

EXAMPLE OF LAA CLUB EVENT RISK ASSESSMENT (AIR SIDE/GROUND ACTIVITIES)

(This form should be completed by the Event Safety Officer / Manager to record the risks associated with a specific flying event, taking into account the particular **activities** undertaken, the **event location**, and the **individuals** involved – add extra sheets if necessary).

Event Name and Location:		Date(s):	
List any regulated flying activities planned, including Third Party Passenger Flying : 1. 2. 3. 4. 5. 6. Only LAA regulated activities are permitted, as listed in Annex A to LAA Club Regulations, unless specific authorization has been received from the LAA CEO in accordance with the requirements of Annex A.		If special LAA approval is required, has this been granted? YES/NO Date: Is there documented evidence that the appropriate criteria have are met? YES/NO If so, state document location (usually attached to this document)	
Assessment undertaken by:	Name:	Date:	Signed:
Assessment Verified by Club Safety Officer	Name:	Date:	Signed:
Assessment Verified by Club Event Manager	Name:	Date:	Signed:

The following risk assessment is extracted from CAP 403 – Flying Displays and modified to suit LAA club events

At any public event there are hazards that may cause harm to people. It is necessary to identify these hazards and to minimise them. This is done through the medium of a Risk Assessment, which is therefore an essential element of the production of any safety plan.

The risk assessment need not be complicated and the simple procedure that follows should suit the needs of club events.

Risk is defined as the severity of the hazard x the likelihood of the occurrence

Appropriate controls/mitigation shall be used if the risk rating is more than 4. After applying mitigation factor the final risk rating must be 4 or less.

The control measures used as risk mitigation shall be used as part of the event manager's safety plan.

The five steps to risk assessment defined by the HSE are:

Step 1	Identify the hazards associated with activities contributing to the event, where the activities are carried out and how they will be undertaken.
Step 2	Identify those at risk and how they may be harmed.
Step 3	Identify existing precautions.
Step 4	Evaluate the risks.
Step 5	Decide what further actions may be required, i.e. mitigation.

Steps 1 to 3 involve compiling lists relevant to the type of event, the location and the people involved

Step 4 will involve assessing the likelihood and severity of each possible eventuality and multiplying them to produce an initial numerical risk assessment. The assessment of likelihood and severity of hazard is subjective and is based on personal experience of the activity under assessment or statistical evidence when available. Therefore, the assessment process must be undertaken by someone who is aware of the risks associated with the activity being assessed and who will use sound judgement in the preparation of the assessment. The assessor should also be aware that, in the event of a subsequent accident or incident, the risk assessment process might be challenged.

Step 5 is needed where the assessed risk is judged to require mitigation. The mitigating factor is assessed as in step 4 and applied to the previous figure to produce a final numerical assessment for that risk.

Guidance on this process is contained in the following tables.

EXAMPLE

IMPACT/LIKELIHOOD ASSESSMENT

<u>Impact</u>	1 Minimal (including no harm / near miss)	2 Minor	3 Moderate	4 Major	5 Catastrophic
Safety	Minor cuts/ bruising no absence from work	Up to 3 days absence from work. Major cuts / bruising requiring medical treatment	A & E needed, RIDDOR reportable (under HSE) AAIB reportable accident	Single (or unexpected) death. Permanent disability. Aircraft destroyed or damaged beyond repair	Multiple deaths / aircraft destroyed
Legal	Potential personal injury claim	Potential personal injury claim	AAIB reportable accident. CAA informed Potential personal injury claim	Investigation / prosecution by CAA / AAIB / Police / HSE / NATS Civil litigation (1 person)	Major investigation /prosecution by CAA / AAIB / Police / HSE / NATS Civil litigation (> 1 person)
Reputation	Written / e mail complaints (some verbal complaints may be considered, depending upon context)	Letters in local press / TV / Aviation press	Adverse articles in local press / TV / Aviation press	Adverse letters/articles in Extensive local press coverage.	Nationwide media coverage
<u>Likelihood</u>	Highly Unlikely 1	Possible 2	Quite Possible 3	Likely 4	Highly Likely 5

