

PNGC RISK ASSESSMENT FORM

Serial No: ...0001

Date of Next Review: Jan 2015

Organisation	
PNGC	✓
Privately Owned Glider	
Privately Owned Power Aircraft	
Other Airfield User	

Activity	
Flying - Gliders	✓
Flying - Power	
Ground Handling	
Maintenance	
Travel	
Visitors	✓
Others (specify)	

Hazard Identification	
Flying Activities	1.5
Mechanical	
Electrical	
Environment	
Waste	
Others (specify)	

SUMMARY OF ACTIVITIES
<ol style="list-style-type: none"> 1. Visitors to PNGC at Lee on Solent Airfield with the intention of flying in Club gliders. 2. Visitors witnessing Club flying activities 3. Visitors attending the Club on official business.

SUMMARY OF HAZARDS
<ol style="list-style-type: none"> 1. Driving on the airfield when flying operations are taking place. 2. Driving on the airfield at night. 3. Proximity to aircraft 'starting up' and manoeuvring on the perimeter road shared by car traffic. 4. Crossing active runway thresholds. 5. Vehicles and aircraft manoeuvring at the launch point. 6. Exposure to the elements on the airfield. 7. Landing aircraft and winch launch cables 8. Entering /exiting aircraft (slips, trips and falls)

POPULATION AT RISK (inc No.)	Individuals or larger groups (less than 20 at any one time)
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CURRENT SAFETY PRECAUTIONS & CONTROL MEASURES
<ol style="list-style-type: none"> 1. Only authorised visitors allowed on the airfield site. 2. All visitors met by a Club member and escorted in convoy from the Security Gate to the launch site. 3. All visitors given a general safety brief on arrival at the launch point. 4. Visitors who will be flying are given a 'one to one' pre-flight briefing by their nominated instructor. 5. Shelter and refreshment facilities are normally provided at the launch-point. Advice on suitable clothing for the time of year will normally be given by the Club Host or Sponsor prior to the visit. 6. Toilet facilities are not available at the launch-point but are available at the Clubhouse where visitors requiring to use these facilities will be provided with an escort. 7. Visitors are not permitted to visit other places on the airfield without a Club member escort. 8. Children are to be supervised by their parents/guardians at all times and not allowed to 'play' at the launch-point, ride on club vehicles or be left unattended at other locations on the airfield. (This includes the Clubhouse). 9. Contractors have separate briefing to cover visits when the Club is not active on the airfield.

CURRENT RISK ASSESSMENT	HIGH		MEDIUM	LOW	1 D
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RISK REDUCTION ACTIONS
<ol style="list-style-type: none"> 1. Organised parties and youth groups provide their own additional supervision and point of contact. 2. Pre-visit communication and safety advice including limiting the number of visitors to a manageable size. 3. PNGC will arrange additional personnel to cater for larger groups. 4. Disabled groups and those with special needs provide their own specialist support and supervision. 5. Approval for group visits is required by the PNGC Chairman or Chief Flying Instructor. 6. Approval for individual visits is given by the nominated host acting in accordance with PNGC Club Rules. 7. Marked safe area designated by cones around the Bus and Log Cabin at the launch-point.

FINAL RISK ASSESSMENT	HIGH		MEDIUM	LOW	1 E
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Assessed by Safety Officer
..... Date:.....

Reviewed by General Manager
..... Date:.....

Authorised by CFI/Chairman
..... Date:.....

GUIDANCE NOTES

For further guidance on completing this form contact the PNGC Safety Officer

- Risk Assessment No.** Will be completed by the PNGC Safety Officer or Administrator.
- Organisation** Tick the appropriate box.
- Activity** Tick the appropriate box.
- Hazard Identification** From the Hazard Identification Check List select all hazard types applicable to the task/activity being assessed and enter the hazard identification code in the appropriate box.
- Summary of Activities and Hazards** Briefly describe the key aspects of the task/activity being assessed and how the hazard(s) may arise. Look only for the HAZARD(S) which you could reasonably expect to be present and which may result in significant harm under the conditions of your task / activity. In addition to hazards, which arise from "normal operations", consider also likely abnormal and emergency situations
- Population at Risk** State the approximate number of people likely to be effected by the hazards of the task/activity. Don't forget it may not be just personnel carrying out the activity who may be effected. Consider also third parties.
- Current Safety Precautions and Control Measures** Describe the control measures or precautions already taken to reduce the risks from the hazards you have listed? e.g. Training, supervision , written procedures, fitting of guards and covers, provision of special tools or work areas, adequate information, instruction and safe systems etc
- Current Risk Assessment** Assess the level of risk taking into account the current control measures and precautions using the matrix below. Consider first the likely probability of the event arising and identify which row of the matrix is applicable. Then consider the most likely outcome of the hazard being realised in terms of personal injury or environmental impact and identify which column on the matrix applies. The box at which the two crosses will fall into either the low/medium/high risk sections of the matrix. i.e.C3
- Risk Reduction Actions** Have risks been reduced to a level that is as low is reasonably practicable? It may help to consider if the current measures have to meet standards set by regulations, Air Navigation Order, BGA Laws & Rules, HSE guidance and local Agreed Codes of Practice (ACOPS) . Where appropriate identify further risk reduction measures.
- Final Risk Assessment** Now re-assess the expected level of risk assuming the further risk reduction measures identified are in place.
- Date of Next Review** Assign a date for the next review based on an estimate of the likely hood of changes occurring that may effect the validity of the assessment.
- Acceptability of Risk**

