**BEGBROKE VILLAGE HALL PLAYING FIELD**



**MODEL FLYING PROCEDURES AND**

**SAFETY OFFICER’S LOG**

30 June 2020

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**1. The Safety Officer** The Safety Officer will normally be an OMFC Committee member; however, any suitably experienced member may be nominated with the Chairman’s approval.Prior to accepting the duty, the Safety Officer is to read and understand the following documents

a. OMFC Begbroke Village Hall Playing Field Flying Procedures.

b. The Letter of Agreement between Oxford Aviation Services and OMFC.

c. The OMFC Risk Assessment for model flying at Begbroke Village Hall Playing Field flying site.

**2. Safety Officer’s Procedure** The Safety officer’s procedure is as follows:

a. At least 24 hours before flying is due to commence, contact London Oxford Airport (LOA) Air Traffic Control (ATC) on 01865 290650 with details of the date and start time. LOA ATC will then issue an appropriate NOTAM. Note – for monthly Wednesday evening club meetings, the Committee will normally have informed LOA ATC in advance.

b. When flying is due to commence, contact LOA ATC by mobile phone and advise the controller that:

(1) Model flying is commencing at \_ \_ \_ \_ hrs (L) at Begbroke Village Hall Playing Field.

(2) Flying is due to end at\_ \_ \_ \_hrs (L) (in accordance with the NOTAM).

(3) The Safety Officer will be contactable on (*mobile phone number*).

c. Monitor the mobile phone constantly, ensuring that it is charged and has a good signal. The same number should be retained as the prime contact throughout the flying session.

d. If mobile phone contact is lost, order ‘cease flying’ until contact with LOA is re- established. If a different mobile phone is used, advise LOA ATC of the new number.

e. Immediately act upon any request from LOA ATC to cease flying.

**3. Safety Officer’s Duties** The Safety Officer is to monitor model flying operations at the Begbroke Village Hall Flying Site, ensuring that:

a. All remote pilots appear on the list of permitted flyers or guest flyers.

b. Remote pilots abide by the flying site restrictions.

c. Model types comply with the limitations outlined in Flying Procedures.

d. Remote pilots are ordered to land if conflicting full-size traffic is observed or heard.

e. Flying is conducted safely. Any safety-related incidents that occur must be entered in the Safety Log.

**4. Remote Pilots** Remote pilots flying models at Begbroke Village Hall Playing Field are to:

a. Ensure that their model complies with the limitations outlined in OMFC Begbroke Village Hall Flying Procedures.

b. Abide by the flying site restrictions.

c. Check and operate their models safely and in accordance with OMFC Begbroke Village Hall Flying Procedures.

d. Maintain a constant look and listen-out for conflicting full-size traffic. If conflicting traffic is observed or heard, advise the Safety Officer, advise other remote pilots, and land.

e. Cease flying immediately when instructed to do so by the Safety Officer.

f. Report any safety-related incidents to the Safety Officer.

**BEGBROKE VILLAGE HALL FLYING SITE – LIST OF APPROVED FLYERS**

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**BEGBROKE VILLAGE HALL FLYING SITE – LIST OF APPROVED GUEST FLYERS (NON-OMFC MEMBERS)**

By signing this document, you are agreeing to abide by OMFC Begbroke Village Hall Model Flying Procedures and the agreement between Oxford Aviation Services and OMFC.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Competency Form Signed?**  (if ‘no’, a supervisor is required) | **Supervisor’s Name**  **(if required)** | **Signature** |
|  | Yes 🞏  No 🞏 |  | …………………………………  Date ……………………….. |
|  | Yes 🞏  No 🞏 |  | …………………………………  Date ……………………….. |
|  | Yes 🞏  No 🞏 |  | …………………………………  Date ……………………….. |
|  | Yes 🞏  No 🞏 |  | …………………………………  Date ……………………….. |
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|  | Yes 🞏  No 🞏 |  | …………………………………  Date ……………………….. |
|  | Yes 🞏  No 🞏 |  | …………………………………  Date ……………………….. |
|  | Yes 🞏  No 🞏 |  | …………………………………  Date ……………………….. |

