



**British
Antarctic Survey**

NATURAL ENVIRONMENT RESEARCH COUNCIL

Health and Safety Policy

This policy sets out the commitment, responsibilities and organisation arrangements that provide a framework for the implementation of a positive, open and pragmatic health and safety culture at the British Antarctic Survey.

October 2018

Health and Safety Policy Statement

The British Antarctic Survey (BAS) is a world class research organisation based in Cambridge UK predominantly operating in the Antarctic and the Arctic. The polar regions present many health and safety risks not normally encountered in the everyday workplace. For this reason, the key to our continued safe operation is our highly experienced and skilled staff. BAS places the highest priority on the health and safety of our staff, and as a result, top management are dedicated to strong, active health and safety leadership.

BAS is committed to:

- Developing and maintaining a pragmatic, positive and open culture where health and safety is recognised by all staff to be a fundamental element in all we do.
- Complying with, and where possible exceeding, all our legal obligations for health and safety, both in the UK and overseas.
- Continuously improving our health and safety performance.
- Maintaining our accreditation to the British Standard OHSAS 18001, the International Business Aviation Council's IS-BAO safety management standard, and fulfilling the legal requirements of the International Maritime Organisation's ISM code.

The legal entity of BAS is UK Research and Innovation (UKRI) of which the Natural Environment Research Council (NERC) is part of UKRI. BAS also operates to the UKRI Health and Safety Policy, arrangements and codes.

To achieve our commitments BAS will:

- Maintain a health and safety management system which sets demanding health and safety objectives and targets. This includes assigning clear health and safety management responsibilities.
- Identify the hazards and assess the risks created by our activities, and so far as is reasonably practicable eliminate, control or mitigate against those risks.
- Provide our staff with the information and training necessary for them to carry out their jobs safely.
- Appoint competent people to provide specialist health and safety advice to line managers and staff.
- Consult our staff, collaborators and union appointed safety representatives on health and safety matters.
- Manage the health and safety of all contractors and visitors (including visiting scientists and students) to our sites and ships.
- Adopt a twenty-four hour, seven day a week, duty of care for our staff and others working on our stations, ships and in the field in Antarctica.
- Review our health and safety performance at regular intervals to provide assurance and drive continuous improvement in performance.

Signed:



Prof Dame Jane Francis (Director)

Date: 22nd October 2018

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Version: 6.00	Last issued : 15 October 2018	Page 1 of 11

Statements of responsibilities for Health and Safety

Senior Management

1. The Director of the British Antarctic Survey (BAS) is responsible for the safety of all operations, and for the safety of others that may be affected by those operations. The BAS Director reports to the NERC Chief Executive, who in turns reports to the UKRI Chief Executive Officer, who is responsible for the discharges of these duties.
2. The BAS Director has appointed the Director of Operations to be responsible at Executive Team level for leading and implementing health and safety throughout the Survey.
3. Additionally, the Director of Science, Director of Innovation, and the Head of Corporate Services, as part of the BAS Executive Team, have the duty to make sure that: -
 - a. The hazards and risks under their responsible areas are identified, assessed and controlled, as far as reasonably practicable.
 - b. The individual training needs of staff in their department are identified and met.
 - c. Each member of his/her staff is provided with the appropriate information and instruction to allow them to carry out their job safely and without risk to their health.
 - d. Each member of staff is supervised at an appropriate level taking into account their knowledge, experience and ability.

