

# Risk assessment – Covid-19 and Two-Seat Instruction Activities

**Company name:** BGGC

**Assessment carried out by:** Rob Thompson (Health & Safety Officer) & Greg O'Hagan (Chief Flying Instructor) & Simon Bawden (Basic Instructor representative). Updated by RT 29/11/2020 with winter shelter arrangements and limit on Trial flight visitors at launch point. Updated by AD 15<sup>th</sup> July 2021 to reflect govt guidance effective 19/07/2021..

**Date assessment was carried out:** 26th June 2020

## BASIC PRINCIPLES

**Social Distancing** – close proximity (<2m) should be minimised by doing things ALONE (if safe to do so) in the first instance. If assistance is required then social distancing protocols should be adhered to. If, in the unlikely situation of close proximity being required, suitable precautions e.g. face coverings should be used.

**Hygiene – when handling equipment**, contact should be minimised in the first instance – equipment required to be touched should be cleaned and sanitised before the first use of the day, at every crew change and then after the last use of the day with appropriate cleaning material e.g. disinfectant wipes. The regular washing of hands or application of hand sanitiser is encouraged.

**Face Coverings** – When working in close proximity to the cockpit (e.g. during the DI and during flight) face coverings should be worn.

**Fresh Air Ventilation** – During flight, the DV panels should be opened to maintained natural ventilation in line with the latest government guidance

**Vulnerability Considerations** – the vulnerability of the instructor and pupil is recognised. They must understand the risks and whether they can manage those to acceptable levels, if necessary additional mitigations need to be put in place. Remember no instructor is under a duty to instruct.

**Consideration** should be given to those that will be using the equipment after you.

**Coronavirus Test or Symptoms** – members should not come to the club if they have tested positive for coronavirus or had any symptoms within the last 10 days.

**Inclement weather shelter arrangements**– Occasional poor weather prompts members to require shelter from the elements e.g. a passing shower, in order to socially distance shelter should be sought;

- alone in their own vehicles,
- socially distanced in one of the open nearby hangers, or
- in the launch-point bus with numbers restricted to 6 wearing face coverings or just one member without a face covering..

What are the hazards?	Activity	Who might be affected	What action do you need to take to control the risks?	Who needs to carry out the action?
Catching COVID-19 from two-seat operation	Activities include: -preparing the site and aircraft. Including removing gliders from hanger, preparing the gliders, e.g. batteries, parachutes, daily inspection, buggies	Instructor & pupil	<p>Minimise the number of people involved in each operation.</p> <p>Ensure hands sanitised before handling equipment.</p> <p>Clean surfaces touched after manoeuvring the gliders from the hanger, this may include wing tips, the nose of fuselage, and cable release.</p> <p>When D'I'ing the K21, check that the dividing barrier, if installed, is secure and all barrier seals are in place.</p> <p>To maintain social distancing only one person should be on a buggy.</p> <p>Sanitise hands after handling equipment.</p>	Instructors & pupils
	Pre-flight activities – including briefing, preparing cockpit, and access	Instructor & pupils	<p>Briefings shall be conducted outside the launch-point bus.</p> <p>Ideally parachutes will be used by a single pupil on any individual day.</p> <p>Pilots shall cleanse with disinfectant wipes all items potentially touched by previous pilot including wiping the hard internal surfaces, canopy frame, controls, handles, instruments, DV panel, etc.</p> <p>To ensure social distancing during this activity it needs to be done in sequence</p>	Instructor & pupils

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			<p>unless those involved are wearing face coverings.</p> <p>Care to be taken on entering the glider to preserve social distancing where possible. It is recommended that the front seat pilot enters the glider first.</p> <p>Face coverings should be worn in flight.</p>	
	Post-flight activities including – egress from aircraft, retrieving aircraft and preparing aircraft for next pupil/crew and de-briefing	Instructor & pupils	<p>Care to be taken on exiting the glider to preserve social distancing where possible. It is recommended that the rear occupant exits the glider first.</p> <p>After flight the pilots shall cleanse with disinfectant wipes all items potentially touched including wiping the hard internal surfaces, canopy frame, controls, handles, instruments etc.</p> <p>It is really important that you consider your fellow pilots.</p> <p>Debriefing shall take place outside e.g. outside the launch-point bus, chairs should be available.</p> <p>To maintain social distancing, access and use of the launch-point bus should be minimised where possible with a maximum of 6 provided they are wearing face coverings.</p> <p>Prior to entry to and on exiting the bus hands should be sanitised.</p> <p>All equipment touched shall be cleansed with disinfectant wipes.</p>	Instructor & pupils

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	Putting equipment away	Instructor & pupils	<p>At the end of use, all equipment likely to have been touched during the day should be wiped down with disinfectant wipes. This includes after returning to their overnight storage:</p> <ul style="list-style-type: none"> <li>- the launch-point bus controls,</li> <li>- glider handling points e.g. nose of fuselage, wing tip, cable release.</li> <li>- equipment removed from gliders e.g. batteries and parachute clips</li> <li>- buggy controls</li> </ul>	Instructor & pupils

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

### **Additional Considerations for Trial Flights**

All the above precautions apply plus some additional elements below

what are the hazards?	Activity	Who might be affected	What action do you need to take to control the risks?	Who needs to carry out the action?
	Pre-flight information	Trial flight pupils	<p>To avoid having to sign paperwork, etc and reduce direct interaction with the office staff the office will provide the following via email in advance of a trial flight:</p> <ul style="list-style-type: none"> <li>- Indemnity Form,</li> <li>- Link to video briefing.</li> </ul> <p>It is anticipated that trial flight pupils will return these 'signed' electronically.</p>	Office Staff

what are the hazards?	Activity	Who might be affected	What action do you need to take to control the risks?	Who needs to carry out the action?
			<p>Trial flight vouchers will normally have been mailed in advance.</p> <p>In order to avoid social distancing issues, trial flight pupils must be able to get in and out of the gliders without assistance. This will be clarified by the office staff when arranging the flight. Trial Flight pupils must not attend if they feel unwell or display any coronavirus symptom within the previous 10 days. They should undergo a Covid-19 self-test within the 48 hours before their flight and must not attend the club if they received a positive coronavirus test result within the previous 10 days. For information on coronavirus self-testing see: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/</a></p> <p>Trial Flight pupils over the age of 65 should have been vaccinated against Covid-19. Additionally the office will ensure that trial flight pupils are not in another vulnerable category (i.e. diabetic, asthmatic etc.)</p> <p>Two trial flight parachutes will be allocated to trial flights. These will be alternated between trial flight pupils hence reducing the number of people in contact with each parachute.</p>	
	<b>On arrival</b>	Trial Flight pupil & instructors	<p>Trial flight pupils will be met by the Basic Instructor or other club representative. Their temperature may be taken using temperature guns supplied by the club. To protect instructors and members, a maximum of one person only should accompany the Trial Flight pupil to the launch-point.</p>	Basic Instructor
	<b>Moving to launch-point</b>	Trial Flight & instructors	<p>Trial Flight pupils should be able to have one friend/family member to accompany them to the launch point. They should walk and not go on the</p>	Basic Instructor

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			buggy.	
	<b>Briefing</b>	Trial Flight Instructors	Briefing should include operation of the DV panel to ensure that the cockpit remains naturally ventilated.	
	<b>Follow up</b>		As usual, pupils should be reminded about being a temporary member for up to 84 days and to notify the club if they subsequently catch coronavirus.	Basic Instructor