|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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* |