Line-Management

4. BAS considers health and safety to be a line management responsibility; those staff with Line Management responsibilities must: -
 - a. Familiarise themselves with the BAS Health and Safety Policy and associated procedures.
 - b. Ensure that risk assessments are completed and reviewed regularly.
 - c. Ensure that their staff are trained and aware of the hazards in the workplace.
 - d. Ensure that their staff are aware of the emergency evacuation arrangements.
 - e. Ensure that their staff are aware of the first aid arrangements.
 - f. Provide appropriate supervision, especially for young and inexperienced staff.
 - g. Ensure that their staff follow health and safety rules and instructions.
 - h. Regularly reviewing the working practices to improve health and safety.
 - i. Ensure that their staff are aware of and use the accident, incident and near-miss (AINME) reporting procedures employed by BAS.
 - j. Manage the return and rehabilitation of staff that have been away from work due to injury, illness or stress.
 - k. All managers must attend the NERC 'Safety Management in a Research Environment' course within twelve months of their appointment.
5. More detailed information about the role and responsibilities of line managers are detailed in the BAS document [Health & Safety Responsibilities of Line Managers](#).



All Staff

6. Each member of BAS staff has the duty to: -
 - a. Take care and ownership of their own health and safety and that of their colleagues.
 - b. Follow the health and safety procedures set out by BAS.
 - c. Cooperate with managers in the implementation of BAS health and safety policy and procedures.
 - d. To report accidents, incidents, unsafe acts/conditions and near misses (AINM) through the appropriate [BAS AINM](#) reporting system

7. The BAS Health & Safety Policy, alongside specific procedures and codes of practice relating to work on site or elsewhere by BAS staff, are listed on the BAS Health and Safety Procedures Schedule and via the [BAS intranet/Health and Safety](#). BAS policies and procedures must be observed by all staff and by visitors to the sites. Staff failing to observe them will be subject to BAS disciplinary procedures. Visitors failing to observe them may, in serious cases, be banned from the site.

Health and Safety Responsibilities during BAS operations overseas

8. For Antarctic operations the responsibility for leadership and implementation of health and safety is delegated to the 'on site' responsible persons i.e. Station Leader, Ships' Master and the Chief Pilot, or in the field the Field Operations Manager. They assume the overarching health and safety responsibilities and duties as identified for BAS Executive Team members and the BAS Management Team.

9. At all BAS Antarctic and Arctic stations, the Station Leader maintains overall responsibility for the health and safety of staff including visitors or non-BAS employees working on their station. For all BAS field activities, it is the BAS Field Operations Manager who assumes responsibility. Detailed roles and responsibilities for both the Station Leader and the Field Operations Manager are detailed in the [BAS Safety Management Manual](#) and the [BAS Field Work health and Safety Plan](#).

10. On board BAS vessels the Master has the full responsibility for the safety of the ship and all those on board. The day-to-day co-ordination of Health and Safety matters is delegated to the Ship's Safety Officer. Detailed roles and responsibilities for both the Master and the Safety Officer are detailed in the [BAS ISM management system](#).

11. The safety of BAS air operation is the overall responsibility of the Chief Pilot. The Chief Pilot appoints a Flight Safety Office who is considered independent of normal line management chains for health and safety matters and can report directly to the Director of Operations. Detailed roles and responsibilities for both the Chief Pilot and the Flight Safety Officer are documented in the [BAS Air Unit Safety Management System](#).

