



**BRISTOL AND  
GLOUCESTERSHIRE  
GLIDING CLUB**  
SOARING WITH THE BEST

# Health & Safety Policy

**February 2019**

1. The policy is to maintain and develop working practices which make proper provision for the health and safety of all staff, members and other people affected by our activities.
2. Health and safety is an integral part of the responsibility of Club Management.
3. Each Committee Member must implement this policy in areas for which he/she is responsible.
4. Consideration must always be given to the safety of others and it is the responsibility of all staff and members to immediately report any accidents or hazardous situations to the responsible Committee Member or Safety Officer.
5. All visitors and temporary members including friends, and family of members, must receive and sign a copy of the basic site safety briefing before being allowed onto the airfield.
6. No one may use the workshop or associated equipment without first becoming familiar with the COSHH and safety regulations available from the office.
7. Anyone introducing chemicals or appliances onto site even for their own use, must not allow them to be left available for use by any other individual and such materials must be removed from site once finished with. This for example includes paints, fuels, Oxygen cylinders and electrical appliances.
8. No one may use any Club equipment, including Tractors, the Winch, tow-out vehicles etc. without training. Winches, Tractors & Tow-out vehicles are all covered by separate procedures & maintenance documents. Refer to the Winch Master, CFI or Field Maintenance representative.
9. Smoking is forbidden in all club buildings.
10. All staff and members are expected to accept their responsibility to conduct their activities in a safe manner, use safety equipment where provided, adhere to safety regulations and generally to assist in maintaining safe and healthy conditions.

If in any doubt, please consult the Health and Safety Officer or a Committee Member.

## **Accidents / Incidents / Near misses**

All non-flying related accidents must be reported to the Health & Safety Officer and entered on a 'Non-Flying Related Minor Accident / Incident / Near miss' form & posted in the box by reception.

Flying accidents where there is substantial damage or injury must be reported immediately to the Air Accidents Investigation Branch (AAIB), the BGA, the CFI, and Flight Safety Officer.

All other flying related accidents or incidents must be reported to the CFI, the Flight Safety Officer and the BGA within 24 hours.

Reporting forms for both flying & non-flying accidents / incidents / near misses are kept in a folder in the foyer – reporting procedures are clearly stated on the forms.

## **First Aid Boxes, Fire Extinguishers, Fire Alarms, Emergency Lights**

These are located at strategic points around the club premises, workshops & Winch Retrieve Vehicle.

Fire Extinguishers, Fire Alarms, Emergency lights & electrical circuits are inspected & tested at intervals by third party companies as per the regulations.

PAT testing of portable electrical equipment is carried out by a trained club member.

First Aid boxes are checked by a club member.

## **Qualified First Aiders**

A list of first aiders is on display in the foyer.

## **General Safety Procedure**

In conjunction with the Flying & Non-Flying Safety Officers an annual safety review should be carried out involving the relevant responsible persons for each department. The BGA example of a review should be followed

## **Flying Safety**

Flight safety is controlled by those regulations and recommended practices laid down by the Civil Aviation Authority (CAA) and British Gliding Association (BGA). Local regulations are as laid down in the Flying Order Book and approved by the Chief Flying Instructor (CFI).

Details of the BGA regulations are given in 'Laws and Rules for Glider Pilots', these are now only available online via the BGA website. It is the responsibility of all staff and members to ensure they comply with these regulations.

CAA regulations are as given in the Air Navigation Order available in the flight briefing room.

Daily flight safety is the responsibility of the duty instructor, or the instructor authorising flying, under the direction of the CFI. Flight Safety Officer provides an independent assessment.

Maintenance of Gliders and associated equipment will be carried out at the intervals prescribed by the BGA and carried out under supervision of a person authorised by the BGA.

Maintenance of powered aircraft and associated equipment will be carried out at the intervals prescribed by the CAA, and carried out under supervision of a person authorised by the CAA.

## **Safety of Visiting Aircraft**

The site is notified as 'prior permission only' and such permission will only be granted if the visit is directly in conjunction the gliding operation or in event of genuine emergency.

In all cases pilots are to be advised of the extent of the days gliding operations, whether winch launching is in progress, and that they must land 'at their discretion'. They must also contact the launch point by radio on 129.975 MHZ before landing, if applicable, and sign the 'Aircraft Movements' book on arrival and departure.

