



# Safety Checklist: Mini Drone Use

## INCURSION RISK MANAGEMENT PLAN - Flying of drones in schools

6<sup>th</sup> February 2020



Name of workplace: Warrumbungle National Park Environmental Education Centre (WNPEEC)

Name of workplace manager: Wes Leedham (Principal)

Risk assessment focus: Mini Drone Use for Educational Purposes

Excursion Coordinator: Wes Leedham

Number of students:

Mobile Phone Contact: Wes Leedham 0413 134101

Staff attending:

BEFORE LEAVING WNPEEC	PRE FLIGHT	BEFORE TAKE OFF	DURING FLIGHT	POST FLIGHT	Who	When
<ul style="list-style-type: none"> <li>• Notify school of drone activity site and confirm no impact on visitors, activities or wildlife.</li> <li>• USB cable</li> <li>• Batteries fully charged</li> <li>• iPad fully charged</li> <li>• Extra props</li> <li>• Safety glasses</li> <li>• First aid kit</li> </ul>	<ul style="list-style-type: none"> <li>• Check for all people, activities or wildlife – ensure 30m from vehicles, boats, buildings or people.</li> <li>• Adequate use of Signs</li> <li>• Install battery and secure</li> <li>• Check landing gear and hull for defects</li> <li>• Check props for defects or cracks</li> <li>• Install props and secure</li> <li>• Install iPad on transmitter</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure drone operators are wearing safety glasses and hair tied back</li> <li>• Start motors and idle</li> <li>• Demonstration for staff and students and explanation of coding activity</li> <li>• Ensure students have all equipment to complete activity</li> </ul>	<ul style="list-style-type: none"> <li>• Check flight controls regularly</li> <li>• Check weather conditions regularly, cease flying if wind becomes too strong</li> <li>• Check for School visitors, activities, and wildlife – cease flying if any are observed</li> <li>• Maintain drone below 10m from ground level</li> </ul>	<ul style="list-style-type: none"> <li>• Turn off iPad and transmitter</li> <li>• Remove batteries and inspect for damage</li> <li>• Inspect props for damage</li> <li>• Pack all equipment in appropriate cases</li> <li>• Check area for belongings and equipment</li> <li>• Drone activity debrief</li> <li>• Identify any equipment that is damaged and organise repairs.</li> </ul>	WNPEEC staff School staff Students	Before and during drone operation

BEFORE LEAVING WNPEEC	PRE FLIGHT	BEFORE TAKE OFF	DURING FLIGHT	POST FLIGHT	Who	When
<ul style="list-style-type: none"> <li>• Check weather forecast – change location if weather is unfavourable</li> <li>• Coding activity worksheets</li> </ul>	<ul style="list-style-type: none"> <li>• Open coding App</li> <li>• Turn on transmitter</li> <li>• Turn on iPad</li> <li>• Turn on Mini Drone</li> <li>• Check warm up notifications</li> <li>• Check battery percentage and voltage</li> <li>• Check weather conditions – wind speed and direction prior to flight.</li> <li>• Ensure flight plan is within visual line of sight.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure students and staff are 3m from drones at all times to minimise chance of injury</li> </ul>				

Relevant additional information reviewed and attached:

Checklist prepared by: Wes Leedham

Position: Principal

Date: 06/02/2020

Prepared in consultation with: WNPEEC staff

Communicated to: WNPEEC staff, participating school staff and students.

Notes:

**Monitor and Review:** Monitor the effectiveness of controls and change if necessary. Review the checklist if an incident or a significant change occurs.