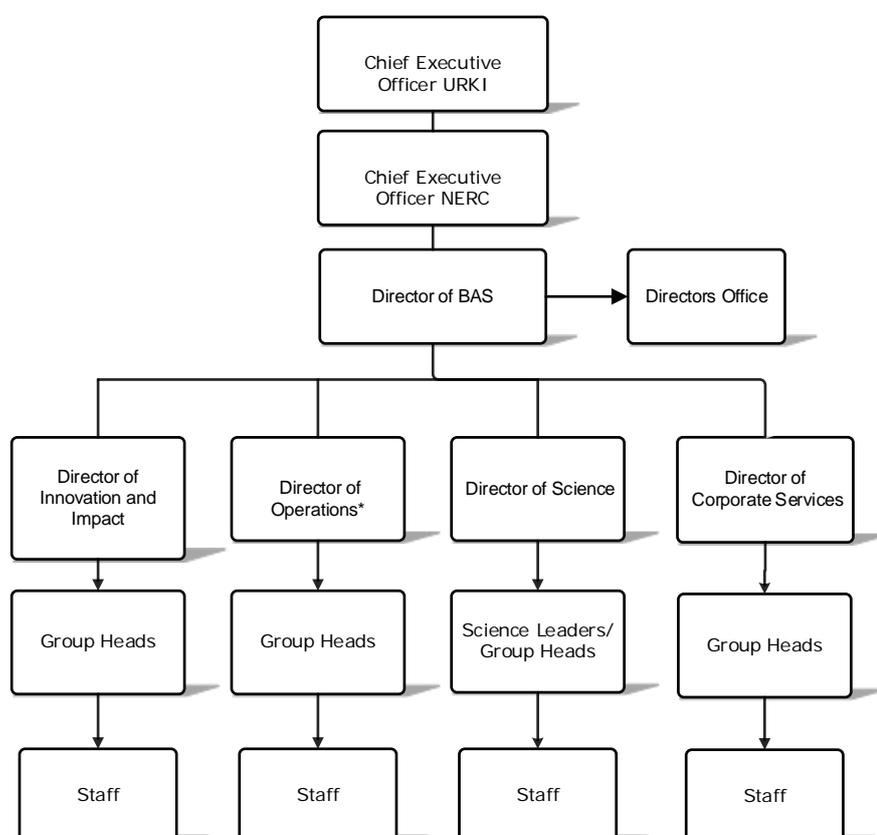
12. For BAS staff travelling and working overseas in locations other than Antarctica the normal line management chain applies (refer to Figure 1). For all travel and work within Polar Regions, the Figure 2 management chain applies. Line managers must ensure the [NERC Overseas Safety Procedure](#) is followed for all overseas trips. Any

overseas activities other than travel and conference meetings such as field work or laboratory work, must be subject to a suitable risk assessment. Before overseas activities are permitted this risk assessment must be approved by the BAS Health and Safety Adviser and/or the BAS Operations Manager. Further details are found in the [BAS Working Overseas Safety Procedure](#).

Competent Persons

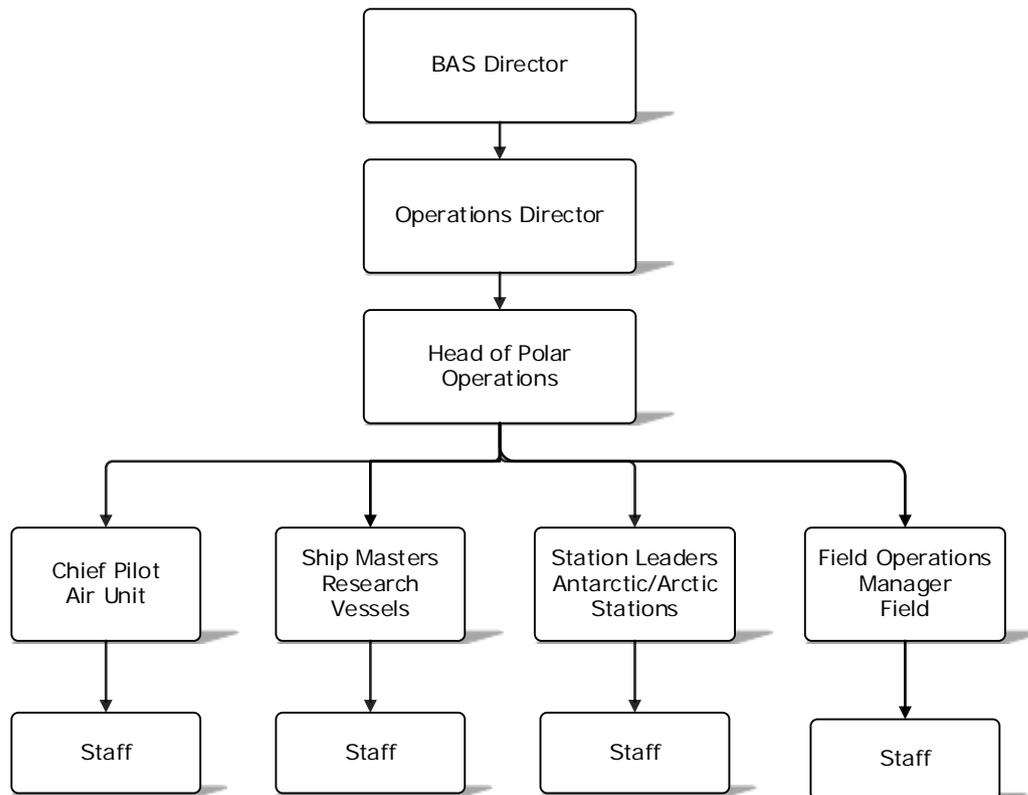
13. The Director has appointed a Health and Safety Adviser to advise on the discharge of the duties outlined in this policy. The BAS Health and Safety Adviser reports to both the BAS Executive Team and the BAS Management Team. The [Health and Safety Adviser's Terms of Reference](#) details their main duties.
14. The names of Staff with Specific Health and Safety Responsibilities are contained within the Health & Safety Guidance document [List of Health and Safety Roles and Responsibilities](#)
15. The NERC Health and Safety Adviser is also available for consultation with the BAS Director and BAS Health & Safety Adviser and will provide information or make site visits for audits as required.

