

Airship & Balloon Company Health and Safety Policy

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Airship & Balloon Company Ltd.

Health & Safety Record Page

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Airship & Balloon Company Ltd.

Part 1

1.0

It is the Company's policy to ensure so far as is reasonably practical the Health, Safety & Welfare of all its employees and of other persons who may be affected by its work activities to comply with the requirements of the Health and Safety at Work Act 1974, its statutory provisions and associated regulations.

1.0.1

The Company will ensure so far as it is reasonably practicable the provision of:

- a) Such information, instruction, training and supervision to ensure the Health and Safety of their employees at work.
- b) Safe plant and equipment.
- c) A written Disaster Management Plan.
- d) Adequate facilities and arrangements for welfare whilst at work.

1.0.2

The Company will encourage a positive attitude from all employees in communicating Health and Safety issues, in its aim of achieving a positive safety culture.

1.0.3

This policy statement will be reviewed annually, brought to the attention of all employees and be displayed on the Company's Health and Safety notice board.

1.0.4

For the purposes of this document, the term "employee" shall describe any person, paid or unpaid, specifically commissioned by the Company in the pursuit of its business.

SIGNED



NAME – Nick Langley

POSITION – Managing Director

Date – April 1, 2016

Part 2

RESPONSIBILITIES

The Managing Director will:-

2.0.1

Ensure there is an effective policy for Health and Safety within the Company.

2.0.2

Ensure that the responsibility for Health and Safety is properly assigned to all levels of employees within the Company.

2.0.3

Provide adequate funds, employees, materials and equipment to meet Health and Safety requirements.

2.0.4

Periodically review the effectiveness of the policy and ensure that any necessary changes are made in order to meet current legislation.

2.0.5

Have a direct involvement in the development of the Health and Safety programme.

2.1

The Health and Safety Officer will: -

2.1.1

Ensure the Company Health and Safety Policy is implemented on a day to day basis.

2.1.2

Ensure, as far as is reasonably practicable, compliance with all current Health and Safety legislation.

2.1.3

Investigate all accidents and incidents with a view to taking such measures to prevent recurrence.

2.1.4

Review absences due to accident, or illness and notify the relevant authority according to the RIDDOR Regulations on Forms F2508/F2508A.

2.1.5

Ensure all personnel are aware of First Aid and Fire Fighting procedures.

2.1.6

Ensure that adequate supervision by competent persons is available at all times particularly where young or inexperienced persons are concerned.

2.1.7

Ensure that adequate procedures are in place for Health and Safety Training of all employees.

2.1.8

Ensure that Risk Assessments are carried out as required by the Management of Health & Safety Work Regulations (Regulation 3) 1992 and records are maintained.

2.2

Employees will: -

2.2.1

Take reasonable care for the Health and Safety of themselves and of any other persons who may be affected by their acts or omissions.

2.2.2

Co-operate with their employer or other person so far as is necessary to enable them to comply with any safety duty or requirement.

2.2.3

Not intentionally or recklessly interfere with, or misuse anything provided in the interest of Health, Safety or Welfare.

Part 3

ARRANGEMENTS

3.0

The Company policy on Health, Safety and Welfare matters will be communicated to all employees and sub-contractors and will be available for inspection at the Company office.

Training

3.0.1

A pre-season meeting will be held with Pilots and Crew, to ensure that all personnel are fully conversant with Company Operating Procedures. At this meeting Health and Safety training will be provided for all employees appropriate to their health and safety responsibilities. This will include the following: -

- Location of Fire Fighting and First Aid equipment in the Office
- Warning of known hazards
- House keeping standards
- Accident reporting procedures
- Personal protective equipment (use and maintenance)
- Use of portable equipment
- Disaster Management Plan
- Hazard Spotting/Risk Assessment Training
- Risk Assessment/COSHH Reg. 1995(Management of Health and Safety at Work Regulations 1992 Reg. 3)

3.0.2

Risks affecting Health, Safety and Welfare of employees and others will be identified with appropriate action taken so far as is reasonably practicable to control, eliminate or reduce hazards identified.

HSE/LEHO

3.0.3

The Company will comply with any requests or notices from the Health and Safety, relevant enforcing agencies.

3.04

The Company requires all employees to report all accidents to the Managing Director, who will ensure that action is taken to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

First Aid Equipment

3.0.5

First aid equipment will be made available in each balloon retrieve vehicle and at the Company's Office.

Competence of Employees

3.0.6

The Company shall ensure that all employees shall receive such training, information, instruction and supervision required to ensure their competence to work safely.

The service of an independent health and safety specialist may be used from time to time if required.

Disaster Management Plan

3.0.7

The Company will have a written Disaster Management Plan and ensure that all employees are trained on its implementation.

Balloons

3.0.8

All balloons will be maintained in accordance with manufacturer's recommendations.

