





RISK ASSESSMENT TEMPLATE

SECTION 1	
Name of Model Flying Club	Kapiti Aeromodellers Club Inc
Name and Location of Model Flying Site	Queen Elizabeth Park Paekakariki Wellington
Site Owner's name	Greater Wellington Regional Council
Does the club hold a formal lease defining use of site and term of tenancy?	Yes
Is model flying at this site an approved activity in terms of the local Council's District Plan?	Yes
Does the club have Resource Consent for flying of model aircraft at this site?	N/A
Assessor's name (1)	Steve Hutchison
Position in Club	President
Assessor's Signature	
Assessors's Name (2)	Don Lynn
Position in Club	Vice President
Assessor's Signature	

Risk assessment checked and authorised by Club Committee on21../...03../ 2016.....
Review of Assessment due on21../...03...../...2018... (Unless circumstances relating to operation change, a period not exceeding 24 months is suggested)

SECTION 2

SUBJECT ASSESSED: The operation of radio controlled model aircraft at the site specified above.

SECTION 3

	Yes	No
Is/Are the Assessor(s) familiar with the requirements of: -		
CAA Rule 101?	Yes	
MFNZ Policy documents and Manuals?	Yes	
NZJMA Turbine Code of Practice?	Yes	
LM SIG Code of Practice	Yes	
This Club's Safety Rules and Regulations?	Yes	

SECTION 4 – SITE SPECIFIC RISKS

Record details of individuals, organisations, vehicles, buildings and anything else other than club members and bona fide visitors that could be placed at risk by Club operations

Cycle/Walking track to North of flying field
Full size flying activity
Grazing of farm animals around perimeter of field
General Public to West of flying strip.(behind flight line) 500 metres

SECTION 5 – HAZARDS REGISTER

Date	Hazard

RISK ASSESSMENT OF BEFORE AND AFTER CONTROL MEASURES

GROUP A RISKS - ENVIRONMENTAL

Identity of Hazard	Severity x	Frequency	= Risk Factor
Details of Hazard: Use of Airspace relative to: - <ul style="list-style-type: none"> • Full sized aircraft • Other club members aircraft • Visibility - height • Visibility - sun blindness • Spectators close to runway 	1 4 1 1 2 2	2 1 1 1 2 1	2 4 1 1 4 2
Control Measures: <ul style="list-style-type: none"> • CAA approval held to 500....ft. AGL to the North end of strip.(beyond walkway) 650 ft AGL to South of walkway • Full size aircraft transition the airspace. <ul style="list-style-type: none"> ○ Observers role to warn of full size in proximity • No more than five (5) model aircraft flying at any one time. • Flight envelope to Southern end helps sun problems until sun is higher in the sky. Then no issue. Delay flying of large aircraft until sun has climbed • Defined public spectator area 30 metres from runway. Safety fence between pits and runway • Observers for each pilot when more than one pilot flying. No flying above 400ft AGL when flying solo. 	Residual 1 1 2 1 1 1	Residual 1 2 1 1 1 1	Residual 1 2 2 1 1 1
Details of Hazard: Airfield runway ...150.....metres aligned N/S...	1	2	2
Control Measures: Club safety rules defining: - <ul style="list-style-type: none"> • use of runway • approach • Aerobatics line • flight envelope 	Residual 1 1 1 2	Residual 1 1 1 1	Residual 1 1 1 1

<ul style="list-style-type: none"> Positioning of pilots' box to facilitate communication between pilots. 	3 1	1 1	1 1
Details of Hazard: Fire hazard due to surrounding trees and scrub-land	3	1	3
Control Measures: <ul style="list-style-type: none"> Dry Powder fire extinguisher located in club house. Dry Powder fire extinguisher also located in shed Access paths cut through scrub to enable area to be accessed. All jet pilots are required to have personal CO² fire extinguishers. 	2 2 N/A 1	1 1 1	2 2 1
Details of Hazard: Fire Hazard due to dry grass on airfield.	1	1	1
Control Measures: <ul style="list-style-type: none"> Runways are mown regularly to a short length Infield and surrounding area grass height is maintained at less than 30cm by regular mowing. 	1 1	1 1	1 1
Details of Hazard: Radio spectrum issues causing loss of control of aircraft being flown.	2	1	2
Control Measures: <ul style="list-style-type: none"> Strict use of MFNZ approved frequencies. Strict use of peg board system for 26-72MHz radio Most pilots use 2.4 GHz frequency hopping spread spectrum transmitters and receivers. 	1	1	1
Details of Hazard: Meteorology – poor visibility and adverse wind direction.	3	2	6
Control Measures: <ul style="list-style-type: none"> Weather minimum 3 km visibility (CAA Reg 101) 	3	1	3