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| **Name** | **Competent to Fly?**  (if ‘no’, a supervisor is required) | **Supervisor’s Name**  **(if required)** | **Signature** |
|  | Yes 🞏  No 🞏 |  | …………………………………  Date ……………………….. |
|  | Yes 🞏  No 🞏 |  | …………………………………  Date ……………………….. |
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**BEGBROKE VILLAGE HALL PLAYING FIELD FLYING SITE**

**OMFC SAFETY OFFICER’S LOG**

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| --- | --- | --- | --- |
| **Date** | |  | |
| **Safety Officer** | |  | |
| **Weather** | | **Cloud…………………………. Wind……………………….. Visibility……………………….** | |
| **Start Time** | |  | |
| **Finish Time** | |  | |
| **SAFETY OCCURANCE LOG** | | | |
| **Local Time** | **Model Type** | **Description of Event:**  ***- What happened?***  ***- How did it happen?***  ***- Measures to prevent recurrence*** | **LOA ATC Informed?**  **(If ‘Yes’ enter time and controller’s name)** |
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**OXFORD MODEL FLYING CLUB (OMFC) BEGBROKE VILLAGE HALL PLAYING FIELD**

**MODEL FLYING PROCEDURES Vesion 1**

**References:**

**A. BMFA Handbook**

**B. CAP658**

**1. Begbroke Village Hall Flying Site**

a. Model flying may only take place within the area designated by the boundary of Begbroke

Village Hall Playing field.

b. The maximum operating height for model aircraft is 100ft above ground level (agl).

**2. Model Types and Limitations**

a. The maximum all-up mass for any type of model is 500 grams at launch.

b. Only gliders(hand or catapult), rubber, CO2 or electric powered models may be flown from the Begbroke field.

c. Radio-controlled power models fitted with a standard fail-safe must have this set to reduce the throttle setting to ‘off’ should the radio signal be lost or degraded. This should be tested for each model before it is first flown at each flying session.

d. For powered free-flight models, including rubber-powered models, the motor run-time must be set to ensure that the model does not depart from the flying site or exceed 100ft agl.

e. Radio-controlled models, including helicopters and multi-rotors, must be flown manually and remain within the remote-pilot’s line-of-sight. Autonomous drone operations are not permitted. *Note – auto-stabilisation systems designed purely to assist the remote pilot in maintaining manual control of the model may be utilised.*

**3. Persons Permitted to Fly**

a. Current members of OMFC who have completed and signed the Pilot Competency Check Form are permitted to fly at Begbroke Village Hall flying site. Exceptionally, guests may be permitted to fly provided they:

i. Are BMFA members.

ii. Either sign the Pilot Competency Check Form, or are directly supervised by an OMFC member who has signed the Competency Check Form.

iii. Agree to abide by OMFC Begbroke Village Hall Playing Field Model Flying Procedures.

**4. Supervision and Safety**

a. Model flying at Begbroke Village Hall Playing Field is to be monitored by a Safety Officer. Normally, the Safety Officer will a Committee member; however, any suitably experienced club member may be nominated. The duties of the Safety Officer are as follows:

(1) Ensure that London Oxford Airport (LOA) Air Traffic Control (ATC) has issued a NOTAM to cover the flying period. Note – for monthly Wednesday evening club meetings, the Committee will normally have informed LOA ATC in advance.

(2) Using a mobile phone, contact London Oxford Airport (LOA) Air Traffic Control (ATC) on

(mobile phone number). Ascertain the Runway in use and advise the controller that:

i ‘Model flying is commencing at Begbroke at \_ \_:\_ \_ hrs (Local Time)’

ii ‘Model flying is due to end at \_ \_:\_ \_hrs (Local Time)’ (in accordance with NOTAM)

ii. ‘The Safety Officer will be contactable on (mobile phone number)’.

