

# PNGC RISK ASSESSMENT FORM

Serial No: ...0030.....

Date of Next Review: Mar 2015

<b>Organisation</b>		<b>Activity</b>		<b>Hazard Identification</b>	
PNGC	✓	Flying - Gliders		Flying Activities	✓ 1.1
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)	✓ 6.2

<b>SUMMARY OF ACTIVITIES</b>	<ol style="list-style-type: none"> <li>1. Airfield driving within the Perimeter Taxi-way and at the Launchpoint</li> <li>2. Retrieving Gliders</li> <li>3. Retrieving cables</li> <li>4. Towing log cabin, fire trailer, etc.</li> </ol>
<b>SUMMARY OF HAZARDS</b>	<ol style="list-style-type: none"> <li>1. Crossing the runway with aircraft on final approach or take –off.</li> <li>2. Conflict with runway lights or signs.</li> <li>3. Damage to surface (when ground soft)</li> <li>4. Conflict with gliders taking off/landing on the grass.</li> <li>5. Conflict with parked cars or aircraft at the launchpoint</li> <li>6. Personal injury caused by vehicle or falling off vehicles.</li> <li>7. Vehicles snagging cables</li> </ol>

<b>POPULATION AT RISK ( inc No.)</b>	Up to 6 persons
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<b>CURRENT SAFETY PRECAUTIONS &amp; CONTROL MEASURES</b>	<ol style="list-style-type: none"> <li>1. Authorised persons only allowed to drive within the Peritrack ( this includes 14 -17year olds).</li> <li>2. Young drivers (14 – 17) not allowed to drive on peritrack or areas outside the peritrack.</li> <li>3. Only driver allowed on tractor when retrieving cables, gliders or towing trailers.</li> <li>4. <u>Tractor drivers to be over 18 with Full driving license.</u></li> <li>5. Radio communication from Launchpoint and Winch to Cable Retrieve driver.</li> <li>6. Duty Instructor will assess whether airfield grass surface suitable for accepting vehicles.</li> <li>7. Bad ground area to be marked where possible.</li> <li>8. Young persons (Under14) not allowed to drive any vehicles.</li> </ol>
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<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. Training given to all drivers regardless of age or experience.</li> <li>2. Positive lookouts encouraged .</li> <li>3. Speed limited on the retrieves.</li> <li>4. Tow routes designed to avoid obstacles</li> <li>5. Runways crossed at right angles to minimise obstruction time .</li> <li>6. Frequent changeover of personnel to avoid fatigue and adverse weather exposure.</li> </ol>
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<b>FINAL RISK ASSESSMENT</b>	HIGH		MEDIUM		<b>LOW</b>	<b>4D-</b>
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<b>Assessed by Safety Officer</b>
..... <b>Date:.....</b>

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

<b>Authorised by Chairman</b>
..... <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>	<b>Environmental Consequences</b>
<b>Catastrophic</b>	Multiple deaths or multiple serious injuries	Total loss or extreme damage of property	Major event resulting in severe environmental damage over a long period (10+ 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, plants and birds taking several months to years for recovery.
<b>Moderate</b>	Injury or occupational illnesses	Severe damage of a property ( 1 -10 % of unit cost),	Major event resulting in severe environmental damage to animals, plants and birds taking several months to years for recovery.
<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)	Minor event resulting in minor environmental damage to animals, plants and birds taking several weeks to months for recovery.
<b>Negligible</b>	At most a single minor injury or minor occupational illness	Negligible damage to property. ( < 0.01% of unit cost),	Negligible event resulting in negligible environmental damage to animals, plants and birds taking several days to weeks for recovery.

**Table of Safety Severity Categories**