

PNGC RISK ASSESSMENT FORM

Serial No: 0005

Date of Next Review: Jan 2015

Organisation		Activity		Hazard Identification	
PNGC	✓	Flying - Gliders		Flying Activities	
Privately Owned Glider		Flying - Power		Mechanical	2.1 - 2.4, 2.6, 2.7
Privately Owned Power Aircraft		Ground Handling		Electrical	3.1, 3.2, 3.4, 3.5
Other Airfield User		Maintenance	✓	Environment	4.4, 4.6
		Travel		Waste	5.3, 5.5
		Visitors		Others (specify)	
		Others (specify)			

SUMMARY OF ACTIVITIES	1. Conducting work activities in the PNGC Hangars (Bellman 4, Q and N).
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SUMMARY OF HAZARDS	<ol style="list-style-type: none"> 1. Opening hangar doors and lifting heavy objects. 2. Personal injuries from using tools and equipment. 3. Damage to aircraft 4. Use of toxic or hazardous materials 5. Working in a confined space 6. Lone working 7. Fire 8. Structural damage
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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. Warning Notice displayed on Hangar Doors regarding opening. 2. Personal hand tools are an individual responsibility. 3. Use of Club tools and maintenance equipment is by authorisation of the Club Engineering Manager. 4. Guidance on the safe use of hazardous substances. 5. Briefings and supervision are utilised to minimise 'hangar rash'. 6. Lone Working Policy available on Club Website. 7. First Aid Fire Fighting equipment provided and periodic training given in its use. 8. Monitoring of weather
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CURRENT RISK ASSESSMENT	HIGH		MEDIUM	3C	LOW	
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RISK REDUCTION ACTIONS	<ol style="list-style-type: none"> 1. Supervision and authorisation to carry out work.. 2. Awareness of hazardous substances and Manufacturer's Safety Data Sheets 3. Buildings to be evacuated in event of fire and call made to the Emergency Services. 4. Most maintenance carried out on specified active Club days when members are around. 5. Hangar doors to be shut when there is an easterly wind component.
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FINAL RISK ASSESSMENT	HIGH		MEDIUM		LOW	3D
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Assessed by Safety Officer
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Date:.....

Reviewed by Club Manager
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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