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| **Key Guidance** This section provides an overview of the key concepts for completing a RAFAC risk assessment. Refer to Notes section for further information. The first line of the risk assessment table, below, shows an illustrative example.  **Hazard** is anything that may cause harm, e.g. working at height on a ladder.  **Risk** is the chance of someone or something being harmed by the hazard. Risk is measured by multiplying the likelihood of it happening with its impact (severity). Eg. it is **‘Possible’** that someone who is not competent could fall from a ladder (3 rating) resulting in **‘Moderate’** impact with multiple injuries (2 rating), creating a score of 3x2=6 (low). However, reducing the risk to as low as reasonably practicable (ALARP) through the implementation of control measures eg. training on ladder use to ensure competency, the likelihood of injury would be reduced to **‘Unlikely’** (2 rating) giving a final score of 2x2=4 (very low).  **Note** - Persons undergoing training cannot be deemed competent until their capability is properly assessed.  **Dynamic Risk Assessment** compliments generic and specific risk assessment. Regardless of completing this RAFAC 5010C, it is beholden on the person creating the risk to continue to monitor the activity and the control measures. Any changes to the activity (including the environmental conditions) or the control measures, must be addressed via the mechanism of a dynamic risk assessment such that risks remain ALARP. | | | | | | | | | | | | | | **Likelihood (L)** | | **x** | | **Impact (I)** | | **=** | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Risk Score Calculation** | | | | | | | |  | | **Likelihood** | | | | | | **1** | **2** | **3** | **4** | **5** | | **I**  **m**  **p**  **a**  **c**  **t** | **5** | **5** | **10** | **15** | **20** | **25** | | **4** | **4** | **8** | **12** | **16** | **20** | | **3** | **3** | **6** | **9** | **12** | **15** | | **2** | **2** | **4** | **6** | **8** | **10** | | **1** | **1** | **2** | **3** | **4** | **5** | | | | | | | | |
| **5** - Highly Probable  **4** - Probable  **3** - Possible  **2** - Unlikely  **1** - Remote | | **Multiplied by** | | **1** - Minor  **2** - Moderate  **3** - Major  **4** - Severe  **5** - Critical  ***Note:*** *impact number is unlikely to change with control measures* | | **Equals** |
| **5 Step Process** | | **Step 1** - Identify the hazards | | **Step 2** - Decide who might be harmed and how | | | **Step 3** - Evaluate the risks and decide on precautions (control measures) | | | | | | | **Step 4** - Record your significant findings. Implement control measures. Brief participants prior to activity commencement. | | | | | | | | | | | **Step 5** - Review your risk assessment and update as necessary | | | |
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| **RAFAC Formation:** | | | | | | DNW ATC Wing Training Team | | | | | | | | **Assessor (No, Rank, Name):** | | | | | 30384230, Flt Lt, R Fisher | | | | | | | | | |
| **Activity (Step 1a):** | | | | | | Lectures/ Theory Training Sessions (inc online delivery) | | | | | | | | **Assessor’s Signature:** | | | | | **R Fisher** | | | | | | | | | |
| **Type of Risk Assessment:** | | | | | | **Generic** | | **Specific** | | | | | | **Assessment Date:** | | | | | **25/06/2023** | | | | | | | | | |
| **Relevant Publications / Pamphlets / Procedures:** | | | | | | ACP 5, DSE RA, Building and Surrounds RA, SyOps, Climatic Injuries | | | | | | | | **RA Review (Step 5):** | | **24/06/2024** | | | **Review 1**  **DD/MMM/YY** | | | **Review 2**  **DD/MMM/YY** | | | | **Review 3**  **DD/MMM/YY** | | **Review 4**  **DD/MMM/YY** |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (a) | (b) | | (c) | | (d) | | (e) | | (f) | (g) | | (h) | | | (i) | | (j) | | | | (k) | | (l) | | (m) | | (n) | |
