

# RISK ASSESSMENT

All VCC activities require a risk assessment. Use this form where a generic risk assessment does not already exist or is not sufficient. Insert more rows or sheets if required. Do not complete the shaded fields. Contact HSO for guidance if required. Use BLOCK capitals or type.

|                            |                                                            |                                                             |                                       |                              |           |
|----------------------------|------------------------------------------------------------|-------------------------------------------------------------|---------------------------------------|------------------------------|-----------|
| Unit                       | Royal Marines Volunteer Cadet Corps<br>Portsmouth Division | Assessment Number                                           | RA003                                 | Assessment Date              | 12 Mar 15 |
| Section or Department      | Training                                                   | Assessment Type<br><i>Delete as appropriate; see Note 1</i> |                                       |                              |           |
|                            |                                                            | Specific                                                    | Generic                               | Record of Dynamic Assessment |           |
| Activity, Event or Process | Field Gun                                                  |                                                             |                                       |                              |           |
| Assessor <i>See Note 2</i> |                                                            |                                                             | HSO Acceptance                        |                              |           |
| Name                       | W Littlejohn                                               | Name                                                        | C R Spratt                            |                              |           |
| Rank                       | CSgt RMVCC<br>FG Trainer                                   | Rank & Position                                             | Lt RMVCC<br>Health and Safety Officer |                              |           |
| Signature                  | <i>GP Collar</i>                                           | Signature                                                   | <i>CR Spratt</i>                      |                              |           |

| Hazards<br><i>Include Hazard Survey Number where applicable</i> | Who is at Risk?         | Existing Control Measures<br><i>Specific Existing Control Measures</i>                                                                                                                                                                                                                   | Risk Rating<br><i>See Note 3</i> |   |   | Additional Control Measures<br><i>Each Control Measure is to be specific and managed</i>                                                                                                                   | Residual Risk Rating<br><i>See Note 4</i> |   |   | Management Plan |             |           |
|-----------------------------------------------------------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|---|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|---|---|-----------------|-------------|-----------|
|                                                                 |                         |                                                                                                                                                                                                                                                                                          | L                                | C | R |                                                                                                                                                                                                            | L                                         | C | R | Owner           | Target Date | Comp Date |
| Trapping                                                        | Cadets Staff            | <ul style="list-style-type: none"> <li>Trained staff to be present at all times</li> <li>All participants to be given a safety brief highlighting potential trapping points</li> <li>Cadets to be given training on handling the equipment</li> <li>First aider to be present</li> </ul> | 2                                | 2 | 4 | <ul style="list-style-type: none"> <li>PPE provided</li> <li>All jewellery to be removed by participants</li> <li>No baggy clothing allowed</li> <li>Equipment to be kept in good working order</li> </ul> | 1                                         | 2 | 2 |                 |             |           |
| Noise                                                           | Cadets Staff Spectators | <ul style="list-style-type: none"> <li>All participants to be given a safety brief</li> <li>Ear defenders available for those closest to pyrotechnics</li> <li>Pyrotechnics to be used by trained pers only</li> </ul>                                                                   | 2                                | 2 | 4 | <ul style="list-style-type: none"> <li>Pyrotechnic minimum distances to be observed</li> <li>Permission to use pyrotechnics to be obtained by show organisers beforehand</li> </ul>                        | 1                                         | 2 | 2 |                 |             |           |

Once complete, send to HSO for comment and approval.  
All risk assessments will appear in the 'Health and Safety' pages of the website.  
This form is based on MOD Form 5010a (Apr 08).