(3) Ensure that the Safety Officer’s mobile phone is monitored at all times while model flying is taking place to facilitate prompt communication with LOA ATC.

(4) Check that the models to be flown are suitable for the site in accordance with Para 2.

(5) Monitor flying to ensure that it is being conducted safely in accordance with Para 1 and guidance at Reference A.

(6) Maintain a constant lookout and listen-out for conflicting full-size aircraft, taking note of the particular likelihood of helicopter traffic passing nearby when Runway 01 is in use. If necessary, order model flyers to land and cease operations until the traffic is clear.

(7) To warn LOA ATC If any model aircraft suffers from a ‘flyaway’ that might present a hazard to full-size operations. LOA ATC must be contacted immediately using the mobile phone, and given an estimate of the model’s height and direction of flight.

(8) Stop all flying if instructed to do so by LOA ATC on the mobile phone number provided.

(9) Monitor weather conditions, in particular wind and thermal activity. Order free-flight models to cease flying if conditions are likely to result in a ‘flyaway’.

**5. Remote Pilots**

a. A remote pilot must not fly at the Begbroke Village Hall Playing Field site unless a nominated Safety Officer is present and LOA ATC has been advised in accordance with para 4 a (2).

b. All remote pilots flying model aircraft at the Begbroke Village Hall Playing Field site are responsible for the safe operation of their model. Remote pilots are to:

(1) Comply with Para 1, Para 2, and Reference B.

(2) Check and operate their models in accordance with the advice provided at Reference A.

(3) Maintain a constant lookout and listen-out for conflicting full-size aircraft, taking note of the particular likelihood of helicopter traffic passing nearby when Runway 01 is in use.

c. If a remote pilot becomes aware of an approaching full-size aircraft, he or she is to:

(1) Advise other remote pilots and the Safety Officer.

(2) Land and cease flying until the traffic is clear.

d. Cease flying immediately when instructed to do so by the Safety Officer

**6. Risk Assessment**

All remote pilots are to read and understand the Risk Assessment for operations within the LOA Flight Restriction Zone (FRZ).

**Letter of Agreement Draft**

Between Oxford Aviation Services Ltd (London Oxford Airport) and Oxford Model Flying Club (OMFC) for the operation of SUA’s within the Oxford Airport ATZ and FRZ.

**Location of Operations: Begbroke Village Hall Playing Field**

**References:**

* OMFC Model Flying Procedures and Risk Assessment
* BMFA Handbook
* CAP658
* The Air Navigation Order as amended
* MATS Part 2

**Abbreviations**

AGL Above Ground Level

ATC Air Traffic Control

ATZ Air Traffic Zone

FRZ Flight Restriction Zone

LoA Letter of Agreement

LOA London Oxford Airport

NOTAM Notice To Airman

OMFC Oxford Model Flying Club

SUA Small Unmanned Aircraft

**Terms of this Agreement**

1. **Begbroke Village Hall Flying Site Restrictions**

* Model flying may only take place only within the area designated by the boundary of Begbroke Village Hall Playing field.
* The maximum operating height for model aircraft is 100ft above ground level (agl).
* Flights shall only be conducted within the NOTAM period.

1. **Model Types and Limitations**

The maximum all-up mass for any type of model is 500 grams at launch.

* Only gliders (hand or catapult), rubber, CO2 or electric powered models may be flown from the Begbroke field.
* Radio-controlled power models fitted with a fail-safe must have this set to reduce the throttle setting to ‘off’ should the radio signal be lost or degraded. This shall be tested for each model before it is first flown at each flying session.
* Radio-controlled models, including helicopters and multi-rotors, must be flown manually and remain within the remote-pilot’s line-of-sight. Autonomous drone operations are not permitted. *Note – auto-stabilisation systems designed purely to assist the remote pilot in maintaining manual control of the model may be utilised.*
* For powered free-flight models, including rubber-powered models, the motor run-time must be set to ensure that the model does not depart from the flying site or exceed 100ft agl.