LOW: No action is required if a hazard falls in this area, although some cost-effective improvements may be judged worthwhile.

MEDIUM: If a hazard falls in this area, a cost versus benefit analysis will help decide whether remedial action is taken or the risk accepted.

HIGH: If a hazard is judged to be in this area **the activity is not to be carried out until corrective action are implemented to reduce the risk to a lower level.**

		LOW RISK		MEDIUM RISK		HIGH RISK	
Possibility of repeated occurrence	A						
Possibility of isolated occurrence	B						
Possibility of occurring sometime	C						
Not likely to occur	D						
Probability near zero	E						
		1	2	3	4	5	
		Negligible	Minor	Moderate	Major	Catastrophic	

HAZARD IDENTIFICATION CHECKLIST

1 FLYING ACTIVITIES

- 1.1 OPERATIONS
- 1.2 FLYING TRAINING
- 1.3 RISK OF COLLISION
- 1.4 AIRMANSHIP
- 1.5 VISITOR MANAGEMENT
- 1.6 OTHER

2 MECHANICAL HAZARDS

- 2.1 DRAWING-IN / TRAPPING
- 2.2 IMPACT
- 2.3 STABBING / PUNCTURE
- 2.4 FRICTION / ABRASION
- 2.5 HIGH PRESSURE FLUID INJECTION
- 2.6 SLIPS / TRIPS / FALLS
- 2.7 FALLING / MOVING OBJECT
- 2.8 OTHER MECHANICAL HAZARDS

3 ELECTRICAL HAZARDS

- 3.1 DIRECT CONTACT
- 3.2 INDIRECT CONTACT
- 3.3 ELECTROSTATIC PHENOMENA
- 3.4 SHORT CIRCUIT / OVERLOAD
- 3.5 SOURCE OF IGNITION
- 3.6 OTHER ELECTRICAL HAZARDS

4 ENVIRONMENT

- 4.1 NOISE
- 4.2 VISUAL IMPACT
- 4.3 EMISSIONS
- 4.4 USE OF RESOURCES
- 4.5 FLORA & FAUNA
- 4.6 CONTAMINATION (DEBRIS)

5 WASTE

- 5.1 TOXIC
- 5.2 HAZARDOUS
- 5.3 DOMESTIC
- 5.4 SPECIAL
- 5.5 FUEL

6 OTHER

- 6.1 Winch Driving
- 6.2 Airfield Driving
- 6.3 Launchpoint Control
- 6.4 Work Environment
- 6.5 Stressful Posture
- 6.6 Poor Workplace design

Severity Category	Safety and Environmental Consequences		
	Personnel	Material Safety	Environmental (Including General Public) Safety
Catastrophic	Multiple deaths or multiple serious injuries	Total loss or extreme damage of property	Severe long term environmental damage which affects people, animals and marine and bird life for more than 100 years
Major	Severe Injury/illness or single fatality	Major damage of property. (10 - 95% of unit cost)	Major event resulting in severe environmental damage to animals, marine and bird life taking between 10 to 100 years for recovery
Moderate	Injury or occupational illnesses	Severe damage of a property (1 -10 % of unit cost),	Environmental impact which causes a single death and multiple animal, marine and bird deaths. Recovery 1 to 10 years.
Minor	A single injury or occupational illness and/or multiple minor injuries or occupational illnesses	Small damage to property (0.01 - 1% of unit cost)	Impact levels above legal limit which temporarily affects animal and marine life. Recovery 1 week and minor public interest
Negligible	At most a single minor injury or minor occupational illness	Negligible damage to property. (< 0.01% of unit cost),	Negligible impact material but at or below legal limit. Nuisance extending for 1 week. No public interest

Table of Safety & Environmental Severity Categories