Figure 1 Diagram showing lines of health and safety responsibility at BAS



* Executive Team Member appointed with responsibility for Health and Safety at BAS

Figure 2 Diagram showing lines of responsibility for leading and implementing health and safety during BAS operations in Polar Regions.



Organisational Arrangements for Health and Safety

BAS Safety Management System

1. The BAS Safety Management System (SMS) comprises three specific but connected systems for Land, Sea and Air. The BAS SMS incorporates risk assessment, COSHH assessment, safe operating procedures, safe systems of work, standing instructions, lines of responsibility, training, preparations for emergencies and methods of audit and review. This BAS Health & Safety Policy and associated corporate Safety Procedures shall all be considered as the top level policy for the Land, Sea and Air system.
2. **LAND.** The BAS SMS for land-based operations is certificated to BS OHSAS 18001. The SMS manual and associated information for the [BAS Land Safety Management System](#) is managed through the [BAS Intranet](#).
3. **SEA.** The BAS Health & Safety Policy includes all requirements of the International Maritime Organisation, “International Management Code for the Safe Operation of Ships and for Pollution Prevention” (ISM Code). BAS implements the ISM Code through a [BAS ISM Safety Management System](#) that details BAS policy with regard to safety and environmental protection and the methods employed to realise that policy.
4. **Air.** The component of the BAS Safety Management System that executes the safe operation of the BAS aircraft is accredited to the International Business Aviation Council’s IS-BAO safety management standards and is managed through a specific [BAS Air Operation Safety Management System](#).

BAS Health and Safety Management Team

5. BAS has established a team of managers and safety coordinators who, through membership of the BAS Health and Safety Management team (HSMT), are responsible for ensuring the health and safety management system is effective throughout BAS. The members of HSMT and the terms of reference are set out in the [HSMT Terms of Reference](#). The emphasis of this team is the performance and continual improvement of the BAS Safety Management System.