Portable Items of Equipment

3.0.9

All portable items of equipment will be maintained in accordance with manufacturer's recommendations.

3.0.10

Protective Equipment

It is the responsibility of all Pilots and Crew to supply their own protective equipment, which must include suitable footwear, long trousers in natural materials and leather gloves. When working on Company balloons, Pilots and Crew should wear long sleeved tops in natural materials.

3.0.11 Vehicle Maintenance

Company vehicles will be maintained and insured as required by current Legislation.

3.0.12 Insurance

The Company will maintain relevant insurance - copies of current certificates are contained within the Balloon Folder in each balloon retrieve vehicle.

Part 4

ACCIDENT REPORTING AND INVESTIGATION PROCEDURES

Scope

4.0.1

This instruction describes the obligations and procedures to be carried out following a portable accident, occurrence, or disease as defined in RIDDOR.

Responsibilities

4.0.2

It is the responsibility of the Company to ensure that the procedures laid down are carried out by their employees and Sub-Contractors.

The Company has further responsibilities to report all relevant accidents to the Health and Safety Executive.

Procedures: General

4.0.3

The reporting of accidents and occupational diseases is required for a number of reasons:

- to provide a base of local information
- to provide a national database of 'reportable' accidents
- to provide information on which a future claim for industrial injury benefits under the Employment Department's scheme can be adjudicated
- to meet the requirements of the RIDDOR Regulations 1995.

Accidents to be Reported are as Follows: -

4.0.4 Fatalities

Major accidents as defined in the RIDDOR Regulations 1995.

Accidents resulting in an employee being absent from work for three consecutive days or more (excluding the day of the accident), but including weekends, bank holidays and rest days.

Accidents resulting in loss of the physical or mental faculty including disfigurement.

Part 5

SAFETY MANAGEMENT

5.0.1

The nominated person for Health and Safety, Nick Langley, will be responsible for ensuring all employees are aware of their Health and Safety responsibilities according to the Company's Health and Safety policy document.

5.0.2

Periodic Health and Safety inspections of premises and activities may be carried out and any defects highlighted, will be actioned and records of all areas inspected will be maintained

Part 6

PROVISION OF SAFETY POLICIES AND RISK ASSESSMENTS

6.0.1

The Company has a written Health and Safety policy document outlining the Company's commitment to Health and Safety, the organisation for its implementation and the arrangements for carrying it out.

6.0.2

Risk assessment will be carried out according to the Management of Health and Safety at Work Regulations 1992 and other relevant legislation. These will include COSHH, Manual Handling, Personal Protective Equipment, and Noise, with significant findings recorded.

6.0.3

Both the Company's Health and Safety policy document, and risk assessment records will be updated following an incident, or at least at the end of each flying season will be revised from time to time.

Part 7

EMPLOYEE COMPETENCIES

7.0.1

Employees are given Health and Safety training according to their responsibilities outlined in the Company's Health and Safety Policy document.

Part 8

SAFE WORKING ENVIRONMENT

8.0.1

Balloon storage areas will show suitable signing indicating where liquid propane gas or compressed gas is stored.

8.0.2

All launch sites will be chosen not only to provide safe execution of the launch of the balloon, but also safety of crew and passengers during access and egress.

8.0.3

A certified company will be used to carry out annual inspections of all fire fighting equipment.

8.0.4

ABC Flights appointed Pilots and most Senior Crew have attended a recognised fire and first aid course.

8.0.5

Members of the public entering the immediate environment of a balloon launch site, shall be warned of the inherent risks by the Pilot.

Part 9

EQUIPMENT, MATERIALS, AND SAFE SYSTEMS OF WORK

9.0.1

All machinery and equipment is tested according to relevant legislation with records of tests maintained.

9.0.2

Employees are made aware at induction of any prohibitions relating to equipment they are not allowed to use.

9.0.3

All safe systems of work are brought to the attention of employees during induction training.

Part 10

ACCIDENT INVESTIGATION AND REPORTING

10.0.1

All accidents are recorded in the Company accident book.

10.0.2

All flying accidents will be reported to the relevant authorities as defined in the Operations Manual.

10.0.3

Any accident that falls under the RIDDOR regulations 1995 will be reported to the relevant authority on form F2508/F2508A.

10.0.4

All accidents will be investigated to ensure causation factors are highlighted, thus enabling preventative actions to be implemented.

Part 11

EMERGENCIES

11.0.1

The Company has a written disaster management plan that is communicated to all employees during induction training.

11.0.2

The disaster management plan may be tested from time to time.

Health & Safety Annual Review.

01/04/2013

No accidents reported in previous 12 months and no changes required to H & S Policy.

01/04/2014

No accidents reported in previous 12 months and no changes required to H & S Policy.

01/04/2015

No accidents reported in previous 12 months and no changes required to H & S Policy.

01/04/2016

No accidents reported in previous 12 months and no changes required to H & S Policy.


