

Health and Safety away from base - On 'Detachment'

1. Introduction

The Facility for Airborne Atmospheric Measurements (FAAM) is a NERC-administered organisation; the Head of the Facility and staff at FAAM are committed to achieving and maintaining a high standard of Health and Safety at work. Whilst UK health and safety legislation does not normally apply overseas, NERC policy is to act as if it does; the same standards of Health and Safety should be adopted regardless of the location of work.

FAAM will provide effective management of Health and Safety risks at all workplaces and detached sites where there are FAAM staff and will also discharge our Health and Safety duty of care and legal obligations to NERC and non-NERC staff who are involved with our activities. We will expect our customers, contractors and visitors to show equal commitment to these aims.

It is the responsibility of the employer/institution to ensure that their students/staff have been properly briefed on insurances and appropriate safety procedures of their own institution.

In common with FAAM's Cranfield operations, detachment health and safety management will consist of:

- Formal assessment of risks according to NERC and Met Office frameworks
- Staff communication via formal briefings, as well as further provision of and requests for information to/from all staff.
- Effective procedures for managing incidents
- Monitoring and evaluation to improve FAAM and stakeholder working practices.
- Interfacing with the Aircraft Operator Safety Management System when appropriate

Both NERC and the Met Office have specific health and safety / policy documents covering overseas travel. This document doesn't reiterate these, but instead seeks to present how FAAM translates and applies these policies, and communicates them to staff and visitors appropriately.

For further reference see Met Office Travel Policy (Metnet) and NERC's Health, Safety And Security When Working Overseas

(<http://www.nerc.ac.uk/about/policy/safety/procedures/procedure-oversea/>)

2. Detachment Health and Safety Organisation

On any FAAM detachment that involves FAAM there is a requirement to export an adequate system of management of ground risks and a clear policy on Health and Safety. To simplify matters, FAAM will normally take the lead in ensuring best Health and Safety practice on those detachments where FAAM staff are present and where FAAM had an instrumental part in the planning and preparation. The cooperation of all participants is required, both in adopting a suitable approach to Health and Safety and in providing FAAM with essential information such as: Risk and COSHH Assessments; staff lists; and copies of record of staff competencies and training.

As a NERC managed organisation, FAAM has the support of dedicated Health and Safety specialists within NERC. All participants in a detachment additionally however have broadly the same responsibilities as if at home base, as described in FAMIL 03.

3. Detachment Health and Safety Team

In every case a Detachment Health and Safety Team will be constituted, comprising FAAM and Airtask Detachment Managers, any Met Office Detachment Manager, and the lead Principal Investigator from each institution represented on the detachment. This team will:

- Monitor all aspects of Health and Safety arrangements.
- Consider reports from safety advisers, other specialist advisers or staff.
- Make recommendations for improving Health and Safety
- Meet at least once in each detachment location.

Where necessary the detachment team also have access to safety advisers in their respective organisations for consultation on specific best practice.

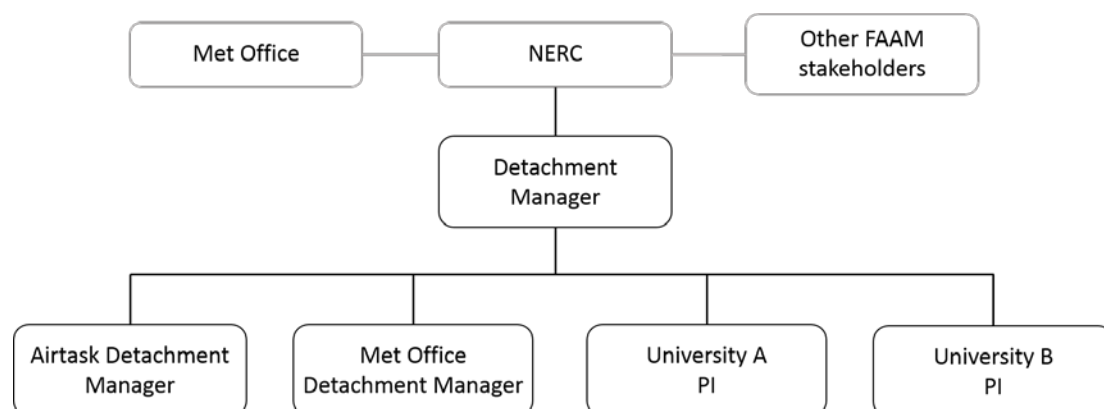


Figure 1 The FAAM Detachment Manager leads the Detachment Health and Safety Team

4. Risk Assessment

FAAM and its stakeholders explicitly follow NERC's process for safely planning the work of staff travelling away from its home base, including overseas. Assessments are made of a wide variety of risks, and these are made available to senior managers at FAAM, NERC and the Met Office, and also the Detachment Safety Team. The information, where relevant, is passed on to all detachment staff by means of briefings (section 5)

4.1. *Airtask Safety Management System (Aircraft Operations)*

This system manages the risks associated with:

- the proposed flying, e.g. low flying, dropping sondes
- the geographical areas associated with that flying, including over-flights to reach the detachment destination;
- the detachment airfield(s) and diversions;
- climate at the detachment base, e.g. icing, thunderstorm activity.

