

# Health and Safety Policy - February 2008

## *Foreword by the Chairman*

Deeside Gliding Club ("the Club") has an excellent record of safety and it is the desire of all members to maintain and improve on this record. We must see health and safety as being our first priority in all of our activities. We recognise that gliding is not considered to be a "highly dangerous" pastime; however, around airfields, aircraft and gliders and in the operation of these, there are numerous hazards for the unwary. Our task is to identify and eliminate risks as far as reasonably possible. The residual and unavoidable risks, which we must all accept when we are involved in flying activities, must be reduced to the lowest practicable level.

The Management Committee has given extensive thought to the question of safety and the prevention of hazards, accidents, incidents and dangerous occurrences but can only be effective with your willing commitment to safe operations. Please consider how the contents apply to you and your involvement in the Club.

## *General Statement on Club Policy*

The Deeside Gliding Club exists to facilitate and promote gliding and related activities. It is the policy of the Club that its operations are executed at all times in such a way as to ensure, so far as reasonably practicable, the health, safety and welfare of all of its members, visitors and other persons likely to be affected by its operations. Recognising that safety is of the highest priority, the Club's operations shall, where appropriate, be in accordance with the British Gliding Association Operational Regulations, the British Gliding Association Site Operations Manual and the relevant parts of the Air Navigation Order and will be conducted with reference to the requirements of this document. This policy is the direct concern of the directors, the Management Committee (including club officials), the Club Safety Officer, the Chief Flying Instructor, the other instructors, the Tugmaster, other tug pilots and all other members. The Club's policy on health and safety shall be applied at the Club's base airfield and to operations at any remote location except where operational regulations in place at that location take priority.

Paul Boath,  
Chairman,  
20<sup>th</sup> February 2008

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## ***The Law***

The Health and Safety at Work Act (1974), the various specific Regulations under that Act and other associated legislation represent the main law affecting the Club. With regard to each Club member's responsibility, the HSW Act requires you to ensure, so far as is reasonably practicable, the health, safety of yourself and others who may be affected by what you do, or fail to do.

## ***Helpful Definitions:***

**Hazard** means anything that can cause harm (e.g. chemicals, electricity, working from ladders, etc).

**Risk** is the chance, high or low, that someone will be harmed by the hazard.

## ***Responsibilities - the Management Committee***

Responsibility for all health and safety matters rests with the Management Committee, which comprises the directors, the Chief Flying Instructor and elected members. With regard to its responsibilities to ensure that the Club has an effective health and safety policy, and that proper observance of this is monitored on a regular basis, The Management Committee shall:

- Ensure that the club has an effective health & safety policy.
- Set up clear lines of responsibility for safety issues.
- Ensure that, as far as reasonably possible, adequate resources and funding are available to ensure implementation of the policy at the base airfield and at any remote venue where the club may operate.
- Monitor the effectiveness of the club's health and safety policy.
- Foster a safety first attitude in flying and ground activities.
- Set a good example to others by adhering to the health and safety policy and by promoting safe practices.

## ***Responsibilities - the C.F.I.***

The Chief Flying Instructor shall:

- Report to the Management Committee on a regular basis.
- Be responsible for all aspects of flying safety.
- Set appropriate standards for flying safety.
- Monitor safety standards.
- Take appropriate action to rectify any breaches of health and safety stipulations.
- Foster a safety first attitude in flying and ground activities.
- Set a good example to others by adhering to the health and safety policy and by promoting safe practices.

## ***Responsibilities - the Safety Officer***

The Safety Officer shall:

- Report to the Management Committee on a regular basis regarding safety matters associated with non-flying Club activities.

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- Monitor all the Club's operations to ensure compliance with health and safety requirements.
- Advise the CFI of any safety problems concerning flying which have been observed.
- Recommend to the Management Committee appropriate action(s) to be taken to ensure effective health and safety procedures.
- Foster a safety first attitude in flying and ground activities.
- Set a good example to others by adhering to the health and safety policy and by promoting safe practices.

