the University will manage risks from the use of UAVs within its activities.

2. Scope

- 2.1 This policy applies to all in the University of Wolverhampton community: including students (Including SU); staff; contractors; partners and visitors who use UAVs, both on university campuses and offsite, indoors and outside, for the purpose of University business.

- 2.2 This policy specifically addresses UAV types of either fixed or rotary wing, but with a total mass of under 20kg (take-off weight) known as small unmanned aircraft (SUA or SUAS). Any request to work with UAVs above this are outside of this policy and will be managed on an individual basis.

- 2.3 This policy does not cover the commercial use of UAV/SUAS For further information on commercial use of UAV's please contact:

University of Wolverhampton Science Park, Business Solutions,

Alessandro Nicholas, A.Nicholas2@wlv.ac.uk

Maninder Sembhi, Manni@wlv.ac.uk

- 2.4 This policy does not include UAVS over 20kg.

3. Definitions

- 3.1 CAA – Civil Aviation Authority who are the regulatory and enforcing agency for the law concerning these aircraft.

- 3.2 UAV- Unmanned Aerial Vehicles.

- 3.3 SUA/ SUAS – Small Unmanned Aircraft (any unmanned aircraft other than balloons or kites with a mass less than 20kg including any payload)

- 3.4 ANO - Air Navigation Order.
- 3.5 Commercial Operations- work for which valuable consideration is given or promised in respect of the purpose of the flight (i.e. commercial activity).
- 3.6 Congested Area- Any area which is substantially used for residential, commercial, industrial or recreational purposes.
- 3.7 PFCO- Permission for Commercial Operations.

4. Policy statement

- 4.1 This policy supplements the Health and Safety Policy of the University of Wolverhampton, setting out how the University will meet its legal duty to manage the risks from Unmanned Aerial Vehicles under the Air Navigation Order 2009 (ANO)¹, Health and Safety at Work Act 1974 (HSWA) and the Data Protection Act 1998 (DPA).
- 4.2 The Board of Governors are ultimately responsible for the implementation of this Policy; however senior managers are responsible for compliance with the Policy through the implementation of local procedures in relation to the safe use of drones.
- 4.3 Any operator of a UAV/SUAS is responsible for the safety of that flight operation. They must ensure they are aware of and complying with the requirements of the relevant CAA guidance and local procedures.
- 4.4 This Policy is designed to effectively manage and minimise risks to any persons or property which may be harmed by contact with UAV/SUAS and to ensure compliance with legal requirements, in particular the University of Wolverhampton commits to:
 - Prevent so far as reasonably practicable, any harm occurring to persons or property through the use of SUAs by any person within the University.
 - Ensure all use of SUAs complies with the requirements of ANO Articles 166 and 167 and the Data Protection Act.
 - Ensure that Faculties and Service Departments that propose to use SUAs have local procedures in place for the safe use of SUAs.

¹ Specifically Articles 138, 166,167, and 255.

5. Generic health and safety considerations

- 5.1 UAS are considered to be work equipment, as defined by the Provision and Use of Work Equipment Regulations 1998. The UAS must therefore be;
- Suitable for the intended use;
 - Safe for use, maintained in a safe condition and inspected to ensure it is correctly constructed and does not subsequently deteriorate;
 - Used only by people who have received adequate information, instruction and training;
 - Accompanied by suitable health and safety measures, such as protective devices and controls.

These will normally include emergency devices, adequate means of isolation from sources of energy, clearly visible markings and warning devices.

Responsibilities

5.1 Heads of Department.

- Providing permission and approving the use of SUAs in respect of teaching, learning, research and undertaking surveys;
- Ensuring that suitable and sufficient risk assessments are completed by competent persons in respect of each flight;
- Ensuring that if the activity is off campus, then the landowner/Leaseholder or other occupier has granted permission that the UAV/SUAS can be used.
- To ensure that appropriate approval of the activity is in place.(see appendix B for checklist)

5.2 Staff and Students.

Those academic line managers and supervisors who use or are approached by individuals who wish to fly SUAs in their teaching, research and consultancy activities will direct staff and students to relevant drone information sources included in the Further Information section of this policy.

In line with the CAA “Drone Code” staff and students who fly an aerial drone or SUAs are responsible for each and every flight. In summary, these responsibilities are:

- Understand the flight specific risk assessment conducted for each flight;
- Conduct an on-site survey prior to any flight;
- Keep the drone in visual line of sight at all times. This is classed as 500m (1,640.42 ft) horizontally;
- Keep the drone below 400 ft (121.92m) vertically;

- If fitted with cameras, keep the drone 50m away from people, vehicles, buildings, 150m away from any congested area and 150m away from an organised open-air assembly of more than 1000 persons;
- Avoid collisions and do not fly near aircraft, helicopters and airports.

6. Competence

- 6.1 All individuals seeking to fly a SUA, on behalf of the University, must be competent (have the right knowledge, skills and experience) to do so.
- 6.2 Any individual flying a SUA for commercial operations for the University must hold a CAA Permission for Commercial Operations, PFCO (formally known as PFAW).

7. Insurance

- 7.1 Prior to flying an SUA, the individual responsible for the activity must ensure that there is adequate insurance provision. They should contact the University's Insurance Officer to ensure that the University's insurers are aware and have provided cover for their activities.

