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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: CAMPUS** | **DATE: DATE OF OPERATION** |

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| --- | --- |
| **Description of event/activity:**  DETAILS INCLUDING:   * START TIME * END TIME * DATE * NUMBER OF PARTICIPANTS * DESCRIPTION OF ACTIVITY * DRONE BEING USED INCLUDING WEIGHT * OPERATION 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/>.  REPLACE THE IMAGE TO THE RIGHT WITH A SUITABLE EQUIVALENT.  REVIEW THE RISK ITEMS BELOW AND ADD ADDITIONAL ITEMS IF NECESSARY | 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 | INITIAL |
| 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