<ul style="list-style-type: none"> Jet aircraft – more than 8kts cross-wind, flying to be assessed. 10 kts cross-wind, flying to halt. 			
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GROUP B SITE SPECIFIC RISKS – ENVIRONMENTAL

Identity of Hazard	Severity x	Frequency	= Risk Factor
Details of Hazard: Full size aircraft overflying strip	4	1	4
Control Measures: Adhering to CAA height restrictions. Use of observer	Residual 1	Residual 1	Residual 1
Details of Hazard: Cyclists/Walkers on Northern track	4	1	4
Control Measures: Signs to keep walkers/cyclists moving out of flight line. Observation point provided. No taking off to the North when people on cycleway. Observers to keep watch	Residual 1	Residual 1	Residual 1
Details of Hazard: Proximity of farm animals when grazing around strip	2	1	2
Control Measures: Use of demountable fencing Use of observer	Residual 1	Residual 1	Residual 1

GROUP A RISKS - MECHANICAL

Identity of Hazard	Severity x	Frequency	= Risk Factor
Details of Hazard: Radio control system – failure of aircraft communication system.	2	1	2
Control Measures: Transmitter “Range Check” for every model being flown prior to first flight each day.	1	1	1
Details of Hazard: Receiver battery failure.	2	2	4
Control Measures: <ul style="list-style-type: none"> Pilots self-regulatory check of battery voltage prior to first flight each day. 	1	1	1
Details of Hazard: LiPo battery fire due to aircraft crash, battery failure or incorrect charging procedures.	2	2	4
Control Measures: <ul style="list-style-type: none"> All LiPo batteries are charged on the ground away from vehicles and club buildings. Fire is of limited duration (approximately 30 seconds) and contained within small area surrounding the battery. Club maintains a bucket of sand in the pits area with which to smother the battery. Members encouraged to use fire proof bags when charging LiPo batteries. 	1	1	1
Details of Hazard: Collision of model aircraft being flown at the same time.	2	2	4
Control Measures: <ul style="list-style-type: none"> No more than five (5) aircraft in the air at any one time. 	1	1	1

<ul style="list-style-type: none"> • Observers required when more than one aircraft in the air. • All aircraft are flown in common circuit direction. 			
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GROUP B SITE SPECIFIC RISKS – MECHANICAL

Identity of Hazard	Severity x	Frequency	= Risk Factor
Details of Hazard: BBQ Gas Bottle in shed and one in club house	2	2	4
Control Measures: Gas bottles regularly checked. Sufficient venting as required by council.	Residual 1	Residual 1	Residual 1
Details of Hazard: Mowers	2	2	4
Control Measures: Use of trained operators and appropriate safety gear	Residual 1	Residual 1	Residual 1
Details of Hazard: BBQ	1	1	1
Control Measures: Regular Maintenance	1	1	1

GROUP A RISKS - HUMAN

Identity of Hazard	Severity x	Frequency	= Risk Factor
Details of Hazard: Pilot qualification - control of aircraft	3	2	6

Control Measures: <ul style="list-style-type: none"> All pilots current MFNZ members and covered by MFNZ insurance. Only pilots with MFNZ “Wings” badge appropriate to type of aircraft being flown may fly alone and then with restricted height. Other pilots must have an observer with MFNZ “Wings” badge appropriate to type of aircraft being flown. Club assesses when a pilot still needs an instructor. 	2	1	2
Details of Hazard: Operational Limitations – operating within approved flight envelope and geographical limits.	3	1	3
Control Measures: <ul style="list-style-type: none"> Briefing of new club members and bona fide visitors on flight envelope. No flying to West of strip (behind pilot box) No turns towards the pits or spectators. All flying down the strip and within flight envelope. Adhering to CAA height and area limitations. 	2	1	2
Details of Hazard: Pilot awareness/co-ordination – loss of awareness of operating environment.	3	2	6
Control Measures: <ul style="list-style-type: none"> All pilots to be in Pilots’ Box to facilitate communication. Observers for each pilot when more than one aircraft in the air. 	1	1	1

GROUP B SITE SPECIFIC RISKS – HUMAN

Identity of Hazard	Severity x	Frequency	= Risk Factor
Details of Hazard: Spectators in pits areas	3	2	6
	Residual	Residual	Residual

Control Measures: Spectators in pits area only by invitation and accompanied at all times otherwise on hill behind clubhouse.	2	1	2
Details of Hazard: Members Cars	1	1	1
Control Measures: Parked behind safety fence or away from pits area	Residual 1	Residual 1	Residual 1
Details of Hazard:			
Control Measures:			