**Club/Organisation Name: Penicuik and District Model Flying Association (PDMFA)**

**Assessment carried out by: A. Adams & M. Duffy Date assessment was carried out: 21/03/21**

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| What are the hazards? | Who might be harmed and how? | Controls | What further action do you need to consider to control the risks? | Who needs to carry out the action? | When is the action needed by? |
| Contracting or spreading the virus by not social distancing when using the Pits area | Members & Visitors | Social distancing in the Pits area could easily be compromised. This could be controlled by the introduction of marking out of 6 areas that pilots can use to prepare their aircraft and areas that cannot be used. | Introduce marking out of only 6 preparation areas in the Pits that can be used and those areas that cannot be used.  Red grass spray paint will be used to mark out 2-metre squares that can be used to assemble and start planes.  Areas that cannot be used will be crossed out using grass paint  Inform members and instruct them to comply with these arrangements and advise them that they are also responsible for monitoring and supervising these areas. | First Committee Member to attend site  Chairman/Secretary to issue email to membership  All Members | At the beginning of every flying session |
| Contracting or spreading the virus by not social distancing when using the Pilots Stance | Members & Visitors | Social distancing in the Pilots Stance area might be compromised if too many people congregate in the area. | Ensure that existing pilots stances comply with 2-metre rule.  Inform members and instruct them that only Pilots, Instructors and Trainees are allowed in this area and must only use the marked standing areas. Any Assistants, Safety Marshall/Look-Out must remain a minimum of 4 metres away from the Pilot Stance area. | First Committee Member to attend site  Chairman/Secretary to issue email to membership | At the beginning of every flying session |
| *Contracting or spreading the virus by not social distancing due to too many members turning up to fly.* | *Members and Visitors* | *Restrict the number of members going down to the field at any time.* | *Consider introducing a booking system especially at peak times (weekends) with time slots to avoid more than 6 members turning up at the field to fly.*  *Keep a record of all attendees/visitors at the Flying Field to enable Track and Trace, keep record of names, telephone numbers, arrival and departure times.*  *Consider setting the system up using non contact/online methods for recording attendance, WhatsApp, Text Message. Online forms etc.* | *Appoint Track and Trace Official - TBC* | *ASAP – NLT 16th Sept 2020* |
| Getting or spreading coronavirus by not sanitising hands adequately | Members and Visitors | Provide sanitising facilities  Require attendees to bring sanitiser | Put signs up to remind people to sanitise whilst at the Field and to wash their hands as soon as they get home.  Remind Members of their responsibility to provide their own hand sanitiser.  Provide Hand Sanitising facility at entrance to the pit area.  Nominate Committee member to be responsible for replenishing hand sanitising facilities | First Committee Member to attend site  Chairman/Secretary to Issue email to membership  A Adams | At the beginning of every flying session |
| Getting or spreading coronavirus by contact with shared equipment | Members and Visitors | Farmer’s fence into Pit Area.  Identify surfaces that are frequently touched and by many people (often common areas), e.g handrails, shared equipment etc and specify the frequency and level of cleaning and by whom | Remind people to sanitise before and after entering/leaving the Pits area via the Farmer’s fence.  Only enter/leave the pits area using the designated stepping stones at the fence. | Chairman/Secretary to issue email to membership | At the beginning of every flying session |
| Getting or spreading coronavirus by contact with shared equipment | Members and Visitors | Surfaces inside Tractor Shed including tractor, wind sock and snow shovals etc. | Whoever puts away equipment to clean | All Club Members | At the end of every flying session |
| Getting or spreading coronavirus by contact with shared equipment | Trainees  Instructors  Visitors | Trainee Transmitters | Remind Trainees and Instructors using this equipment to sanitise their hands before and after using the equipment | Trainees, Instructors and Visitors | ASAP – NLT 20th Sept 2020 |
| Getting or spreading coronavirus by contact with shared equipment | Trainees  Instructors  Visitors | Aircraft and Transmitters | Remind Trainees and Instructors using this equipment to sanitise their hands before and after using the equipment | Trainees, Instructors and Visitors | When Club Trainer Aircraft is available |
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