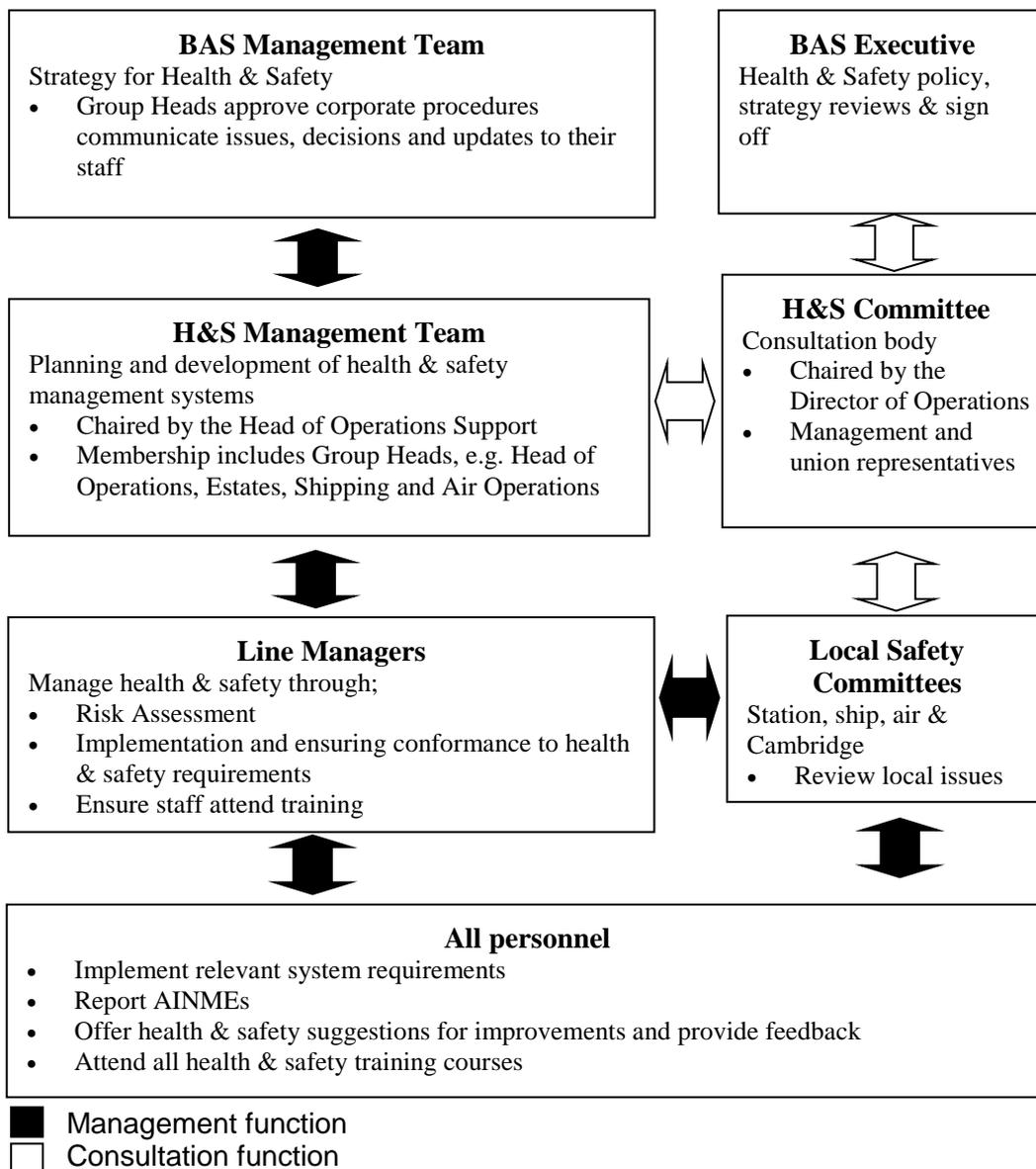
BAS Health and Safety Management Committee

6. BAS has established a Health and Safety Committee (HSC) to provide a consultative mechanism on health and safety issues for all staff, including Trade Union Safety Representatives. The roles of the Committee representatives are set out in the [BAS HSC terms of reference](#) along with names of the Committee members provided in the [List of Health and Safety Roles and Responsibilities \(BASHS\(G\) 12\)](#)
7. The BAS Health & Safety Policy, arrangements and organisation is reviewed annually and then accepted by the BAS HSC after consultation with the NERC Trade Union Safety Representatives.

