

## **RISK ASSESSMENT FOR EVENTS ONLY OPEN TO CLUB MEMBERS AND INVITED GUESTS**

The Hovercraft Club of Great Britain needs to ensure that all activities are carried out in a safe manner without risk to health. In order to satisfy this we require you to undertake a risk assessment of your event. We appreciate that your event may have little risk, however, we would be grateful if you would read through the following material and complete the risk assessment form, where appropriate.

If you have not come across a risk assessment before, the term refers to a process of identifying what could go wrong both before and during an activity and then deciding on ways to prevent or minimise any risk. The following five steps provide a straightforward approach to risk assessment that will help you complete the form. If you have any questions or queries, please do not hesitate to contact Bob Beech – robertf.beech@btopenworld.com or telephone 01425 610775.

### **Step One: Look for the hazards**

It is necessary for you to stand back from the event, and look at what could cause harm. It is important to concentrate on the significant hazards. These are hazards which harm or affect several people. It might be a good idea to ask others what they think; they may have noted things that were not immediately obvious to you.

### **Step Two: Decide who might be harmed and how**

These could be young people taking part (or waiting to do so), the instructors, others supervising the activity, those in the area of the activity or casual observers. In identifying the hazards (Step One) you have already identified the potential of how these people might be harmed.

### **Step Three: Evaluate the risk and decide whether existing precautions are adequate or whether more should be done**

You have already identified the hazards. Now consider the likelihood of each of these hazards causing harm. This will determine whether or not you need to do more to reduce the risk. It is possible that even after all reasonable precautions have been taken some degree of risk will remain. What you have to decide, for each significant hazard, is whether the remaining risk is high, medium, or low. Everything reasonably practicable must be done to reduce and control the risk. Your aim is to minimise risks by adding such precautions as may be necessary. Likewise, the competence of instructors/members and adherence to good practice play a vital role in the provision of a safe activity.

There are many ways in which risks can be minimised. This might be a change in venue, additional training, an increased instructor/participant ratio and properly equipped participants. Likewise, plans may have to be modified during the event, based on an on-going risk assessment.

### **Step Four: Record your findings**

You must inform those who will be taking part in the event of your findings and what action should be taken. The recording of your findings might vary depending upon circumstances.

The risk assessment should be a document that each instructor/member has to read (and sign) prior to the start of each session. It should cover the points you have identified in Steps One to Three above. The risk assessment must be suitable and effective and must show that:

- A proper check was made.
- You decided who might be affected.
- You dealt with all the significant hazards, taking into account potential users.
- The precautions are reasonable, and the remaining risk is judged acceptable.

The recording of the assessment should be in a format which is easily read - don't write a book! Risk assessments are not operating procedures - they inform and determine key aspects of the operating procedures.

### **Step Five: Review your assessment and revise it if necessary**

In all cases, it is good practice to review your risk assessments from time to time, to ensure that the precautions are still working effectively. If there are any significant changes, review and revise the assessments to take account of the new hazard and inform all those participating in the event accordingly.



## RISK ASSESSMENT

<b>EVENT/VENUE/ DATE</b>	Southern Branch Hoverin, Popham Airfield – 22 <sup>nd</sup> April 2018.	<b>EVENT DIRECTOR</b>	Kevin Foster (Organiser Robert Beech)
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STEP 1	STEP 2	STEP 3 (AND 4)	STEP 5
HAZARD	WHO MIGHT BE HARMED?	IS THE RISK ADEQUATELY CONTROLLED, OR IS MORE NEEDED?	REVIEW AND REVISION
Offloading and on-loading hovercraft - risk of injury. Filling with fuel - risk of fire. Mechanical failure - risk of injury.	Drivers/instructors/passengers.	Low risk - Adequately controlled by drivers/instructors/assistants and appropriate instructions to others. Mechanical safety inspection made before operating.	
Hazards in the operating area - Risk of injury due to collision with objects and other hovercraft.	Drivers/instructors/passengers.	Low risk - Adequately controlled by inspection and monitoring and the issuing of appropriate instructions by the Event Director.	2015. Markers to be placed down the centre of the operating area to separate hovercraft travelling in opposite directions. Specific mention in the Briefing Notes to exercise caution when using the ramp. Separate training areas to be provided.
Risk of injury due to collision caused by drivers with little or no experience.	Drivers/Instructors/Passengers.	Low Risk – Craft Owners are required to ensure that new and/or inexperienced drivers have adequate instruction. All participants are briefed to be aware that any craft could be being driven by an inexperienced driver.	Limiting craft numbers on the course at any one time

<p>Passengers and others entering the operating area - Risk of injury.</p>	<p>Passengers and others.</p>	<p>Low risk - Adequately controlled by drivers/instructors/assistants.</p>	
<p>Risk of injury when entering and leaving and while in the hovercraft.</p>	<p>Passengers.</p>	<p>Low risk - Adequately controlled by drivers/instructors/assistants.</p>	
<p>Risk of hearing and sight damage. Risk of drowning.</p>	<p>Passengers.</p>	<p>Low risk - Adequately controlled by drivers/instructors/assistants. Ear and eye protectors are to be worn and additionally, life preservers when operating over water.</p>	