| **Ref** | **Activity / Element**  **(Step 1a)** | | **Hazards identified**  **(Step 1b)** | | **Who or what might be harmed and how**  **(Step 2)**  e.g.• Cadet Personnel - Injury  • CFAV Personnel - Injury  • CFAV/Perm Staff/Contractors - Injury  • General Public - Injury | | **Existing control measures**  **(Step 3a)** | | **Assessment with existing controls** | | | | | | **Is residual risk acceptable?  – Refer to Risk Score Calculation above** *If Yes, move to column (n). If No, identify  additional controls* **(Step 3e)** | | **Reasonable additional controls that can be implemented to reduce risk to ALARP**  **(Step 3f)** | | | | **Re-assessment with additional control measures** | | | | | | **List required action(s)  to instigate controls**  **(Who, When and How) (Step 3j)** | |
| **L  (1-5) (Step 3b)** | | **I (1-5)  (Step 3c)** | | **Risk**  **Rating  (L x I) (Step 3d)** | | **L  (1-5) (Step 3g)** | | | **I (1-5)  (Step 3h)** | **Risk**  **Rating  (L x I) (Step 3i)** | |
| E.g. | Driving to / from training area | | Driver fatigue / distraction causes RTA | | Multiple injuries to cadet personnel and general public Equipment damage | | Designated, trained drivers · Compliance with JSP800 · Spill kits | | **2** | | **5** | | **10** | | **NO** | | Vehicle commander to ensure driver is concentrating and passengers do not provide any distractions | | | | **1** | | | **5** | **5** | | CFAV in charge of road move to implement all controls and brief personnel. | |

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| **Ref** | **Activity / Element** | **Hazards identified** | **Who or what might be harmed and how** | **Existing control measures** | | **Assessment with existing controls** | | | **Is residual risk acceptable for the activity?  – Refer to Risk Score Calculation** | **Reasonable additional controls that can be implemented to reduce risk to ALARP** | | **Re-assessment with additional control measures** | | | **List required action(s)  to instigate controls**  **(Who, When and How)** |
| **L  (1-5)** | **I (1-5)** | **Risk Rating (L x I)** | **L  (1-5)** | **I (1-5)** | **Risk**  **Rating  (L x I)** |
|  | Lectures/ Theory Delivery | Fatigue, Stress, Posture | Delivery Staff or Cadets  Cadets or CFAV receiving training  Fatigue, stress, back strain, eyestrain  Dropped loads and finger traps – sprains strains & crush injuries | The CFAV or Cadet delivering the training should ideally be MOI or suitably qualified.  The instructor should take frequent breaks or natural pauses for engagement to improve the overall quality of the lesson. PowerPoints should be used in moderation with approved instructor methods to avoid over-reading or staring at DSE. This will avoid eyestrain and fatigue.  Tiredness is often recognised through lack of engagement, yawning or falling asleep, it is the responsibility of a good instructor to mitigate this or find the route cause. The cadet or CFAV also may be going through issues in their personal life that may render this unavoidable.  Any significant weights to be lifted by suitable teams rather than individuals and supervised by a responsible adult. · Refer to separate Manual Handling Assessment. | | 3 | 2 | 6 | Yes |  | |  |  |  | Staff or cadets under Stress, should be supported in whatever way possible. This may involve managing their workload and supporting them.  The advantages of volunteering in a rewarding role may in itself be beneficial to the volunteers mental well being if managed correctly. |
|  | Emergency Evacuation During a Lesson | Access to emergency exits | All people involved in a lesson  Fire, Terrorist Attack or something to cause an emergency evacuation | Staff must ensure that all individuals have access to the emergency exits for the room in which they are teaching  Tables/chairs should be laid out to allow a swift exit in the event of a fire alarm | | 2 | 4 | 8 | Yes |  | |  |  |  |  |
