

## PNGC RISK ASSESSMENT FORM

Serial No: ...08.....

Date of Next Review: Jan 2015

|                                |   |                  |   |                              |           |
|--------------------------------|---|------------------|---|------------------------------|-----------|
| <b>Organisation</b>            |   | <b>Activity</b>  |   | <b>Hazard Identification</b> |           |
| PNGC                           |   | Flying - Gliders |   | Flying Activities            | ✓1.3, 1.5 |
| Privately Owned Glider         |   | Flying - Power   | ✓ | Mechanical                   |           |
| Privately Owned Power Aircraft | ✓ | Ground Handling  |   | Electrical                   |           |
| Other Airfield User            | ✓ | Maintenance      |   | Environment                  |           |
|                                |   | Travel           |   | Waste                        |           |
|                                |   | Visitors         |   | Others (specify)             | ✓ 6.2     |
|                                |   | Others (specify) | ✓ |                              |           |

|                              |  |  |  |
|------------------------------|--|--|--|
| <b>SUMMARY OF ACTIVITIES</b> | <ol style="list-style-type: none"> <li>1. Other aviation users on the airfield</li> <li>2. Visitors and contractors using the perimeter taxi-way and dispersal areas (airside).</li> <li>3. Contractors working on the airfield (airside)</li> </ol> |  |  |
| <b>SUMMARY OF HAZARDS</b>    | <ol style="list-style-type: none"> <li>1. Conflict between PNGC aviation and other non-PNGC aircraft.</li> <li>2. Vehicles not giving way to aircraft</li> <li>3. Conflict between aircraft and contractor work on the airfield</li> </ol>           |  |  |

|                                      |             |
|--------------------------------------|-------------|
| <b>POPULATION AT RISK ( inc No.)</b> | unspecified |
|--------------------------------------|-------------|

|  |  |  |  |
|--|--|--|--|
| <b>CURRENT SAFETY PRECAUTIONS &amp; CONTROL MEASURES</b> | <ol style="list-style-type: none"> <li>1. All contractors visiting/using the airfield should be briefed by the Airfield Manager or Security Staff</li> <li>2. Flying operations in accordance with the Airfield Manual.</li> <li>3. Controlled access to the airfield.</li> <li>4. PNGC Club Rules (covering airfield activities)</li> </ol> |  |  |
|--|--|--|--|

|                                |      |        |     |     |
|--------------------------------|------|--------|-----|-----|
| <b>CURRENT RISK ASSESSMENT</b> | HIGH | MEDIUM | 5D+ | LOW |
|--------------------------------|------|--------|-----|-----|

|                               |   |  |  |
|-------------------------------|---|--|--|
| <b>RISK REDUCTION ACTIONS</b> | <ol style="list-style-type: none"> <li>1. PNGC Duty Instructor is able to give safety information to BN AGO or aircraft pilots as required.</li> <li>2. Visitors and Contractors should be advised at the Argus Security gate of airfield activities.</li> <li>3. All visitor/contractors travelling to the Northern side of the airfield should visually confirm circuit traffic on Runway 23/05 (particularly that no a/c on final approach when intending to cross the runway).</li> </ol> |  |  |
|-------------------------------|---|--|--|

|                              |      |        |     |    |
|------------------------------|------|--------|-----|----|
| <b>FINAL RISK ASSESSMENT</b> | HIGH | MEDIUM | LOW | 5E |
|------------------------------|------|--------|-----|----|

|                                   |
|-----------------------------------|
| <b>Assessed by Safety officer</b> |
| .....<br><b>Date:.....</b>        |

|                            |
|----------------------------|
| <b>Reviewed by CFI</b>     |
| .....<br><b>Date:.....</b> |

|                               |
|-------------------------------|
| <b>Authorised by Chairman</b> |
| .....<br><b>Date:.....</b>    |

## 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

|          |                               |
|----------|-------------------------------|
| <b>1</b> | <b>FLYING ACTIVITIES</b>      |
| 1.1      | OPERATIONS                    |
| 1.2      | FLYING TRAINING               |
| 1.3      | RISK OF COLLISION             |
| 1.4      | AIRMANSHIP                    |
| 1.5      | VISITOR MANAGEMENT            |
| 1.6      | OTHER                         |
| <b>2</b> | <b>MECHANICAL HAZARDS</b>     |
| 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      |
| <b>3</b> | <b>ELECTRICAL HAZARDS</b>     |
| 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      |
| <b>4</b> | <b>ENVIRONMENT</b>            |
| 4.1      | NOISE                         |
| 4.2      | VISUAL IMPACT                 |
| 4.3      | EMISSIONS                     |
| 4.4      | USE OF RESOURCES              |
| 4.5      | FLORA & FAUNA                 |
| 4.6      | CONTAMINATION (DEBRIS)        |
| <b>5</b> | <b>WASTE</b>                  |
| 5.1      | TOXIC                         |
| 5.2      | HAZARDOUS                     |
| 5.3      | DOMESTIC                      |
| 5.4      | SPECIAL                       |
| 5.5      | FUEL                          |
| <b>6</b> | <b>OTHER</b>                  |
| 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  |   |  |
|---------------------|--|---|--|
|                     | <b>Personnel</b>   | <b>Material Safety</b>                                    | Environmental impacts (including general public safety)  |
| <b>Catastrophic</b> | Multiple deaths or multiple serious injuries   | Total loss or extreme damage of property                  | Severe to total environmental damage with effects on people, animals and plants extending for many years                   |
| <b>Major</b>        | Severe Injury/ illness or single fatality  | Major damage of property.<br><br>(10 - 95% of unit cost)  | Major event resulting in severe environmental damage to animals, plants and birds taking between 10 to 10 years to recover |
| <b>Moderate</b>     | Injury or occupational illnesses   | Severe damage of a property<br>( 1 -10 % of unit cost),   | Environmental impact which causes a single death and multiple animal, plant and bird deaths. Recovery 10 to 10 years       |
| <b>Minor</b>        | A single injury or occupational illness and/or multiple minor injuries or occupational illnesses | Small damage to property ( 0.01 - 1% of unit cost)        | Local events above background which temporarily affect animal and marine life, birds, fish, reptiles and amphibians etc.   |
| <b>Negligible</b>   | At most a single minor injury or minor occupational illness                                      | Negligible damage to property.<br>(< 0.01% of unit cost), | Negligible impact, material less than 100g, sea level. No adverse effects extending 10 years. No bird fatalities           |

**Table of Safety Severity Categories**