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| --- | --- | --- |
| **Department:** | **Service:** | **Reference:** |
| Activity: *Helicopter Landing on xxx xxx: xxxday xx Jxx 201x* | **Site:** |
| **People at Risk:** *Staff, Members of the public* | **Additional Information:***Risk assessment/Safe working procedure* |
| **Name of Person Completing Form: Job Title: Date:** | **Review Date:** |

| **Hazard**  | **Risk** | **Initial Rating****L, M, H** | **Existing Control Measures** | **Final Rating****L, M, H** | **Additional Action Required** **(action by whom and completion date – use separate Action Plan if necessary)** |
| --- | --- | --- | --- | --- | --- |
| *Debris being blown about by helicopter.* | *Injury sustained by debris striking bystanders.**Damage to vehicles.* | *H* | *Litter pick the landing site prior to helicopter’s arrival.**Consider use of marshall to await helicopter’s arrival in sheltered site away from direction of approach of helicopter.**Landing pad/area sufficient distance from parked cars.* | *M* | *Litter pickers, gloves and suitable bags to be used.* *Warnings in case sharps encountered.**Staff to check all clear.* |
| *People/animals too close to helicopter.* | *Injury to bystanders* | *H* | *Designated landing area/pad.**Marshal to keep people away from landing area and to ensure dogs are kept under control.**People to remain on car park at least 30m away from landing site.**Consider make staff aware of helicopter landing time. Staff will remain vigilant and warn off if necessary?* | *H* | *Distance recommended by pilot?**Do not publicise unduly to avoid gatecrashing.* |
| *Helicopter crash.* | *Injury to bystanders.* | *M* | *Windsock deployed (if fitted).**Competent pilot using properly maintained aircraft.* *E-mail from pilot/Company detailing his safe procedure for landing.**Evacuate building as per incident procedure. Staff to call (9)999.* | *M* | *Agreed exchange of information between pilot/company and NCC staff* |