|  | Online Delivery of a Lesson | Posture issues, faulty electronic equipment, electrocution | Cadets and CFAV involved in electronic delivery of a lesson i.e via MS Teams  Faulty equipment in a CFAV or Cadets own home do not go through the same stringent tests or QA checks as those based at a Sqn or MOD/RAFAC establishment and may be faulty or dangerous  DSE assessments or posture improvement also are unmonitored in an individual’s home | All staff and cadets (or cadets’ parents and guardian’s) are responsible for the effectiveness and QA checks of electronic equipment. Through checks should be carried out to ensure that no items are faulty or at risk of being a fire or electrical hazard. The RAFAC cannot be held liable for personal equipment utilised in a non RAFAC/MOD establishment  DSE should still be at the forefront of everyone’s minds regardless of delivery and establishment, see DSE assessment for further control measures. | | 3 | 2 | 6 | Yes |  | |  |  |  |  |
|  | Use of electrical equipment to assist delivery (in squadron or RAFAC or MOD establishment | Faulty equipment, fire hazards | All individuals  Slips, trips, falls, electric or static shock | Individuals making use of electrical equipment (e.g. laptop and projector) should ensure that the application is safe and wires do not present a trip hazard to individuals  PAT Testing is mandatory for all electrical equipment that is a Sqn or RAFAC/MOD Asset  Personal electronic equipment should be inspected and approved by the OC or H&S officer to avoid any fires or electrical hazards i.e electric shocks | | 2 | 4 | 8 | Yes |  | |  |  |  |  |
|  | Observing or instructing a lesson (inc online) | Climatic Injury | All individuals involved in lesson  Hypothermia, heat exhaustion, cold injury | The lesson must be conducted in an environment that is suitable throughout. Outdoor delivery of lessons must be appropriate to the time of year. i.e going outside when it is too hot indoors or going inside as it is too cold  Appropriate uniform must be worn and at the request of the OIC Lesson in accordance with the TrgOff’s plans.  Online delivery should be facilitated in an appropriate room and setting. Those observing or participating in a lesson should be in an appropriate room that is ventilated, and temperature controlled.  First aid should be given to anyone suffering from climatic injury or in an emergency dial 999 | | 2 | 3 | 6 | Yes |  | |  |  |  |  |
| **Activity Environmental Risk / Impact (Step 3k):** | | | | | | | | | | | | | | | |
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| **Activity Commander - The control measures when implemented are suitable and sufficient for the assessed activity to proceed:** | | | | | **No, Rank, Name:**  30384230, Flt Lt, R Fisher | | | | **Post: Course Commander** | | **Date:** 25/06/2023 | | | **Signature: R Fisher** | |
| **Activity Commander - After additional control measures the risk rating is 15 or above. Further authority / additional resource is required. Until the risks posed are deemed ALARP and tolerable the activity will not take place:** | | | | | **No, Rank, Name:**  30384230, Flt Lt, R Fisher | | | | **Post: Course Commander** | | **Date:** 25/06/2023 | | | **Signature: R Fisher** | |
| **Second Signature (OC or Nominated Rep) - I am aware of the activity and satisfied the RA is suitable and sufficient:** | | | | | **No, Rank, Name:**  30388015, Sqn Ldr S Pearson | | | | **Post: Wing Training Officer** | | **Date:** 25/06/2023 | | | **Signature: S Pearson** | |
|  | | | | | | | | | | | | | | | |
| **Dynamic Risk Assessment (Changes required)** | | | | | | | | | | | | | | | |
| **Reason for carrying out a dynamic risk assessment (e.g. weather, injuries, etc):** | | | | |  | | | | | | | | | | |
| **New limitations / restrictions to be put in place:** | | | | |  | | | | | | | | | | |
| **Remarks:** | | | | |  | | | | | | | | | | |
| **Activity Commander conducting dynamic risk assessment:** | | | | | **No, Rank, Name:** | | | | **Post:** | | **Date: DD/MMM/YY** | | | **Signature:** | |

