**Shape

Description automatically generated with medium confidence**

# Risk Assessment

Reference No. FLIGHT CODE

**Edinburgh Napier University**

**DRONE/UAV RISK ASSESSMENT FORM**

|  |  |  |
| --- | --- | --- |
| **SCHOOL/SERVICE: SCHOOL** | **LOCATION: LOCATION** | **DATE: DATE** |

|  |  |
| --- | --- |
| **Description of event/activity:**  COMPLETE  REPLACE THE IMAGES ON THE RIGHT WITH SUITABLE EQUIVALENTS | A room with computers and chairs  Description automatically generated A skateboard leaning against a wall  Description automatically generated A room with many computers  Description automatically generated  Fig. 1: View of cluster from main thoroughfare. Fig. 2: Non-circulation area in front of screen. Fig. 3: Side access to be prevented with barriers |

| 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/). * Observe your drone/UAV at all times * 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). * Inform uninvolved persons about the operation and any image capture |  |  | X | NAME(S) | 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 operation must be carried out or supervised by qualified remote pilots |  |  | X | NAME(S) | Prior to operation | INITIAL |
| 3 | Permission / Compliance | All in vicinity | * The pilot will seek permissions in advance in line with the University procedure. * 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. * Emergency procedures in place. * Record and report incident in line with CAP382. |  |  | X | NAME(S) | Ongoing | INITIAL |
| 4 | Weather | All in vicinity | * N/A |  |  | x | * N/A |  |  | x | N/A |  |  |
| 5 | Pedestrians and traffic | All in vicinity | * Tape off exclusion zone where possible. * At least one spotter is dedicated to supervising access to zone. |  |  | X | * P&F/H&S informed. * Barriers used to prevent access by uninvolved persons |  |  | X | NAME(S) | Prior to flight | INITIAL |
| 6 | Emergency | All in vicinity | * Local emergency arrangements in place. |  |  | x | * Campus security office mobile number recorded * P&F/H&S informed. |  |  | x | NAME(S) | Prior to flight | INITIAL |
| 7 | Wildlife, livestock, domestic pets etc. | All in vicinity | * N/A |  |  |  | * N/A |  |  |  | N/A |  |  |
| 8 | UAS collision or near miss with other air users. | All in vicinity | * N/A |  |  |  | * N/A |  |  |  | N/A |  |  |
| 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 | NAME(S) | Prior to flight and during operation | INITIAL |
| 10 | Crash into building/people | All in vicinity | * The remote pilot has undertaken relevant training. |  |  | X | * Restriction area set up. |  |  | X | NAME(S) | Prior to flight | INITIAL |
| 11 | Security | All in vicinity | * Staff will not leave any property unattended. |  |  | X | * Emergency contact numbers recorded. |  |  | X | NAME(S) | Prior to flight | 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 | NAME(S) | On request | 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 | NAME(S) | Prior to flight | INITIAL |
| 14 | Ground hazards | All in vicinity |  |  |  | x | * No extraneous objects to be allowed in the flight area |  |  | x | NAME(S) | Prior to flight and during operation | INITIAL |

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| **Review Date1:** | **DATE FORM COMPLETED** | **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