## ***Responsibilities - the Members***

The members shall:

- Acknowledge receipt of a copy of the Club's health and safety document.
- Make themselves familiar with the Club's health and safety policy.
- Abide by the requirements of the Club's health and safety policy.
- Take care of the health and safety of themselves and of other persons who may be affected by their acts or omissions in Club-related activities.
- Take all reasonable precautions and, where advisable to do so, wear appropriate protective gear.
- Report any hazards, accidents, incidents or dangerous occurrences to the Club's Safety Officer, and, where flying operations are involved, to the Club's Chief Flying Instructor.
- Ensure that any accidents, incidents or dangerous occurrences are recorded in the record book provided for that purpose.
- Engage in no activity, flying or otherwise, unless they are satisfied as to their level of competency at the task and their understanding of all of the health and safety issues related to the task.

It is obligatory for all members to adhere to the Club's health and safety policy and to comply with any instructions given by the Chief Flying Instructor or those deputised by him. The wilful failure of a member to adhere to the stated policy or legitimate instruction given will be considered a serious matter for consideration by the Management Committee who shall apply sanctions as necessary to ensure the safety of members and others.

## ***Prevention of Fire***

The Club has a substantial capital investment in buildings, aeroplanes, gliders and equipment. In addition, many privately owned aeroplanes and gliders are stored on site together with associated equipment. It is essential to protect this investment against losses due to fire or explosions. There must always be adequate precautions and protection against these hazards. Members should make themselves familiar with the fire risk assessment documents provided in the various locations. Members must:

- Ensure that they do not obstruct fire exits.
- Familiarise themselves with the operating instructions on fire extinguishers.
- Not tamper with fire fighting equipment.
- Not block access to fire-fighting equipment.
- Obey no smoking signs where these are displayed.
- Refrain from smoking in the vicinity of the aircraft or gliders.

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- Refrain from smoking in or in the vicinity of the hangar or near to the refuelling facility.
- Dispose of cigarette ends carefully.
- Avoid hanging clothing or rags over heaters
- Avoid the use of flammable substances near to a source of ignition.
- Not use open containers for storing inflammable liquids.
- Store gas bottles upright in a safe manner.
- Ensure that all electrical apparatus in aeroplanes, gliders or vehicles are switched off when not in use.

### IF YOU SEE AN OUTBREAK OF FIRE - RAISE THE ALARM

Evacuate the area

Extinguish the fire if you decide it is safe to do so.

Call the emergency services if appropriate

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## ***Flying Operations***

It is impossible to set down hard and rigid rules to govern all aspects of flying operations considering the wide variety of conditions under which flying operations take place. The following requirements indicate the elements seen to be necessary to achieve the desired standard of safety in ideal circumstances but it is highly likely that it shall be necessary for members to depart from the stated norm to cater for the prevailing circumstances. In all cases members must exhibit the highest standards of airmanship showing consideration for others and making safety for all the highest priority.

Except on the instruction of the Chief Flying Instructor (CFI), his deputy or an instructor the following shall be adhered to:

- So far as reasonably practicable gliding operations shall be conducted in accordance with the relevant parts of the current edition of "Laws and Rules for Glider Pilots" as published by the British Gliding Association. A copy is displayed for members to peruse.
- So far as reasonably practicable all operations of aircraft shall be in accordance with the Air Navigation Order.
- All gliders operated at the site must have third party insurance with a minimum limit of indemnity to third parties of £500,000 (or higher amount if recommended by the BGA) and evidence of the insurance must be made available on request.
- Any person wishing to fly in a Club aeroplane or glider must become a member of the Club by payment of the appropriate fee.
- Pilots shall conform to the launch procedure in operation at the site as directed by the CFI.
- All pilots visiting the Club for the first time are required to have a check flight with a Club instructor to familiarise themselves with the area and with Club operating procedures.
- Soft cushions are not permitted in gliders.
- Pilots should note that the Club's base radio call sign is "*Aboyne base*".
- There is no authority for giving instructions to pilots of gliders or aircraft from this base radio.

## ***Tug Operation***

Operation of tug aircraft shall be in accordance with the directions of the Tugmaster and CFI.

- Only those persons suitably qualified and approved are permitted to act as pilot-in-charge of the club's tug aircraft, such approval to be conveyed by the CFI or Tugmaster in accordance with the directions of the Club Management Committee.
- The aircraft shall be operated in accordance with the Air Navigation Order.
- Tug pilots may at their discretion carry passengers in tug aircraft but such passengers must be members of the Club.
- All tow ropes and rings shall be carefully inspected before use each day.
- When aerotowing, the maximum number of persons who may fly in the combination is limited to three.
- Aircraft must not be refuelled within the hangar.
- All aircraft must be earthed using the earthing strap provided before commencement of refuelling operations.