The sale of fuel to visitors is not permitted.

## **Safety of Visitors & New Members**

Visitors must not be allowed unsupervised access to the airfield, hangar or workshop. Adequate fencing and warning notices must be provided to prevent unintentional access.

All new members must receive a copy of the Club's safety and general information leaflet, which shall refer to this safety policy.

## **Safety of Staff**

All staff are required to be conversant this policy before commencing their employment and to sign to indicate their compliance. An adequate briefing and tour of the site, pointing out locations of safety equipment will also be given.

No member of staff may work in a situation that presents an injury hazard, or with equipment that presents an injury hazard, without another individual in attendance. This for instance includes use of machinery, hazardous chemicals and working at height.

## **Machinery & General Equipment Safety**

All equipment and machinery must be checked for safe functioning and condition by the user on a daily basis. Regular maintenance shall be carried out at the intervals recorded on the checklist, to which copies of any Inspection Certificates shall be attached.

No one may use any Club equipment or machinery without training from an appropriate individual as given on the relevant approval list.

Safety equipment where provided must always be used.

Non-members and minors are expressly forbidden from operating any Club equipment.

## **Vehicle Safety**

All vehicles are to be checked for condition by the user on a daily basis.

Regular maintenance carried out at intervals recorded in the Office 'Vehicle Maintenance Records' book, to which copies of any inspection Certificates shall be attached.

Speed of all vehicles must be in accordance to club safety rules and restricted to not more than that necessary for normal operation.

No one may use any vehicles without training from an appropriate individual.

Non-members are expressly forbidden from operating any Club vehicle.

Anyone driving Club vehicles must hold a full driving license and be over the age of 17, unless specific training has been received and signed in their personal log by a Club Instructor.

## **Winch Equipment Safety**

Safe operation, training & maintenance of winch equipment is covered in separate Winch Operating & Maintenance procedures. The Winch Master is responsible for winch training & maintenance – supported by the committee.

The winch and associated equipment is to be checked for condition by the operator on a daily basis, in accordance with site procedures. This must include the cable guillotine, which must have an annual full load operation check.

Regular maintenance carried out at intervals & recorded.

Winches may be operated only by persons who have received training as directed by the Winch Master, and as prescribed in the 'Winch Launching Manual', available from the Club Office.

Non-members and minors are expressly forbidden from operating any Winch.

## **Dangerous or Hazardous Substances**

Control of dangerous or hazardous substances is as contained in the COSHH, file located in the office. Staff and members must not bring any substance on site which is not covered under this listing, without the authority of the Health & Safety Officer.

## **Compressed Gases**

The Compressed air receiver and associated equipment must be inspected as prescribed and copies of any inspection Certificates shall be filed in the office.

The liquefied propane container and associated equipment must be inspected by a third party as prescribed and copies of any inspection Certificates shall be filed in the office.

## **Safety of Fuel & Flammable Substances**

The fuel installation must be inspected by a third party as prescribed and copies of any inspection Certificates shall be filed in the office.

Bulk fuel deliveries must be carried out by an approved contractor and checked by a Club Official.

Fuel for other equipment must be stored in closed steel containers not exceeding 4 gallons capacity and these containers stored away from any sources of ignition.

Paints and similar flammable substances must be stored in sealed, labeled, steel containers kept in locked steel cabinets.

## **Food Hygiene – Professional Catering Facility**

'The Old Flying Club' is operated as a separate entity & will have its own safety procedures & policy.

## **Member's Kitchen**

This facility is only for the personal use of Club Members. No food sales are permitted from this area. All appliances, work surfaces and equipment must be thoroughly cleaned and stored after use. General cleanliness of the kitchen is essential at all times. Foodstuffs shall only be stored in the refrigerators or eye level cupboards provided.

## **Bar**

General cleanliness of the Bar is essential at all times. Beer lines must be cleaned in an approved manner on a regular basis.

The CO2 installation must be inspected as prescribed in the attached. Only authorised users may clean pipes or change barrels.

Eye protection and gloves must be worn when using caustic cleaner and changing compressed CO2 system.

Foodstuffs must be within their permitted sell-by dates. Only pre-packaged food may be sold.