4.2. *Basic Health, Security and Safety risks*

- FCO advice
- Specialist advice from safety consultants, e.g. Control Risks
- Information from science collaborators
- MASTA health reports

4.3. *FAAM Risk Assessment and Recce Report*

For each detachment, FAAM completes:

- a Manager's Checklist
- a Hazard Checklist
- a Detachment Risk Assessment
- a recce report

The above documents cover

- all aspects of working in the detachment area and how any identified risks are managed
- guidance on the detachment base, accommodation, travel to work, staffing and working time arrangements.

5. Staff Briefing

For the detachment itself, we will perform the following:

- pre-detachment briefing typically 2-3 weeks before departure
- start-up briefing on arrival at the detachment location
- individual briefings for staff who arrive after the start of the detachment
- regular detachment briefings

These briefings contain operational and logistical information, and also relevant Health and Safety guidance, procedures and local rules specific to the detachment location.

6. Incident Reporting and Response

FAMIL 7 deals with FAAM's incident response procedure. Contact details are maintained by the FAAM detachment manager for emergency reporting to any of the campaign participants. The incident response procedure clearly identifies how to deal with any incident, how to contact the necessary parties, and the support that the stakeholders will provide.

On detachment FAAM continue to use the NERC AINM reporting system as at their home base.

7. Review

FAAM and Airtask both conduct reviews on return from any detached location. Contractually these must be carried out within 21 days of the end of the end of the deployment. FAAM generally consult the full cross-section of the participants in a deployment in order to learn lessons and improve procedures.

8. Further Information

Additional information is available in support of some of the more common H&S issues that may be encountered during the planning and conduct of deployments. These are listed below for ease.

8.1. Working Time arrangements

FAAM consists of staff employed by three separate organisations. Differences in terms and conditions and expectations of the working time arrangements are apparent between these organisations. Experience has shown that several basic tenets promote safe working and maintain morale for the whole team of staff working hard in often difficult conditions abroad. The following are considered local rules at FAAM, and though they do not comprise contractual variations, they should be considered as safe and appropriate working practice at FAAM.

- FAAM uses 60 hours per week as a guideline maximum, with at least 1 day off per week and 2 consecutive days off in 14 days in common with aircrew stipulations.
- Daily rest should be not less than 11 hours in each 24, which can be reduced due to extraordinary operational reasons. There is a requirement to supply rest after such an occurrence. As far as is possible, we produce a staff roster at the start of the detachment to help monitor this and the Detachment Manager and PI should monitor hours worked on a daily basis.

- Following long-haul travel, there should be a rest day. Staff should additionally consider whether it is appropriate to drive following a long-haul flight.
- Met Office Staff are entitled to Shift Disturbance Allowance if the detachment is expected to have staff varying their work pattern. This is normally payable from the start of a detachment (leaving UK) to the end of the detachment (arriving back at home). Level 2.
- Where hours worked during a Sunday-Saturday period on a detachment are greater than 42, the excess time is either paid overtime or time off in lieu. In some cases it will not be possible for staff to work a full 42-hour week because of events, this will still be credited and thought of as a full working week. Likewise public holidays which cannot be taken because of detachment working will not be lost to the employee.

8.2. Insurance

The FAAM insurance handbook covers all aspects of FAAM's insurance liability and provisions, including cover for personnel whilst abroad, driving provisions etc. It is maintained by the FAAM Administrator and available here: <http://www.faam.ac.uk/index.php/using-faam/health-and-safety?showall=&start=1>

Staff should note that NERC/NCAS/Met Office insurance may not cover leisure activities that they may engage in on rest days. Staff should procure their own cover where necessary.

8.3. Lone Working/Reporting/Off-Duty time

Lone working on detachment is not recommended. Any proposal for lone working needs to have a risk assessment in advance of the work and the Detachment Manager needs to be informed. This includes lone travel to the detachment location.

Staff travelling to the detachment should ensure the Detachment Manager is informed that they have arrived, or alternatively if delayed they should report this situation.

To facilitate FAAM's duty of care towards detachment staff all staff must report daily to the Detachment Manager (or designated reporting person), this includes where staff may be on a rest day. Staff will not always be 'on-duty' nevertheless many of the risks and mitigation strategies are still needed.

Staff on detachment should be briefed to take additional care of their colleagues, and to speak to the FAAM detachment manager about even minor concerns with staff behaviour or attendance.

Alan Woolley
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Amendment Record

<u>Issue</u>	<u>AL</u>	<u>Date</u>	<u>Pages</u>	<u>Notes</u>
1	0	7 July 2009	10	Initial issue
2	0	29/9/2016	6	General Revision
2	1	9/10/17	6	Addition of employer statement on p1

References