



# Unmanned Aerial Systems (UAS) – Drones

## Standard

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PRSG32.1		WELLBEING, SAFETY AND HEALTH MANAGEMENT SYSTEM					
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## Introduction

Due to their size and use of high-speed rotors, unmanned aerial systems – or drones - can be dangerous if not operated safely. Accidents and incidents associated with their use have increased in recent years resulting in serious injuries and deaths.

## Definitions

### What is an 'Unmanned Aerial System'? (UAS)

An 'Unmanned Aerial System' (UAS), also known as a "Drone" is an aircraft flight which is controlled either autonomously, by on-board computers, or by a pilot using a remote control.

UASs usually consist of two parts; the vehicle itself and the control unit. They are often made of lightweight materials which reduce weight and increase manoeuvrability. They are fitted with small engines, wings and/or multi-rotors. Some UASs have on-board cameras, geographical positioning systems or other devices, which link wirelessly to the ground-based control unit.

NB: "drone" is the common name for a class of aircraft known as Unmanned Aircraft Systems (UAS) or Unmanned Aerial Vehicle (UAV).

The Civil Aviation Authority classifies unmanned aircraft weighing under 20kg, as small, and those weighing over 20kg, as large. Small unmanned aircraft with cameras and/or sensors on board are classified as Small Unmanned Surveillance Aircraft (SUSA), those without cameras and/or sensors are classified as Small Unmanned Aircraft (SUA).

In this Protocol, the acronym UAS is used to refer to all types of drone.

### What IS covered by this protocol?

- UASs being flown on, inside, or over University premises, by both the University of Leeds and by third parties
- UASs flown off University premises (throughout the UK and overseas) for University business, study, or research.

### What is NOT covered by this protocol?

UASs flown by staff or students off University premises, when not under University control.

## Acronyms

- UAS - Unmanned Aerial System
- UAV – Unmanned Aerial Vehicle
- GPS – Geographical Positioning System
- CAA – Civil Aviation Authority
- SUA – Small Unmanned Aircraft
- SUSA - Small Unmanned Surveillance Aircraft
- OSC - Operating Safety Case
- NQE - National Qualified Entity (as identified by the CAA for this purpose)
- CCTV – Closed Circuit Television
- UPFP – University Premises Flight Permit

## Standard:

The University takes a management approach based on the adequate control of the risks backed up by the need for legal compliance and expects that:

- A University UAS Administrator is appointed.
- Before a UAS flight takes place, the relevant UAS Procedure is followed.
- Outdoor flights on University of Leeds premises have a University Premises Flight Permit, approved by the UAS Administrator, before they take place.
- Outdoor University-controlled UAS flights in the UK are managed under a CAA Commercial Licence.
- Applications for new CAA Commercial Licences on University-controlled UAS flights are signed by the UAS Administrator before submission to the CAA.
- UAS Accountable Manager is a NQE qualified pilot.
- UAS Accountable Managers are named on CAA Commercial Licences, and are accountable for all outdoor flight operations carried out on their licence.
- UAS pilots are competent and trained
- Pilots have the authority to suspend flights they deem unsafe to carry out or to continue.
- UASs purchased, or constructed in-house, comply with the design and construction requirements of the Work Equipment Protocol.
- UAS flights are covered by insurance and meet the £10 million public liability requirement of the University
- University-controlled UAS flights off University of Leeds premises have the written consent of landowners.
- Indoor UAS flights at the University of Leeds are subject to risk assessment and approval by the local Health and Safety Manager.
- UAS flights outside the UK are subject to the aviation authority regulations pertinent to the country in which the flights take place.
- UAS accidents, incidents, and non-conformances to flight plans are reported on the University's online accident and incident reporting system (Sentinel).
- Periodic audits of UAS Operational Safety Cases, risk assessments, procedures, and licences are carried out by the UAS Administrator.
- Any variation to this Standard is agreed in writing by the UAS Administrator and Director of Health and Safety Services/ Head of Health and Safety.