

# Risk assessment

Club / Venue name: Hamilton Model Flying Club  
 Assessment carried out by: Bob McCallum  
 Date assessment was carried out: 12/11/2020  
 Date of next review: 12/12/2020

## Important links on managing risk:

[Completed example risk assessment](#)  
[Scotland's route map through and out of the crisis](#)  
[HSE Health and Safety - Risk](#)  
[Getting your facilities fit for sport](#)  
[Getting coaches ready for sport](#)  
[www.gov.uk/government/collections/coronavirus](http://www.gov.uk/government/collections/coronavirus)  
[www.gov.uk/government/publications/coronavirus](http://www.gov.uk/government/publications/coronavirus)  
[www.gov.uk/corona](http://www.gov.uk/corona)  
[Prevention F.A.C.T.S.](#)

Committee Approvals AB/BM/BS/DS/WC/AA  
 Approval date 19/11/2020

Government \SAA Guidelines						
What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date Complete	Review
Infection contracted due to Non Compliance with SAA Covid Guidelines	All members Persons in contact with members	The formation of a risk assessment	Monitor risk assessment content in line with SAA latest updates	HMFC Committee	18/11/2020	Monthly
Infection contracted due to Non Compliance with Scottish Government Covid Guidelines	All members Persons in contact with members	The formation of a risk assessment	Monitor risk assessment content in line with Scottish Government latest updates	HMFC Committee	18/11/2020	Monthly
Infection contracted due to Non Compliance with UK Government Covid Guidelines (Where Applicable)	All members Persons in contact with members	The formation of a risk assessment	Monitor risk assessment content in line with UK Government latest updates (Where Applicable)	HMFC Committee	18/11/2020	Monthly

## Responsibilities of committee

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date Complete	Review
Effect on guidelines as a result of raised levels of restrictions	All members Persons in contact with members	Monitoring current guidelines	The HMFC committee reserves the right and will implement a rota/ site closure in the event of current guidelines potentially raising a level. Attention to specific zones for members homes and for the site will be monitored.	HMFC Committee	18/11/2020	Continuous assessment
No track or trace implemented	All members	Provision of an attendance records system	The attendance records are provisionally held at site and removed weekly. These records will be held by the appointed HMFC COVID-19 officer. Advisory to download track and trace app for members if possible.	HMFC Committee\Covid-19 Officer	18/11/2020	Continuous assessment
Lack of information	All members	Gathering information and advice	The HMFC committee will issue and contact members as necessary via e-mail and post on the HMFC website notice board/safety page. Signage at site is under review.	HMFC Committee HMFC Club Secretary Web Editor	18/11/2020	Continuous assessment

## Preparation and travelling to Site

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date Complete	Review
Transfer of virus	All members	Instruction to carry PPE, sanitiser and first aid kit	Each member must carry with them their own personal protective equipment. This should include hand sanitising gel, disinfectant spray and protective gloves. You may also wish to carry a face mask. Sanitise gates and any surfaces handled before and after use.	All Members	18/11/2020	Completed
Transfer of virus	All members	Controlling the contact between members	Members should be arriving at the field fully prepared. No equipment or tools can be shared. Ensure that your model is ready for flight before you leave home. You should not be in the position that you need to ask for someone else to assist you.	All Members	18/11/2020	Completed
Site security Livestock protection Site access issues	All members	Opening and closing gates in line with site owners instruction	The entry gate from Broomfield Road to the single-track road leading up to the flying site must be kept as you find it. Sometimes the site owner leaves the bottom gate open during farm work	All Members	18/11/2020	Completed

## At site

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date Complete	Review
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Social distancing infringement Outside	All members	Social distancing measures in place at field	Respect social distancing requirements and keep a minimum distance of 2m separation from others at all times. Only two flyers at any one time on the pilot stance. There are three sections to the barrier in front of the pilot stance. Each pilot should stand at the middle of the two outside sections thus maintaining greater than a 2m separation.	All Members	18/11/2020	Completed
Social distancing infringement Cabin access prohibited	All members	No access to cabins allowed	There will be no access to the cabin, the sheltered decked area outside of the main cabin, the toilets or any of the other containers on site. Do not use any of the seats or picnic tables at the site. If you need a seat to rest between flights bring one with you and do not share it with other members from a different household.	All Members	18/11/2020	Completed
Potential contamination from charge point	All members	Use of battery charging point prohibited	Have batteries charged before arrival. Charger unit not suitable for sanitisation	All Members	18/11/2020	Completed
Potential contamination from close proximity	All members	Shelter from weather elements in isolation	If you need to shelter sit in your own car. DO NOT sit in the car of another member.	All Members	18/11/2020	Completed

