

## PNGC RISK ASSESSMENT FORM

Serial No: 0011

Date of Next Review: Jan 2015

<b>Organisation</b>		<b>Activity</b>		<b>Hazard Identification</b>	
PNGC	✓	Flying - Gliders	✓	Flying Activities	1.1,1.2, 1.4
Privately Owned Glider	✓	Flying - Power	✓	Mechanical	
Privately Owned Power Aircraft		Ground Handling		Electrical	
Other Airfield User		Maintenance		Environment	
		Travel		Waste	
		Visitors			
		Others (specify)		Others (specify)	

<b>SUMMARY OF ACTIVITIES</b>	
1. Mid-week Member flying and training.	

<b>SUMMARY OF HAZARDS</b>	
1. Death or injury sustained during flying operations in gliders or power aircraft.	
2. Airborne conflict (more military aircraft movements likely within Fleetlands ATZ during weekdays).	
3. More local circuit training touch & go from local and visiting flying schools.	

<b>POPULATION AT RISK ( inc No.)</b>	Individuals or two people. (at any one time)
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<b>CURRENT SAFETY PRECAUTIONS &amp; CONTROL MEASURES</b>	
<ol style="list-style-type: none"> <li>1. Training is carried out at an approved British Gliding Association (BGA) site in accordance with BGA Rules and Regulations.</li> <li>2. All instructors are BGA qualified for the specific training requirements of students.</li> <li>3. All training is conducted i.a.w the BGA syllabus</li> <li>4. All instructors are required to be regularly checked for competency and consistency of training methods by the Chief Flying Instructor or his nominated Deputy,</li> <li>5. All flying operations are additionally supervised by an Instructor ( Full or Assistant).</li> <li>6. All PNGC aircraft will make radio calls when in the circuit to land.</li> <li>7. Launching will be suspended when the emergency services on the airfield wish to 'depart' or 'land'.</li> <li>8. Weather 'minima' is defined in the PNGC rule book and Airfield Manual.</li> </ol>	

<b>CURRENT RISK ASSESSMENT</b>	HIGH		<b>MEDIUM</b>	<b>4C-</b>	LOW	
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<b>RISK REDUCTION ACTIONS</b>	
<ol style="list-style-type: none"> <li>1. Currency assessments are continually monitored by the Computer Flight Log System.</li> <li>2. Competency continually assessed for each flight.</li> <li>3. Daily Inspections of aircraft for mechanical, structural or electrical problems.</li> <li>4. 'Two man rule' for checking rigged aircraft following a de-rig.</li> <li>5. Emphasis on maintaining a constant good lookout whilst flying.</li> <li>6. Annual medical declaration and routine doctor's examinations for Instructors and PPL holders.</li> <li>7. Flying Supervision rules iaw. CFI memo dated November 2006</li> <li>8. Duty Instructor decides who can fly in current weather conditions or suspend flying altogether.</li> </ol>	

<b>FINAL RISK ASSESSMENT</b>	HIGH		MEDIUM		<b>LOW</b>	<b>4D-</b>
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<b>Assessed by Safety Officer</b>
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Date:.....

<b>Reviewed by CFI</b>
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Date:.....

<b>Authorised by Chairman</b>
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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

<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		
	Personnel	Material Safety	Environmental (Including General Public) Safety
<b>Catastrophic</b>	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
<b>Major</b>	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
<b>Moderate</b>	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.
<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)	Impact levels above legal limit which temporarily affects animal and marine life. Recovery 1 week and minor public interest
<b>Negligible</b>	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**