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- No person shall remain on board a Club aircraft during refuelling operations.
- Aircraft are to be refuelled at close of flying each day in order that fuel tanks may be left full overnight to reduce the risk of water contamination of the fuel.
- There shall be no smoking or exposure of naked lights at or near the fuel installation.
- Those undertaking refuelling operations must make themselves familiar with the risk assessment document provided.

## ***Operation of Retrieve Vehicles***

Members must exercise caution when using the retrieve vehicles and must comply with the following:

- The retrieve vehicle shall not be operated without a fire extinguisher and axe on board.
- At the start of each day's operations there shall be a check of oil, tyre pressures, water, brake fluid & equipment.
- The speed of the vehicle shall not exceed 15 mph except in emergencies.
- The vehicle must not be left attached by rope to a glider when stationary or unmanned.
- There shall be no refuelling of the retrieve vehicle in the hangar.
- Drivers must carefully check to ensure that their proposed route does not obstruct any aircraft landing or taking off.
- Children are not permitted to travel in the load bed of the vehicle.

## ***Care of Batteries***

There are risks associated with the storage and charging of lead acid or similar types of batteries and members are required to observe the following:

- Batteries should be stored upright with their terminals covered and in an approved place.
- The charging of batteries shall take place in the designated area using the equipment supplied.
- The charging of batteries which remain installed in the aircraft will only be permitted if the installation is specifically designed for that purpose.

## ***Hangar Doors***

Members must exercise care in operating the hangar doors.

- Handles must always be used when operating the doors.
- The doors must not be left open in high winds.

## ***Movement On and Around the Airfield***

- Members must obey the speed limit on our tow down track.
- Members must not take private vehicles on to the airside of our site unless specifically required in connection with Club operations.
- Visitors must not venture on to the airside of the site without being escorted or briefed by a Club official or member.
- Members must not allow any pets on to the airside of the site during flying operations unless restrained by a short lead at all times.

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- Members must ensure that children are accompanied by and are under the control of an adult at all times when on any part of the site.
- Members must keep away from the aeroplanes whether a pilot is on board or not and must be aware that propellers are dangerous at all times even when apparently stopped.
- All persons must keep away from launch cables or ropes.
- Members must not walk in front of or near to gliders to which a launch cable is attached unless involved in the procedure for launching that glider.
- Members must stay with the instructor and the glider after having a gliding lesson, until advised to leave and shall follow the instructions given.
- When moving around the airfield members must watch out all round for aircraft or gliders taking off or landing and be aware that aircraft may be trailing long ropes.

## ***Care of Visitors***

- Members must recognise that visitors to the site need special attention.
- Suitable signs shall be maintained to inform visitors of hazards.
- Members shall assist any visitors who require help

## ***Fitness to Fly***

Members are required to complete a medical declaration before flying solo or as pilot in command with the Club. Members should be aware that the use of alcohol or drugs whether prescribed, patent, recreational or as part of drug trials is not compatible with safe flying operations. Persons taking such substances should be aware that they may have a detrimental effect on their ability to fly as pilot in command or as a pupil and should consult their doctor and inform the CFI accordingly.

## ***Reporting of Accidents / Incidents etc***

Members must report all hazards, accidents, incidents and dangerous occurrences as soon as reasonably practicable. These events shall be recorded in the book provided for that purpose and this shall enable patterns or trends to be identified and shall assist with the prevention of similar events. Where appropriate, a full investigation shall be carried out.

## ***Actions in Case of Accident***

Members should make themselves familiar with the list of actions to be taken in the event of an accident that is displayed in the briefing room adjacent to the telephone.

## ***Private Activities***

Many activities carried out by Club members are not Club directed and as such would mainly be for their own benefit, for the benefit of a syndicate or as goodwill assistance to others. These activities could be many and varied but in the main would centre around handling, lifting or maintenance of their own or other members' equipment. Any accidents or injuries resulting from these activities would not be the responsibility of the Club. Each person should exercise sufficient and appropriate care to reduce as much as possible or to totally remove any risk of causing accident or injury to themselves or others either directly or indirectly as a result of carrying out these activities whilst on or within Club property.

