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# Risk Assessment

Reference No. FLIGHT CODE

**Edinburgh Napier University**

**DRONE/UAV RISK ASSESSMENT FORM**

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| **SCHOOL/SERVICE: SCHOOL** | **LOCATION: Craiglockhart campus** | **DATE: DATE OF OPERATION** |

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| --- | --- |
| **Description of event/activity:**  The operation is a training session for staff to be carried out at Craiglockhart campus between **START TIME** and **END TIME** on **DATE OF OPERATION** Participants will have a 90 minute briefing followed by 90 minutes of practical exercise with a drone.  The practical exercises will focus on the basic operation of the drone and the content of the GVC practical tests that are required for certification.  The grassed area to the north of the campus has been identified as the most appropriate area to use as shown by the red rectangle on the right.  The take-off and landing zone (yellow circle) will be marked with hazard cones and the pilot will be wearing hi-viz. Participants other than the pilot will act as observers to prevent interference by uninvolved persons. The drone being used is under 250g in weight which places the operation in the Open category.  The session will be led by LEADER NAME who is GVC qualified, and flights will be carried out in accordance with the University operations manual: <https://bdavison.napier.ac.uk/opsman/>. | A map of a city  Description automatically generated |

| NO | HAZARDS IDENTIFIED | PEOPLE AT RISK | EXISTING CONTROL | RISK | | | FURTHER ACTION/RECOMMENDATIONS | RESIDUAL RISK | | | ACTION BY WHOM | ACTION BY WHEN | COMPLETED |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Hazards identified : *Something which has the potential to harm*  *(Consult help sheet*) | People at risk from hazards*: Staff, Students, Visitors, Contractors, etc.* | Existing control : *What controls are already present* |  | | | Further action / recommendations : *Additional controls that could be put in place to lower the risk* | Residual Risk | | | Action by whom : *Who is carrying this out* | Action by when : d*ate* | Completed : *Sign off when all controls in place and task ready to start* |
| **H** | **M** | **L** | **H** | **M** | **L** |
| 1 | Compliance | All in vicinity | * All drones/UAVs [registered](https://www.caa.co.uk/consumers/remotely-piloted-aircraft/register-to-fly-a-drone-or-model-aircraft/). * The remote pilot must not fly the aircraft in any of the circumstances described below except in accordance with a permission issued by the CAA. * Don’t fly near airports or airfields without permission from air traffic control. * Observe your drone/UAV at all times – stay 150ft (50m) away from people and property. * Drones/UAVs with surveillance cameras must not be flown within 50 metres of any person unless approval has been permitted. * Comply with Operation Manual |  |  | X | * Follow all additional rules when applicable to the specific site. * Never fly while taking medication, prescribed or otherwise that may impair the pilot. * Comply with [drone code](https://register-drones.caa.co.uk/drone-code). * The European Aviation Safety Agency have a drone safety video: [www.youtube.com/watch?v=5Xs\_eVx4nuw](http://www.youtube.com/watch?v=5Xs_eVx4nuw) |  |  | X | Remote Pilot and crew | Ongoing | INITIAL |
| 2 | Competence | All in vicinity | * All drone operators need to be registered with the CAA and all drones/UAVs need to have the registration number attached. |  |  | X | * All operators must have evidence of their competence: Current CAA permission, and examples of other clients they have worked for. |  |  | X | Remote Pilot and crew |  | INITIAL |
| 3 | Permission / Compliance | All in vicinity | * The pilot will seek permission in advance in line with the University procedure. * Off campus, permission to fly is required from the property owner. * Where required notification to air traffic control. * Approval of location and risk assessment to area must be completed. |  |  | X | * Planning, administration and operating checklist to be completed. * Equipment tested carefully before the flight. * Remote pilot to have NQE approved training. * Emergency procedures in place. * Record and report incident in line with CAP382. |  |  | X | Remote Pilot and crew | Ongoing |  |
| 4 | Weather | All in vicinity | * Accurate weather forecast checked prior to flight. * Weather to be monitored at all times during flight with a view to landing should weather deteriorate. |  | X |  | * Poor visibility or weather condition, no flights permitted. |  | X |  | Remote Pilot and crew |  | INITIAL |