8. Incident Reporting

Any accidents, incidents or near miss involving drones or drone activity should be reported via the University online accident reporting system on the following link -

<https://secure60.prositehosting.co.uk/sssl/WLVAC/>

Also directly to the CAA - <http://www.aviationreporting.eu/>

Further information

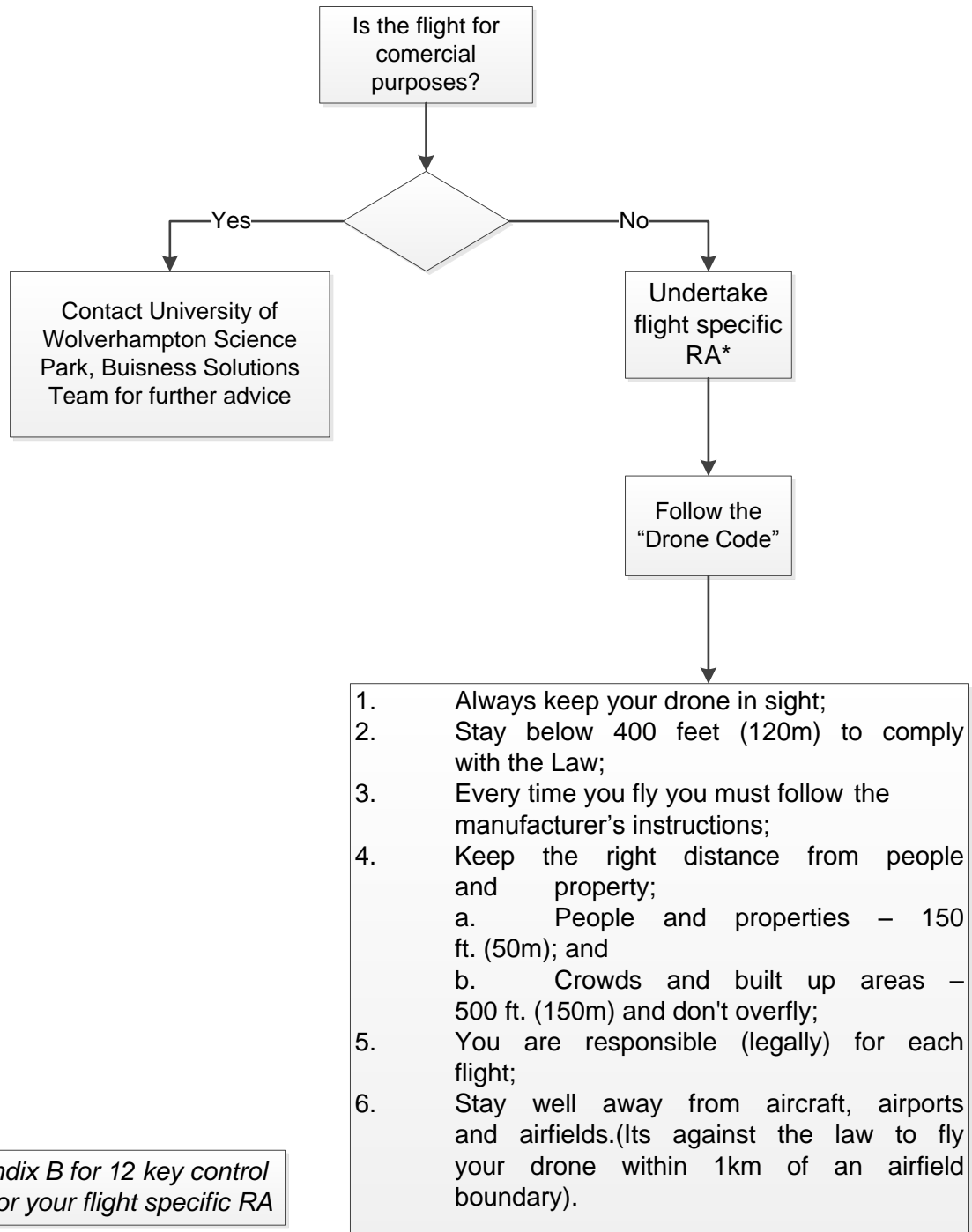
[Civil Aviation Authority – UAV Safety Advice](#)

[CAP 722: Unmanned Aircraft System Operations in UK Airspace](#)

<http://dronesafe.uk/drone-code/>

Appendix A

Safe Use of Drones Flow Chart



**See Appendix B for 12 key control measures for your flight specific RA*

Appendix B

4. 12 Key Control Measures for The Safe Use of Drones:

1. Comply with legal requirements outlined within The Drone Code: No flying near airports, airfields or aircraft (It is against the law to fly your drone within 1km of an airport or airfield boundary. Stay below 120m/400ft to comply with the Law. Continuous observation of drone while in flight. Stay 50m/150ft away from people and property and don't overfly.
2. Survey the area to be flown over.
3. Always consider weather and visibility conditions particularly wind restrictions, maintaining visual line of sight and no night flying.
4. Obtain permission from landowner for take-off, landing and any land overflown.
5. Ensure pilot(s) are in a position where they can't be pushed, obstructed or otherwise distracted.
6. Check pilots are trained and competent enough to deal with unexpected circumstances and make informed dynamic risk assessment decisions.
7. Plan for good practice to have 2 operators, one for the camera and one for drone movement.
8. Report and investigate accidents, collisions, crashes and near misses.
9. If operating your own drone this must be in accordance with the Operations Manual approved by CAA.
10. If employing a contractor for drone operations, ensure they have the relevant permission and operator's licence, operations manual and they have general and specific risk assessments in place.
11. Ensure insurance is in place, suitable and adequate for the type of work being undertaken.
12. Check any attached items of equipment such as cameras are firmly secured to the drone.