

# PNGC RISK ASSESSMENT FORM

Serial No: ...21....

Date of Next Review: Jan 2015

<b>Organisation</b>		<b>Activity</b>		<b>Hazard Identification</b>	
PNGC	√	Flying - Gliders	√	Flying Activities	√
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. Young people and vulnerable adults participating in gliding activities at Portsmouth Naval Gliding Centre, Lee on Solent.
<b>SUMMARY OF HAZARDS</b>	<ol style="list-style-type: none"> <li>1. Accidents: Driving vehicle, handling cables, ground handling aircraft, flying training.</li> <li>2. Poor practice: lack of supervision and training</li> <li>3. Abuse: Bullying, intimidation, harassment, sexual.</li> </ol>

<b>POPULATION AT RISK ( inc No.)</b>	Individual members to a mximum of 20
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<b>CURRENT SAFETY PRECAUTIONS &amp; CONTROL MEASURES</b>	<ol style="list-style-type: none"> <li>1. Parental Approval for participation in the sporting activities and additional ground duties.</li> <li>2. Age limitations to drive certain vehicles and on which parts of the airfield.</li> <li>3. Procedures and processes identified in The PNGC Rule Book.</li> <li>4. Home Office' Disclosure &amp; Barring Service' clearance checks where appropriate.</li> <li>5. Anti-bullying &amp; abuse policy document</li> <li>6. PNGC Youth policy document</li> </ol>
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<b>CURRENT RISK ASSESSMENT</b>		MEDIUM	5D+	LOW	
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<b>RISK REDUCTION ACTIONS</b>	<ol style="list-style-type: none"> <li>1. Adult supervision and training to a level proportionate to an individual's ability.</li> <li>2. Specific limitations on high risk activities to prevent harm occurring (eg driving vehicles, working in the hangar, lone working).</li> </ol>
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<b>FINAL RISK ASSESSMENT</b>	HIGH		LOW	5D-	
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<b>Reviewed by Safety Officer</b>
..... Date:.....

<b>Authorised by PNGC Manager/CFI</b>
..... 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
- 6.7 FIRE SAFETY

Severity Category	Safety and Material Consequences		
	Personnel	Material Safety	
<b>Catastrophic</b>	Multiple deaths or multiple serious injuries	Total loss or extreme damage of property	
<b>Major</b>	Severe Injury/ illness or single fatality	Major damage of property. (10 - 95% of unit cost)	
<b>Moderate</b>	Injury or occupational illnesses	Severe damage of a property ( 1 -10 % of unit cost),	
<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)	
<b>Negligible</b>	At most a single minor injury or minor occupational illness	Negligible damage to property. ( < 0.01% of unit cost),	

**Table of Safety Severity Categories**