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| Hazards<br><i>Include Hazard Survey Number where applicable</i> | Who is at Risk? | Existing Control Measures<br><i>Specific Existing Control Measures</i>                                                                                                                                                                                                                                                                                                      | Risk Rating<br><i>See Note 3</i> |   |   | Additional Control Measures<br><i>Each Control Measure is to be specific and managed</i>                                                                                                                                                                                                                                                                        | Residual Risk Rating<br><i>See Note 4</i> |   |   | Management Plan |             |           |
|-----------------------------------------------------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|---|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|---|---|-----------------|-------------|-----------|
|                                                                 |                 |                                                                                                                                                                                                                                                                                                                                                                             | L                                | C | R |                                                                                                                                                                                                                                                                                                                                                                 | L                                         | C | R | Owner           | Target Date | Comp Date |
| Trips                                                           | Cadets Staff    | <ul style="list-style-type: none"> <li>Trained staff to be present at all times</li> <li>All participants to be given a safety brief</li> <li>Cadets to be given training on handling the equipment</li> <li>First aider to be present</li> <li>Pre-training medical checks</li> </ul>                                                                                      | 2                                | 2 | 4 | <ul style="list-style-type: none"> <li>PPE provided</li> <li>All jewellery to be removed by participants</li> <li>No baggy clothing allowed</li> <li>Equipment to be kept in good working order</li> <li>Training and displays cancelled in the event of poor weather or field conditions</li> </ul>                                                            | 1                                         | 2 | 2 |                 |             |           |
| Manual Handling                                                 | Cadets Staff    | <ul style="list-style-type: none"> <li>Trained staff to be present at all times</li> <li>All participants to be given a safety brief</li> <li>Cadets to be given training on handling the equipment</li> <li>First aider to be present</li> <li>No single person lifts (except wheels where competent)</li> <li>Cadets to be selected for tasks based on ability</li> </ul> | 2                                | 2 | 4 | <ul style="list-style-type: none"> <li>PPE provided</li> <li>All jewellery to be removed by participants</li> <li>No baggy clothing allowed</li> <li>Equipment to be kept in good working order</li> <li>Only trained pers allowed to lift heavy equipment</li> <li>Training and displays cancelled in the event of poor weather or field conditions</li> </ul> | 1                                         | 2 | 2 |                 |             |           |
| Entanglement                                                    | Cadets Staff    | <ul style="list-style-type: none"> <li>Trained staff to be present at all times</li> <li>All participants to be given a safety brief</li> <li>Cadets to be given training on handling the equipment</li> <li>First aider to be present</li> </ul>                                                                                                                           | 2                                | 2 | 4 | <ul style="list-style-type: none"> <li>PPE provided</li> <li>All jewellery to be removed by participants</li> <li>No baggy clothing allowed</li> <li>Equipment to be kept in good working order</li> <li>Only trained pers allowed to lift equipment</li> <li>Training and displays cancelled in the event of poor weather or field conditions</li> </ul>       | 1                                         | 2 | 2 |                 |             |           |

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| Hazards<br><i>Include Hazard Survey Number where applicable</i> | Who is at Risk?         | Existing Control Measures<br><i>Specific Existing Control Measures</i>                                                                                                                                                                                                                                                                  | Risk Rating<br><i>See Note 3</i> |   |   | Additional Control Measures<br><i>Each Control Measure is to be specific and managed</i>                                                                                                                                                                                                                                                                                              | Residual Risk Rating<br><i>See Note 4</i> |   |   | Management Plan |             |           |
|-----------------------------------------------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|---|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|---|---|-----------------|-------------|-----------|
|                                                                 |                         |                                                                                                                                                                                                                                                                                                                                         | L                                | C | R |                                                                                                                                                                                                                                                                                                                                                                                       | L                                         | C | R | Owner           | Target Date | Comp Date |
| Crush Injuries                                                  | Cadets Staff            | <ul style="list-style-type: none"> <li>Trained staff to be present at all times</li> <li>All participants to be given a safety brief</li> <li>Cadets to be given training on handling the equipment</li> <li>Care when slowing or stopping equipment</li> <li>First aider to be present</li> <li>Pre-training medical checks</li> </ul> | 2                                | 2 | 4 | <ul style="list-style-type: none"> <li>PPE provided (eg: boots)</li> <li>No baggy clothing allowed</li> <li>Equipment to be kept in good working order</li> <li>Only trained pers allowed to lift heavy equipment</li> <li>Training and displays cancelled in the event of poor weather or field conditions</li> <li>Establish handling routines and practice in slow time</li> </ul> | 1                                         | 2 | 2 |                 |             |           |
| Bumps and Bruises                                               | Cadets Staff            | <ul style="list-style-type: none"> <li>Trained staff to be present at all times</li> <li>All participants to be given a safety brief</li> <li>Cadets to be given training on handling the equipment</li> <li>First aider to be present</li> <li>Pre-training medical checks</li> </ul>                                                  | 2                                | 2 | 4 | <ul style="list-style-type: none"> <li>PPE provided (eg: boots)</li> <li>No baggy clothing allowed</li> <li>Equipment to be kept in good working order</li> <li>Only trained pers allowed to lift heavy equipment</li> <li>Training and displays cancelled in the event of poor weather or field conditions</li> </ul>                                                                | 1                                         | 2 | 2 |                 |             |           |
| Collision with Spectators                                       | Cadets Staff Spectators | <ul style="list-style-type: none"> <li>Trained staff to be present at all times</li> <li>All participants to be given a safety brief</li> <li>Arena safety barriers to be in place (or safe distance)</li> <li>Spectators instructed to keep clear of arena during commentary</li> <li>First aider to be present</li> </ul>             | 2                                | 2 | 4 | <ul style="list-style-type: none"> <li>Equipment to be kept in good working order</li> <li>Training and displays cancelled in the event of poor weather or field</li> </ul>                                                                                                                                                                                                           | 1                                         | 2 | 2 |                 |             |           |

