

Unit:		Activity / Exercise:	Car Parking / Traffic direction.
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Risk Assessment Number:

GENERIC RA: YES (please delete as appropriate)

Relevant Publications / Pamphlets / Procedures:

Assessor:
Date of Assessment:
Review Date:

Related RA's (eg Manual Handling)

The following steps relate to the Risk Assessment Process.

Ser	Activity	Hazards Identified	Existing Controls	Residual Risk acceptable YES or NO	Additional Controls	Residual Risk Acceptable YES or NO
	(step 1)	(step 2)	(step 3)	(step 4)	(step 5)	(step 6)
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1.	Off Duty	Hit by moving vehicle whilst off duty	*All personnel to wear Hi Visibility jacket/vest at all times unless in camp area	Yes		
2.	On duty, Traffic direction	Physical or verbal abuse by general public whilst parking or directing traffic	*Cadets instructor not to enter into argument with public. *move away and call for assistance of adult supervisor. *adult supervisor to report incident to ATC control for assistance from appropriate authorities via radio net.	Yes		
3.	As above	Hit by moving car	*Hi Visibility jacket/vest to be worn. *To be alert, always face on	Yes		

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			coming vehicles, stand at all times. *Full safety brief to be given to all.			
4.	Proceeding to and from duty area	Hit by moving vehicles	*Safe routes to and from working area, supervised by staff responsible for each team	Yes		
5.	Supervision by Team Leader / other staff	Failure to remain with team and supervise	*Staff to be briefed on all safety issue and instructed to remain with team whilst on duty.	Yes		
6.	Parking of Cars	Hit by moving car	*Wearing of Hi visibility jacket/vest. *To be alert, always face on coming vehicles. *Stand at all times. *Full safety brief to be given to all. *Cadets/Staff briefed on approach of vehicle approx 2 car lengths away to step to out of line. * Directional parking by SNCO/Older cadets with adult staff supervising.	Yes		
7.	As Above	Heat Exhaustion / Dehydration	*Duty period 2 hours max. *All personnel issued with two small bottles of water, to be checked by Staff I/C team prior to going on duty, or coming off duty. * Replenishment by support vehicle as required.	Yes		

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			<ul style="list-style-type: none"> * Base ball caps supplied. * Fully qualified first aider. * Civilian first aid facilities also available. 			
8.	As Above	Sun Burn	<ul style="list-style-type: none"> *Adequate quantities of sun screen available at ATC Control point, i/c teams to check all personnel prior to going on and coming off duty. 	Yes		
9.	Accident / Injuries	Cuts, Heat Exhaustion, Cold.	<ul style="list-style-type: none"> *Fully Qualified First Aider located at ATC Control. *Civilian Medical facilities also available if required. * All cadets to be briefed to report <u>ALL</u> accident/injuries. *Staff to be briefed to check cadets before and on finish of duty period. * Report all Accidents to ATC control regardless of severity. 	Yes		
10.	Communication	Failure of radio communication	<ul style="list-style-type: none"> *Full communication suite, one frequency for control of teams, separate frequency for control staff. * Continual monitoring of both frequencies, failure of comms nominated staff to be runners. 	Yes		
11.	Safety Vehicle	Collision with persons or other vehicles	<ul style="list-style-type: none"> *Vehicle to always be manned by driver and lookout. * Hazard warning light and flashing beacon fitted and working. *Wearing of Hi Visibility vest. 	Yes		

			<p>Vehicle must not be reversed unless under control of Banks man.</p> <p>*Used to remove casualties back to ATC control.</p>			
12.	Communication / ATC Control Caravan	Tripping, Electric shock whilst using radios	<p>*Area to be clearly taped off and indicated with suitable mark boards.</p> <p>*Suitably & serviceable fire fighting equipment to be available.</p> <p>*Communication officer to brief all radios operates not to dismantle any radio or parts there off.</p> <p>*Caravan out of bound to those not part of ATC Control.</p> <p>* Set up and derigging of radio equipment to be carried out by ATC Control personnel only</p>	Yes		
13.	Setting up and refuelling of petrol generator	Fire, burns & electric shock.	<p>*Only adult Communication or ATC control staff to refuel generator.</p> <p>*BEWARE generator will have hot metal parts.</p> <p>*Prior to refuelling, isolate power outlet switch off generator, close fuel tap.</p> <p>*Collect 1 gallon approved fuel can from separate vehicle,</p> <p>*Refuel, ensuring no spillage.</p> <p>*Return can, reconnect power outlet, turn fuel tap on. Restart</p>			

Details of person responsible for carrying out this Risk Assessment / Review

CONTROLS	NAME (print)	POST	DATE	SIGNATURE
Existing & Additional Controls Agreed				
Additional Controls Implemented				

Issued by the Corps Health and Safety Adviser, Headquarters Air Cadets