## ***Operation of Agricultural and Horticultural Equipment***

Members should be aware that there are risks in using agricultural and horticultural equipment and should observe the following:

- Only approved persons are permitted to drive the tractor.

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- Drivers of the tractor must be aware of the risk of overturning and take all reasonable steps to prevent this occurring.
- Members using the communal lawnmower should take care to avoid foot injury by the rotating blades, safety boots are recommended.
- The lawn mower must not be operated without the grass collector in place.
- When using the lawnmower or strimmer, eye protection, ear defenders and safety boots are recommended.
- Children are not permitted to use this equipment.
- There shall be no refuelling of lawnmowers or strimmers in the hangar.

## ***Use of Tools and Equipment***

Members should take care when using tools and equipment and should observe the following:

- Tools and equipment should only to be used if the person concerned is fully competent in their use.
- The work must be undertaken in a suitable place.
- Adequate precautions must be taken to ensure the safety of individual and others.
- Adequate protective gear must be used or worn.
- Members make use of tools and equipment under their own authority and should not do so if they have any doubts or concerns regarding their level of competence, their own safety or the safety of others.

## ***Good Housekeeping***

Untidy premises are dangerous and may lead to injuries. Paying simple attention to tidiness can help prevent injury. Persons undertaking work activities should observe the following:

- Clear up waste into bins or to temporary heaps for disposal later.
- Keep equipment and materials clear of access and escape routes.
- Never block access to fire fighting equipment.
- Store materials safely.
- Do not stack materials in a way which might lead to them toppling over.
- Knock down any projecting nails to prevent injury.

## ***Personal Cleanliness***

Your health may be affected if you do not keep yourself and the premises clean.

- Wear overalls or appropriate protective gear.
- Always wash your hands before handling food and after handling any materials, which may be harmful.
- Use gloves whenever possible.
- Do not use solvents or abrasives to clean your hands.



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## ***Manual Handling***

Members should be careful to avoid causing injury to themselves or others through manual handling.

- No member should lift weights greater than their capabilities and in no case more than 25kgs.
- When objects to be lifted exceed this weight help should be sought or mechanical lifting employed.
- Use gloves for lifting if necessary.
- The correct method for lifting is to grip with the palms of the hands, bend knees, keeping the back straight and lifting using thigh muscles.

## ***Use of Electrical Equipment***

Take care when using electrical equipment.

- Before using any electrical equipment, check for damage to the equipment, the cable and the plug.
- If you suspect damage you should not use the equipment.
- Label defective equipment as such and report it to the safety officer.
- Never use makeshift connections or incorrect fuses.
- Never stand on a wet surface when using electrical equipment.
- Never connect electric tools to lighting sockets.
- Ensure that trailing leads are not a hazard, are safe from damage by other operations and do not cause a risk of tripping to others.
- The use of electrical equipment externally must be restricted to specially designated rcd socket outlets that are labelled as such.

## ***LPG Cylinders***

All persons concerned with the handling and use of liquefied petroleum gas should be familiar with the properties of the gas:

- The gas is carried in a cylinder as a liquid under pressure.
- A small proportion of gas in air can give rise to a flammable situation.
- The gas is heavier than air and any leakage will tend to collect at low level.
- Because of these properties strict care must be exercised in the handling and operation of all gas appliances.
- Never use or store a gas container on its side.
- Always use cylinders in an upright position.
- Always store cylinders in a cool place away from inflammable materials - even empty cylinders.
- Never store empty or full cylinders below ground level.
- Always turn off gas at the cylinder and allow gas in pipelines to burn off before closing other valves and cocks.

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- Always make sure when changing the cylinder that the valve on the empty cylinder is closed before disconnecting the pressure reducing valve.
- Frost on a cylinder does not necessarily mean reduced pressure at the burner.
- Never attempt to heat a cylinder no matter how cold the weather.
- Always see that all connections are tight before operation.
- Always examine the hose and make sure it is good.
- A cylinder of gas should be kept away from the source of ignition.
- When used as a means of heating in premises the cylinder should remain outside except when using a proprietary type of heater.
- Spare or empty gas cylinders shall be stored in a secure ventilated external store.

### ***Use of Glider Trailers and Caravans on Site***

The Club will only provide space for those permitted to place and use a glider trailer and/or caravan on site. Glider trailers and caravans must be securely anchored to the ground. The caravan owners or occupiers must accept responsibility for their own safety inside their caravan.