1. **Persons Permitted to Fly**

Current members of OMFC are permitted to fly at Begbroke Village Hall flying site. Exceptionally, guests may be permitted to fly provided they are:

* BMFA members
* Flyers must be fully conversant with, and agree to abide by, OMFC Begbroke Village Hall Playing Field Model Flying Procedures and the requirements of the LoA.
* Demonstrate competence to fly to the satisfaction of the designated Safety Officer or senior club official
  + Sign to agree to the terms and flight limitation and failsafe measures required by the club

* + Flights must not be operated in contravention to the Air Navigation Order (as amended) in particular in relation to Articles 94, 94A, 94B, 95, and 241.

4. **Location**

Flying is to take place within a 200m radius circle centred upon the following coordinates:

N51o 49’ 26.7” W001o 19’ 02.2” (WGS 84) OSGB: SP 4715 1416

Site elevation: 229 ft amsl

5**. Supervision and Safety**

Model flying at Begbroke Village Hall Playing Field shall be monitored by a Safety Officer. Normally, the Safety Officer will a Committee member and will be responsible and accountable for safe site operations and compliance with this agreement; however, any suitably experienced club member may be nominated subject competence. Should the Safety Officer not be present flights shall not take place.

The duties of the Safety Officer are as follows:

* Using a mobile phone, contact London Oxford Airport (LOA) Air Traffic Control (ATC) on 01865 290650, notification is required 24 hours in advance of flying commencement, if flying is cancelled OMFC will advise ATC as soon as possible by phone and email. atc@londonoxfordairport.com
* Ascertain the Runway in use and advise the controller that:

Model flying is commencing at ­­\_ \_ \_ \_ (L) Begbroke Village Hall Playing Field

Flights will to end at ­­\_ \_ \_ \_ (L).

* Advise the Safety Officers Mobile contact number to ATC.
* Monitor the mobile phone constantly, ensure it has a good signal and is fully charged.
* Ensure the same number remains the prime contact number for the day’s activity.
* If the mobile phone fails flying must stop until mitigation nis in place and ATC are readvised of a change of contact.
* Immediately act on LOA ATC requests and have a robust method of immediate notification or alerting to those conducting flying activity to cease flying.

6. **Remote Pilots**

A remote pilot must not fly at the Begbroke Village Hall Playing Field site unless a nominated Safety Officer is present and LOA ATC has been advised in accordance with section 4.

All remote pilots flying model aircraft at the Begbroke Village Hall Playing Field site are responsible for the safe operation of their model. Remote pilots are to:

* Comply with all sections of this document and OMFC procedures and safety requirements.
* Check and operate their models in accordance with the requirements, restrictions and limitations as detailed in this document.
* Maintain a constant lookout and listen-out for conflicting full-size aircraft, taking note of the particular likelihood of helicopter traffic passing nearby when Runway 01 and 19 is in use.
* Be aware of departure and arrival routes for 01/19 for bot fixed wing and helicopter traffic and operate accordingly so as not to endanger flight.

If a remote pilot becomes aware of an approaching full-size aircraft, he or she is to:

* Advise other remote pilots and the Safety Officer.
* Land and cease flying until the traffic is clear.
* Cease flying immediately when instructed to do so by the Safety Officer or on request by LOA ATC.

7**. Risk Assessment**

All remote pilots are to read and understand the Risk Assessment and any other briefing material provided for operations within the LOA Flight Restriction Zone (FRZ).

8**. Safety Event Reporting**

OMFC shall have a robust procedure for the reporting of safety events including near miss events and provide Safety Performance Indicators (SPI) for safety trend analysis, to be reviewed with the annual agreement review or on request of the OASL safety Manager.

Safety events that affect the terms of this agreement shall be forwarded without undue delay to the OASL Safety Manager [kmeikle@londonoxfordairport.com](mailto:kmeikle@londonoxfordairport.com#_blank)

Safety events will be recorded on the OASL safety management system.