Set-up and flying protocol risks	All members	Monitoring and control of set-up and flying safety	<p>The set-up tables will remain in use. They are to be used for pre-flight set-up and arming ONLY and not for any other purpose including repairs/maintenance or for setting down of flight support items other than in support of set up/arming.</p> <p>This has been assessed and deemed a safer approach than that of a set-up/arming taking place on the ground. HMFC mitigate any deviation from SAA guidelines based on these grounds. DO NOT allow others at the site to handle your model or equipment.</p> <p>Use the same spot for setting up and leaving model when not flying.</p> <p>If a model comes down outside of the flying field area and needs recovered sanitise anything that you have touched (gates etc) outside of the field during the recovery.</p> <p>Retrieving of the model either inside or outside the field MUST be completed by the person using the model or someone from the same household.</p>	All Members	18/11/2020	Completed
Potential contamination from food/tobacco items	All members	Avoidance of contact	If you bring any food, drinks or tobacco products please do not share with others.	All Members	18/11/2020	Completed
Field gate control	All members	Public protection	Close the field gate (don't lock) once you're in to avoid unauthorised visitors. If a member of the general public appears respectfully ask them to leave.	All Members	18/11/2020	Continuous assessment

### Leaving Site

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date Complete	Review
Contamination from waste Gate protocol	All members	Members instructed on waste control and gate protocol	Do not leave anything at all at the site. All wipes, gloves and rubbish should be taken home. When you leave lock the entry gate to the field and sanitise the padlock and parts of the gate you have touched with disinfectant spray.	All Members	18/11/2020	Continuous assessment

### Visitors

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date Complete	Review
Increased numbers at field	All members Visitors	Restricting visitors to potential new members only The only exception to this will be the access given to contractors for site work previously arranged with HMFC	Visitors will be briefed on general safety at the field along with the additional safety requirements due to COVID-19 Visitors will be accompanied at all times during visit	All Members	18/11/2020	Continuous assessment

### Site Cabins

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date Complete	Review
Potential contamination from close proximity	All members	No access to cabins allowed	Cabins are not accessible and will remain locked.	All Members	18/11/2020	Continuous assessment

### Hygiene, health & safety

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date Complete	Review
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Potential contamination	All members	Instruction to members to carry sanitary items for own personal use	No sanitation products will be issued by club Each member must carry with them their own personal protective equipment. This should include hand sanitising gel, disinfectant spray and protective gloves. You may also wish to carry a face mask.Sanitise gates and any surfaces handled before and after use.	All Members	18/11/2020	Completed
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### Cleaning

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date Complete	Review
Potential contamination	All members	Instruction to members to carry cleaning items for own personal use	No cleaning products will be issued by club Each member must carry with them their own personal protective equipment. This should include hand sanitising gel, disinfectant spray and protective gloves. You may also wish to carry a face mask.Sanitise gates and any surfaces handled before and after use.	All Members	18/11/2020	Completed

### Physical distancing

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date Complete	Review
Situations where members do not adhere to social distancing rules	All members	Pilot stance. 2 metres apart leaving middle fence section of the three panel fence at stance free. Only two flyers allowed on the pilot stance	None	All Members	18/11/2020	Continuous assessment
Situations where visitors do not adhere to social distancing rules	All members	Main gate to be closed but not locked to prevent visitors	None	All Members	18/11/2020	Continuous assessment

Situations where members do not adhere to social distancing rules	All members	Cars used as shelters and parked 2 car width apart.	None	All Members	18/11/2020	Continuous assessment
Situations where members do not adhere to social distancing rules	All members	Maintain 2m distancing in all areas during visit	None	All Members	18/11/2020	Continuous assessment

### Symptoms of COVID-19

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date Complete	Review
Continuing to be on the site when feeling unwell	All members	Members have been advised not to attend the site if they are feeling unwell or showing signs of - <b>Raised Temperature</b> <b>New or consistent cough</b> <b>Loss of taste/smell.</b>	None	All Members	18/11/2020	Continuous assessment

### First aid

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date Complete	Review
Withdrawal of first aid to a person in need would put their life at risk	All members	There is a first aid kit in the maintenance container.	None	All Members	18/11/2020	Completed
Withdrawal of first aid to a person in need would put their life at risk	All members	All members have been advised to bring their own first aid kit.	None	All Members	18/11/2020	Completed
Withdrawal of first aid to a person in need would put their life at risk	All members	If an ambulance is required we have the post code for the site.	None	All Members	18/11/2020	Completed



A member takes ill at the flying site.	All members	Members have been advised to have the ICE (In Case of Emergency) contact on their phone or in their flight box	None	All Members	18/11/2020	Completed
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## Inform

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date Complete	Review
Club members unaware of changes to procedures	All members	Members are kept up to date with changes via e-mail.	All members to receive a copy of the Sport Specific Guidelines and Risk Assessment	HMFC Club Secretary	18/11/2020	Completed
A virus transmission occurs at the flying site	All members	Track and trace system already in place.	All members to be sent the Apple and Android links to the "Protect Scotland" app	HMFC Club Secretary	18/11/2020	Completed
A virus transmission occurs at the flying site	All members	All members' contact details are available.	Send email to members asking for them to confirm their contact details.	HMFC Club Secretary	18/11/2020	Completed

## Organised training

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date Complete	Review
A virus transmission occurs at the flying site	Instructor and Trainee	2m distancing in effect. The use of a connected buddy box with connecting lead of adequate length	None	Instructor and Trainee	18/11/2020	Completed

## Specific to HMFC

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Date Complete	Review
Infringement of safety rules and the effect on the site owner	All members Livestock Site owner	Our site is within farmland and we have to abide by country bye laws and the rules laid out by the site owner	None	All members	18/11/2020	Completed

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