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| Hazards<br><i>Include Hazard Survey Number where applicable</i> | Who is at Risk? | Existing Control Measures<br><i>Specific Existing Control Measures</i>                                                                                                                                                                                         | Risk Rating<br><i>See Note 3</i> |   |   | Additional Control Measures<br><i>Each Control Measure is to be specific and managed</i>                                                                                                                                                          | Residual Risk Rating<br><i>See Note 4</i> |   |   | Management Plan |             |           |
|-----------------------------------------------------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|---|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|---|---|-----------------|-------------|-----------|
|                                                                 |                 |                                                                                                                                                                                                                                                                | L                                | C | R |                                                                                                                                                                                                                                                   | L                                         | C | R | Owner           | Target Date | Comp Date |
| Fatigue, Dehydration and Sunburn                                | Cadets<br>Staff | <ul style="list-style-type: none"> <li>Trained staff to be present at all times</li> <li>All participants to be given a safety brief</li> <li>Drinking water to be provided</li> <li>First aider to be present</li> <li>Pre-training medical checks</li> </ul> | 2                                | 2 | 4 | <ul style="list-style-type: none"> <li>Regular rest periods</li> <li>Use of shaded areas when not training or running</li> <li>Advise use of sunblock/cream</li> </ul>                                                                            | 1                                         | 2 | 2 |                 |             |           |
| Hypothermia                                                     | Cadets<br>Staff | <ul style="list-style-type: none"> <li>Trained staff to be present at all times</li> <li>All participants to be given a safety brief</li> <li>Drinking water to be provided</li> <li>First aider to be present</li> <li>Pre-training medical checks</li> </ul> | 2                                | 2 | 4 | <ul style="list-style-type: none"> <li>Regular rest periods</li> <li>Warm clothing available</li> <li>Use of heated buildings where possible</li> <li>Training and displays cancelled in the event of poor weather or field conditions</li> </ul> | 1                                         | 2 | 2 |                 |             |           |

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Provide additional or continued information below:

## References

- JSP 535
- JSP 375
- Management of Health and Safety Regulations 1999

## HSO Assessment Review

[See Notes 2 and 5](#)

|             |                   |              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------|-------------------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Review Date | 1 Apr 15          | HSO Comments | <ul style="list-style-type: none"><li>• This RA applies to Field Gun training sessions as well as public displays and competitions runs</li><li>• Refer to RA008 and RA013 as well. First aid equipment, first aider and water supplies to always be available</li><li>• All equipment to be inspected by the FG Trainer prior to use each time</li><li>• All staff to be DBS checked</li><li>• All pyrotechnics (if used) to be kept in suitable container and misfire bucket of water must be available</li></ul> |
| Name        | C R Spratt        |              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Rank        | Lt RMVCC          |              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Signature   | <i>C R Spratt</i> |              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

# RISK ASSESSMENT

Notes:

1. If using a 'Generic' risk assessment, Assessors and the HSO are to satisfy themselves that the assessment is valid for the task and that all significant hazards have been identified and assessed. If additional hazards are identified they are to be recorded and attached to the Generic assessment.
2. Assessors are to note that they are responsible for production of the risk assessment and that they are signing to indicate that the risk assessment is suitable and sufficient and they consider the risks to be acceptable:

| Risk Matrix<br><i>Likelihood x Consequence = Risk Rating</i> |                                        |   | Low                     | Medium                    | High                                |
|--------------------------------------------------------------|----------------------------------------|---|-------------------------|---------------------------|-------------------------------------|
|                                                              |                                        |   | Minor injury or illness | Serious injury or illness | Fatalities, major injury or illness |
|                                                              |                                        |   | 1                       | 2                         | 3                                   |
| High                                                         | Common, regular or frequent occurrence | 3 | 3                       | 6                         | 9                                   |
| Medium                                                       | Occasional occurrence                  | 2 | 2                       | 4                         | 6                                   |
| Low                                                          | Rare or improbable occurrence          | 1 | 1                       | 2                         | 3                                   |

3. When recording the Risk Rating ensure that both the Likelihood and Consequence scores are included:

|        |                                                                                                                                                         |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| High   | Improve control measures; consider stopping the activity or event; approval from Commanding Officer required before this activity or event takes place. |
| Medium | Review control measures and improve if reasonably practicable to do so, consider alternative ways of working.                                           |
| Low    | Maintain control measures and review if there are any changes.                                                                                          |

4. Record the residual Risk Rating to demonstrate that the risk has been reduced to an acceptable level.
5. Risk Assessments are to be reviewed:
  - Annually.
  - 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 or responsibilities.
  - Following the introduction of more vulnerable personnel.
  - If "Generic" prior to the activity taking place to ensure no specific matters have arisen that require an amendment to or update of the generic risk assessment.