Local Safety Committees

8. For polar bases, Cambridge and ships, BAS has established local Health and Safety Committees. The local committees have the responsibility for ensuring that health and safety is managed well locally and to communicate as necessary with the BAS HSMT, HSC and Health & Safety Advisor.
9. The UKRI and NERC Trade Unions have agreed to represent all staff on health and safety issues. Local Safety Representatives are available to all staff for consultation.

Figure 3: Structure of key roles and responsibilities within the BAS SMS





BAS Emergency response arrangements

10. BAS has established a corporate [Incident Response Plan](#) to manage emergencies that may arise as a result of our operations. The BAS Cambridge site, BAS ships and Antarctic stations all maintain specific Incident Response Plans particularly developed for their circumstances. All emergency procedures have a programme of regular testing.
11. BAS seeks to suitably investigate all accident, incidents and near-misses occurring within the organisation. BAS has implemented an online reporting system ([AINME](#)) to which staff have access to report incidents. The BAS Health & Safety team co-ordinate investigations and the BAS Management Team (BMT) oversee the completion of actions and lessons learnt. Details of the BAS policy on incident investigation are found in the [BAS Safety Management Manual](#).

New Starters and staff training

12. New staff will be informed of the BAS Health & Safety Policy Statement during the Health & Safety Induction with further job specific health and safety training as required. This will familiarise them with the BAS safety management system and the workplace hazards they are expected to encounter.
13. As well as job specific training, all permanent BAS staff will be provided with general health and safety training and competences. The training BAS provides is in line with the [NERC Procedure for Health and Safety competence](#). This training is mandatory for all BAS staff.

BAS Safety Procedures

14. The operational control of day-to-day major hazards and risks is defined in BAS corporate safety procedures. These procedures identify the safe systems of work with which staff are required to follow to ensure safety risks are as low as reasonably practicable. [Appendix 2](#) provides a schedule of BAS Corporate Safety Procedures.



Appendix 1 -BAS Health & Safety Procedures & Guidelines

BAS Corporate Health and Safety Procedures and Guidance Index	Reference
List of Health and Safety Roles and Responsibilities	BASHS(G)12
Accident reporting and investigation (AINME)	BAS HS-04
Biological risk assessment procedure	BAS HS-10
Control of substances hazardous to health (COSHH) Procedure	BAS HS-09
Risk Assessment Procedure	BAS HS-05
Management of contractors	BAS HS-12
Mast policy	BAS HS-15
Risk Assessment for activities involving New and Expectant Mothers	BAS HS-07
Eye tests and spectacles for computer use guidance	BAS HS(G)-02
Laboratory handbook and safe code of practice	BAS HS-18
James Clarke Ross laboratory hand book and safe code of practice	BAS BS-19
Work with ionising radiation (authorisation, responsibilities and arrangements)	BAS HS-14
Lone working Procedure	BAS HS-16
Local Rules for work with unsealed radioactive sources	BAS HS-22
Chemical Spill Response Procedure	BAS HS-17
Fire Safety Policy	BAS HS-03
Personal Protective Equipment Procedure	BAS HS-18
Laboratory Safe Code of Practice Poster	BAS HS-20
An equitable organisational response to accidents and incidents	BAS HS(G)-09



BAS Corporate Health and Safety Procedures and Guidance Index	Reference
Guidance Ship Board Science Work Risk Assessment	BAS HS(G)-05
Prevention of Carbon Monoxide Poisoning	BAS HS-24
Risk Assessment Guidance (Science Project Risk Assessments)	BAS HS9G)-04
Risk Assessment Guidance (Office Working)	BAS HS(G)-01
Safety Training Requirements Guidance for BAS Cambridge Staff	BAS HS(G)-06
BAS Code of Practice for work with Explosives	Fourth Edition



Signature

Date

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