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| **Project details** | | | |
| *If the H&S Plan is submitted via OSPQ, there is no requirement to complete Section 1, go straight to Section 2.* | | | |
| Project Title: |  | Start date: | Click here to enter a date. |
| Project Leader: |  | End date: | Click here to enter a date. |
| Date of Submission: |  |  |  |

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| **Hazards/ activities applicable to this project:** | Field travel Laboratory work Ionising radiation  Hazardous chemicals  Small boating  Explosives  Biological/pathogen  Sea ice Overseas travel (none Polar)  Electrical risk Diving Heavy machinery  Risk from animals Non ionising radiation Heavy lifting  Work with UAV Other |

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| **2a Generic BAS risk assessments, plans and safe working procedures.** | | |
| BAS has been routinely working in the Polar Regions for many years and have strong policies and safe systems of work in place and whenever possible they should be used. Activities below will mostly not require further assessment.  The BAS Health and Safety Adviser and BAS Operation Manager will use this Project H&S Plan to assess the suitability of safety controls and will add new ones if required. This should be considered as a ‘live’ document which is reviewed regularly by the Project Leader | | |
| Activities covered by generic BAS H&S procedures, plans & risk assessments.  (For access to these policies/documents please contact BAS Health and Safety Adviser Jenny Forster Davidson ([**jenfor@bas.ac.uk**](mailto:jenfor@bas.ac.uk)) | | **Tick if applicable to project** |
| **1.** | **Field Support.** BAS Health & Safety Plan for Antarctica field program |  |
| **2.** | **Ionising Radiation.** Local Rules for Work With Unsealed Radioactive Material at BAS\* |  |
| **3.** | **Explosives.** BAS Code of Practice for Explosives |  |
| **4.** | **Small Boating.** Boating Manual (Specific for each station) |  |
| **5.** | **Diving.** British Antarctic Survey Diving Manual |  |
| **6.** | **Unmanned Autonomous System (UAS).** BAS Regulations on Unmanned Aircraft Systems (UAS) use |  |
| **7.** | **Laboratory Work.** BAS Lab Code of Conduct |  |

\*only 14C and 3H are supported, unless as a sealed source

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| **2b Specific risk assessments and safe working procedures for the project** | |
| Activities which are not supported by (generic) BAS procedures, plans or risk assessments require specific project risk assessments, using the current BAS risk assessment format. For more complex activities, it might be appropriate to also include detailed method statements or safe systems of work | |
| Risk Assessment Date: | Document Title and Description of the work activity  (E.g. Drilling, Working with hazardous equipment, high voltage equipment, Laboratory activity, work with hazardous chemicals etc.) |
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| **2c Safety equipment and support.** | |
| The project may require specific safety equipment or additional support or training. | |
| Specific safety equipment being provided by project.  e.g. eye protection, safety headwear, hearing defence etc. |  |
| Do staff require additional support or safety training from BAS? Specify requirements. |  |

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| **3a Sign-off by staff, students, contract staff.** | | | |
| *If completed via OSPQ, do not complete and go straight to Section 4.*  Those staff signing and dating this form are acknowledging that they have read and understood the activities covered by BAS generic procedures, plans and risk assessments (section 2a) and the specific risk assessments and procedures provided by the Project Leader (section 2b) and that they will follow the agreed Safe Systems of Work. They are also agreeing that they will alert the Project Leader if amendments are required to any Activity/Task Risk Assessments and/or Safe Systems of Work | | | |
|  | Name: |  | Date: |
| 1. |  |  | Click here to enter a date. |
| 2. |  |  | Click here to enter a date. |
| 3. |  |  | Click here to enter a date. |
| 4. |  |  | Click here to enter a date. |
| 5. |  |  | Click here to enter a date. |

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| **3b Field Activities.** | | | |
| All staff, students, contract staff undertaking field work must confirm they are able to hike across difficult terrain in challenging conditions whilst carrying their own equipment and samples (min. weight 20kg) | | | |
|  | Name: |  | Date: |
| 1. |  |  | Click here to enter a date. |
| 2. |  |  | Click here to enter a date. |
| 3. |  |  | Click here to enter a date. |
| 4. |  |  | Click here to enter a date. |
| 5. |  |  | Click here to enter a date. |

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| **4 Sign-off by Project leader** | | |
| The information and risk assessments identified on this form cover all the activities/experiments currently associated with my project. Risk Assessments have been completed by a competent person and discussed with the staff involved. Staff undertaking these activities have been appropriately trained and are capable of working in the filed carrying their own equipment. I understand that I am responsible for ensuring that the safety measures I’ve identified in section 2b will be acted upon. I also understand that I must ensure staff on my project will work to all BAS safety plans/procedures/assessments (section 2a).  This project health & safety plan will be reviewed at intervals during the project, or following changes to the planned activities, to ensure that it remains suitable and that all safety management issues have been identified and addressed. | | |
| **Name:** | Date: | Click here to enter a date. |

Please return the completed document to Chris Aldridge [chrdri@bas.ac.uk](mailto:chrdri@bas.ac.uk)

All documents associated with this project should be submitted into OSPQ (Operational Support Planning Questionnaire). If you have not completed an OSPQ please liaise with Chris Aldridge.

For any queries regarding submission of risk assessments or general Health and Safety Advice contact Jennifer Forster Davidson ([jenfor@bas.ac.uk](mailto:jenfor@bas.ac.uk))