	1 Highly Unlikely	2 Possible	3 Quite Possible	4 Likely	5 Highly Likely
1 Minimal	1	2	3	4	5
2 Minor	2	4	6	8	10
3 Moderate	3	6	9	12	15
4 Major	4	8	12	16	20
5 Catastrophic	5	10	15	20	25

Key to risk level:

Green	Low risk (1-4) – Manage locally
Yellow	Moderate risk (5-8) – Review control measures
Amber	Significant risk (9-12) – Controls / action plan to be put in place before work continues
Red	High risk (15-25) – Activity should not start or continue until risk has been reduced

Observations	Who might be harmed and how?	Current controls (if any)	Initial Risk			Mitigation	Mitigating Factor	Residual Risk		
			Impact	Likelihood	Risk			Impact	Likelihood	Risk
List significant hazards and unsafe practices	List people and risks	List existing control measures (or note where information may be found).				List any mitigating action required prior to the event				
Aircraft movements including: 1. Crash / airprox / airspace infringement incident in immediate vicinity of event prior to arrival	Arriving a/c pilots / pax / visitors / participants / marshalls / staff / property	Air arrivals instructions (Prior Permission Required PPR) NOTAMs in place A/G comms frequency (123.475) Nearest airport(s) ATC informed of activity				Instruction posted on web site / e mail / hard copy sent / telephone briefing to pilots prior to event and before departure / Safety brief to staff / event rehearsals / incident plan LAA Events "Actions in the event of an accident" available at a/c check in point / incident control point (ICP)				
2. Aircraft crash / disabled on runway / taxiing incident on arrival / departure		Crash kit in safety vehicle / First Aid available in safety vehicle								

		Aircraft recovery team with equipment (also minor repairs)								
2. Aircraft crash / disabled on runway / taxiing incident on arrival / departure		Crash kit in safety vehicle / First Aid available in safety vehicle				Manned by club staff / trained member of staff with first aid kit				
3. Fire in aircraft park / refuelling point		Aircraft recovery team with equipment (also minor repairs) Emergency services advised of site access points				Marshalls in hi-viz vests on hand during engine start and taxi. (No other people to wear hi-viz vests). Manned by airfield staff				
4. Foreign Object Damage		Warning signs placed / access regularly checked by airfield staff / marshals / smoking prohibited airside Fire / Emergency Services on site Fire extinguishers strategically placed Trained and experience staff available Access control point for visitors / manned				Check for FOD prior to event / ongoing requirement / safety leaflet issued to those going airside / waste bins provided				

<p>5. Marshalling mistakes</p> <p>6. Duty of care to staff (dehydration / sun stroke)</p> <p>Exhibition / camping area Fire in exhibition / camping area</p> <p>Airside Access</p> <p>Movement of visitors airside / damage to parked aircraft by visitors inc slips trips falls</p> <p>Unauthorised access airside (trespass)</p> <p>Emergency Access Access blocked</p>		<p>Marshalls trained / revised and in current practice / safety brief</p> <p>Gazebo shelters placed / water available / sun cream / sun hats / staff work rota / first aid available / LAA temporary membership forms completed</p> <p>Warning signs in place Fire / Emergency Services on site Fire extinguishers placed (inc out of operating hours)</p> <p>Warning signs in place Issue Safety Leaflet on entry</p> <p>ID bands to identify visitors</p> <p>Warning signs placed / access regularly checked by airfield staff / marshals</p> <p>Marshalls on hand to check / escort away from airside</p> <p>Marshals to check every</p>				<p>Control airside access via gate (gates not in use secured and warning signs placed / sufficient safety staff / taxing routes / control of FOD/ issue safety leaflets Manned by strut staff / trained member of staff with first aid kit</p>				
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Road Vehicles (collision with pedestrians in car park)	Visiting spectators / exhibitors / members of public	hour and move / report obstructions to Police Where applicable, car parking planned and supervised. Incident procedure available. Marshaller contingency briefing. First aid facilities available								

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