| 5 | Pedestrians and traffic | All in vicinity | * Tape off exclusion zone where possible. * At least one spotter is dedicated to supervising access to zone. * Flying in the middle of the field and away from pedestrians and traffic. |  |  | X | * P&F/H&S informed. * Wearing of appropriate Hi-Viz jackets. |  |  | X | Remote Pilot and crew |  | INITIAL |
| 6 | Emergency | All in vicinity | * Local emergency arrangements in place. * Campus induction leaflet communicated. |  |  |  | * Where off-campus consider emergency arrangements. * P&F/H&S informed. * Safely land UAS and record/report incidents. |  |  |  | Remote Pilot and crew |  | INITIAL |
| 7 | Wildlife, livestock, domestic pets etc. | All in vicinity | * Risk assess area prior to flight of risks to livestock or restrictions. * Keep a responsible distance away from domestic animals, pets and working animals (e.g. assistance dogs). |  |  | X | * Appropriate permissions should be sought from the relevant bodies e.g. Scottish Natural Heritage, National Trust for Scotland, landowners, leaseholders etc. |  |  | X | Remote Pilot and crew |  | INITIAL |
| 8 | UAS collision or near miss with other air users. | All in vicinity | * Activity in line with CAA legislative requirements and Operations Manual. * Air Traffic Control will be informed. |  |  | X | * Follow drone code. * The full regulations can be found at: <https://www.caa.co.uk/home/> |  |  | X | Remote Pilot and crew |  | INITIAL |
| 9 | Maintenance and servicing | All in vicinity | * The drone/UAV will be serviced and maintained in line with the manufacturer’s instructions. * Batteries will be stored within a fireproof bag whilst they are charging. |  |  | X | * The batteries will be monitored whilst charging so that they are not overcharged. |  |  | X | Remote Pilot and crew |  | INITIAL |
| 10 | Crash into building/people | All in vicinity | * The remote pilot has undertaken relevant training. * The Pilot must ensure they are 50 meters away from people and property. |  |  | X | * Restriction area set up. * Consideration where communication is required. * If the computer’s link to the quadcopter is lost the hand controller always has the ability to take control and land the drone/UAV. |  |  | X | Remote Pilot and crew |  | INITIAL |
| 11 | Security | All in vicinity | * No lone working when flying drone/UAV permitted. * Staff will not leave any property unattended. |  |  | X | * Emergency contact number recorded. |  |  | X | Remote Pilot and crew |  | INITIAL |
| 12 | Insurance | All in vicinity | * The University’s public liability and employer’s liability insurances would respond where damage and/or injury to 3rd party property, assets or individuals was caused by flight of a drone/UAV and the University was found to be negligent. * Insurance stipulates NQE training required. |  |  | X | * Copy of insurance for Drone/UAV use available on request from Finance. The building and contents insurance would respond to damage to University owned building and property. |  |  | X | Remote Pilot and crew |  | INITIAL |
| 13 | Data protection/camera | All in vicinity | * Consideration must be given in relation to images gathered. This must be taken into account when considering the flight location and should be stated in the site-specific risk assessment if applicable. |  |  | X | * Respect people’s privacy at all times. * Send out communication notification when applicable. |  |  | X | Remote Pilot and crew |  | INITIAL |
| 14 | Ground hazards | All in vicinity | * Trees on the periphery of the operations area |  |  | x | * Briefing to cover safe flight procedures * Flight zone to be restricted to the centre of the designated area * Instructor to take over control from participants if necessary |  |  | x | Remote Pilot/Instructor |  | INITIAL |

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| **Review Date1:** | **DATE OF COMPLETION OF FORM** | **Signature:** | **SIGNATURE** | **Job Title:** | **JOB TITLE** | |
| *1 12 months following any of the following: Accident, Incident, Near-miss, Equipment failure, Change in legislation etc* | | | |  |  |

**Note: For you to produce a risk assessment you can use the template above but must also include anything not covered in** [CAP1627\_Jan2018.pdf (caa.co.uk)](https://publicapps.caa.co.uk/docs/33/CAP1627_Jan2018.pdf). Your assessment must be fully completed with risk ratings, responsible persons, signed, etc