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| |  |  |  | | --- | --- | --- | | **Notes:** | | **Likelihood x Impact = Risk** | | **Likelihood** | | **Definition** | | **5.** | **Highly Probable** | Is expected to occur in most circumstances **(Almost Certain).** | | **4.** | **Probable** | Will probably occur at some time, or in most circumstances. | | **3.** | **Possible** | Fairly likely to occur at some time, or some circumstances. | | **2.** | **Unlikely** | Is unlikely to occur but could occur at some time. | | **1.** | **Remote** | May only occur in exceptional circumstances **(Rare).** | |  | | | | **Impact (Severity)** | | **Example (Health Safety, Environment & Safeguarding)** | | **5.** | **Critical** | * Fatality or permanent, life changing injuries to an individual. * Incident causing a major environmental impact. * A serious safeguarding incident which may have a life altering effect. | | **4.** | **Severe** | * Injuries which have a short-term impact on normal way of or quality of life. * Moderate damage to an extended area and/or area with moderate environmental sensitivity (scarce/ valuable) requiring months of remediation. * Increased safeguarding risk (cadet lone travelling) / Multiple safeguarding incidents | | **3.** | **Major** | * Injury requiring the emergency services. * Moderate damage to an area, and that can be remedied internally. * Actions which may create strain on the safeguarding supervision of cadets (low ratios or remote supervision etc). | | **2.** | **Moderate** | * Injury requiring first aid. * Damage to an area that will be immediately repaired. * Normal activity that has the potential to escalate (e.g. cadets in accommodation leading to horseplay). | | **1.** | **Minor** | * Small amount of physical exertion. * Unnoticeable or self-repairing damage to non-protected environment. | | |  |  | | --- | --- | | **Review** | | | **Step 5 -** Review the risk assessment and update if necessary - All risk assessments should be regularly reviewed at a frequency proportional to the risk prior to any controls being proposed. In practice risk assessments should be reviewed at least annually, or more frequently:   * Where required by local instructions/procedures. * If the safe execution of the activity relies on stringent supervision. * If there is reason to doubt the effectiveness of the assessment. * Following an accident or near miss. * Following significant changes to the task, process, procedure, equipment, personnel or management. * Following the introduction of more vulnerable personnel (e.g. persons under 18 or pregnant persons). | | | | | | |  | | | **Risk Management** | | | **Risk Rating** | **How Risk should be managed** | | **1 – 4 (Very Low)** | **Maintain control measures and review at least annually** or if there are any changes that may impact either Likelihood or Impact. Ensure that any changes to the residual risk, or effectiveness of controls are not re-introducing a credible Risk or potential Environmental impact. | | **5 – 9 (Low)** | **Maintain control measures and review regularly** or if there are any changes that may impact either Likelihood or Impact. | | **10 – 12**  **(Medium)** | **Review control measures and improve if reasonably practicable to do so, consider alternative ways of conducting the activity**. Consider informing command chains of activity elements that impact either Likelihood or Impact. | | **15 – 16 (Medium to High)** | Review control measures and improve if practicable to do so, consider alternative ways of conducting the activity. **Inform command chains of activity elements that affect Likelihood or Impact** to seek authority / request additional resource for the application of additional controls that may reduce the residual risk further. | | **20 (High)** | Rigorous scrutiny of control measures required to ensure risks are ALARP; improvement of existing and / or additional control measures are required where possible; consider stopping activity unless continuation is justified as essential. **Conducting activities at this level of risk will require formal consideration\*** and acknowledgement from the appropriate Duty Holder, Commander, Head of Establishment or the nominated Responsible Person who is charged with Risk Ownership for the particular activity. | | **25 (Very High)** | | *\*In the RAFAC Organisation formal consideration is to be given by Regional Commandants, COS or the activities ‘nominated person’ – even if the overall risk is held by CAS.* | | |