9. **LOA ATC Requirements**

* On notification of flying activity, a NOTAM will be issued for the notified duration.
* Contact the nominated OMFC Safety Officer on the mobile number provided on the day by OMFC should a need to stop flying arise.
* In the event of flying cessation when practical and safe to do so advise the OMFC Safety Officer flying can recommence.

10. **Audit**

OASL reserves the right to audit OMFC at any time to ensure safety measures are effective and ensure compliance to this LoA.

OMFC shall conduct periodic audits of it safety procedures and compliance to the requirements of the agreement and provide evidence of audit to OASL Compliance Officer [dsardina@londonofordairport.com](mailto:dsardina@londonofordairport.com#_blank)

11. **Revocation or Suspension the Letter of Agreement**

This agreement will be reviewed annually and audited for compliance and may be revoked at any point by LOA. Suspension of the LoA will follow should there be any breach of this Letter of Agreement or the ANO or failure to notify ATC of activity or act on ATC requests.

Signed ………………………………. ………

On Behalf of Oxford Model Flying Club (OMFC)

Print Name: ………………………………………..

Position: . ………………………………………..

Date: ………………………

Signed ………………………………………….

On Behalf of Oxford Aviation Services Ltd (London Oxford Airport)

Print Name: ………………………………………..

Position: . ………………………………………..

Date: …………………

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**Risk Assessment**

**Oxford Model Flying Club (OMFC)**

**Begbroke Operations**

13th May 2019

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| **Trivial** | **= 1** | **Highly unlikely occurrence** | **= 1** | **0 – 5** | **Low** |
| **Minor injury** | **= 2** | **Possible occurrence** | **= 2** |  |  |
| **Serious injury** | **= 3** | **Quite possible occurrence** | **= 3** | **6 – 15** | **Medium** |
| **Fatality**  **Major-multiple deaths** | **= 4**  **= 5** | **Likely occurrence**  **High occurrence** | **= 4**  **= 5** | **16 – 25** | **High** |

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| **Item 1** | **Severity** | **Frequency** | **Risk Value** |
| Airpox or collision between model aircraft and full-size aircraft operating from LOA Runways 11 and 29 | 5 | 1 | 5 (low) |
| Comment - Controls  1. Runway 11 and 29 approach and departure paths well clear of Begbroke Village Hall playing field  2. Model aircraft operating height restricted to 100ft agl or below (ie below tree-top height)  3. Model flying confined within the area of Begbroke Village Hall playing field  4. Model flying operations infrequent (one evening per month 19:00L to dusk)  5. Model aircraft flyers all briefed to maintain visual and aural vigilance and to cease flying as soon as they become aware of possible conflicting traffic  6. LOA ATC able to contact OMFC by mobile phone if required | 5 | 1 | 5 (low) |

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| **Item 2** | **Severity** | **Frequency** | **Risk Value** |
| Airprox or collision between model aircraft and full-size aircraft approaching LOA Runway 19 and departing from LOA Runway 01 | 5 | 1 | 5 (Low) |
| Comment - Controls  1. Runway 19 approach and Runway 01 departure paths well clear of Begbroke Village Hall playing field  2. Model aircraft operating height restricted to 100ft agl or below (ie below tree-top height)  3. Model flying confined within the area of Begbroke Village Hall playing field  4. Model flying operations infrequent (one evening per month 19:00L to dusk)  5. Model aircraft flyers briefed to maintain visual and aural vigilance. Model flyers briefed to cease flying as soon as they become aware of possible conflicting traffic  6. LOA ATC able to contact OMFC by mobile phone if required | 5 | 1 | 5 (Low) |

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| **Item 3** | **Severity** | **Frequency** | **Risk Value** |
| Airprox or collision between model aircraft and full-size aircraft approaching LOA Runway 01 and departing from Runway 19 | 5 | 1 | 3 (Low) |
| Comment – Controls  1. Begbroke Village Hall playing field is situated on eastern edge of the southern 01/19 Runway Protection Zone  2. Model aircraft operating height restricted to 100ft agl or below (ie below tree-top height)  3. Model flying confined within the area of Begbroke Village Hall playing field  4. Model flying operations infrequent (one evening per month 19:00L to dusk)  5. Model aircraft operators all briefed to maintain visual and aural vigilance. Model flyers briefed to cease flying as soon as they become aware of possible conflicting traffic  6. LOA ATC able to contact OMFC by mobile phone if required | 5 | 1 | 5 (Low) |

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| **Item 4** | **Severity** | **Frequency** | **Risk Value** |
| Airprox or collision between model aircraft and full-size helicopters making approaches to eastern side of LOA from the south, or departing from the eastern side of LOA to the south | 5 | 1 | 5 (Low) |
| Comment – Controls  1. Model aircraft operating height restricted to 100ft agl or below (ie below tree-top height)  2. Model flying confined within the area of Begbroke Village Hall playing field  3. Model flying operations infrequent (one evening per month 19:00L to dusk)  4. Model aircraft operators all briefed to maintain visual and aural vigilance. Helicopter noise footprint provides early warning of approach; model flyers briefed to cease flying as soon as they become aware of possible conflicting traffic  5. LOA ATC advises full-size pilot about model flying activity at Begbroke  6. LOA ATC able to contact OMFC by mobile phone if required  7. Model flying site in residential area (Begbroke village) not routinely over-flown by full-size aircraft | 5 | 1 | 5 (Low) |

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| **Item 5** | **Severity** | **Frequency** | **Risk Value** |
| Loss of control of model aircraft (‘Flyaway’) resulting in airprox or collision between model aircraft and full-size aircraft | 5 | 1 | 5 (Low) |
| Comment – Controls  1. Radio controlled models fitted with failsafe or electronic speed controllers set to cut propulsive power in the event of radio failure.  2. Powered free-flight models operated with very short motor runs to ensure that they do not exceed the site maximum operating height.  3. Majority of flying takes place after 19:00 local, which means that atmospheric thermal activity is limited or non-existent.  4. Models flown in very light winds only (less than 8 knots).  5. OMFC able to contact LOA ATC using mobile phone if required.  6. Model flyers are all BMFA members. Majority are very experienced model flyers. Novice flyers are closely monitored.  7. Models are thoroughly checked before flight iaw BMFA recommendations.  8. Modern radio control equipment is very reliable | 5 | 1 | 5 (Low) |

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| **Item 6** | **Severity** | **Frequency** | **Risk Value** |
| Actual collision between model aircraft and full-size aircraft | 5 | 1 | 5 (Low) |
| Comment – Controls  1. Maximum model all-up mass 500 grammes. Majority of models less than 100 grammes  2. Models have lightweight construction comprising balsa wood, paper, polystyrene foam or similar materials. Only very small metal, hardwood and carbon fibre parts.  3. Lightweight models fly at very low airspeeds  4. De-confliction measures in place | 5 | 1 | 5 (Low) |

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| **Item 7** | **Severity** | **Frequency** | **Risk Value** |
| RC models: loss of control or structural failure resulting in collision with people or property | 2 | 2 | 4 (Low) |
| Comment – Controls  1. Model operated iaw CAP 658, BMFA guidelines and OMFC rules  2. Model checked prior to flying iaw BMFA guidelines including failsafe if appropriate  3. Remote pilot to avoid overflying persons and property | 2 | 1 | 2 (Low) |

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| **Item 8** | **Severity** | **Frequency** | **Risk Value** |
| Free-flight gliders and powered models fly-away or structural failure resulting in collision with people or property | 2 | 2 | 4 (Low) |
| Comment – Controls  1. Model operated iaw CAP 658, BMFA Guidelines and OMFC rules  2. Model checked prior to flying iaw BMFA Guidelines    3. Launch location chosen to take into account:  a. Position of persons, property, size of playing field and hazards  b. Wind direction  c. Likely flight path  d. Likely landing point  4. Ensure motor run-time is appropriate  5. Remote pilot to ensure that persons are well clear prior to launch | 2 | 1 | 2 (Low) |