



# **North Wales Gliding Club Health and Safety Policy**

## **Update 2020**

### **1. Introduction**

This document defines the North Wales Gliding Club Health and Safety Policy, as agreed by the Club's Management Committee. It is aimed at assisting in the prevention of hazards, accidents, incidents and dangerous occurrences. Please keep it in a safe place and consider how the contents apply to you and your involvement in the Club.

The North Wales Gliding Club facilitates and promotes gliding. It is the policy of the Club that its operations are executed 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 and Safety Management System (SMS).

This policy is the direct concern of the directors, the Management Committee, the Club Safety Officer, the Chief Flying Instructor, the other instructors, 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.

There is a separate safety requirement note for NWGC given the COVID-19 virus.

### **2. The Law**

The Health and Safety at Work (HSW) 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.

### **3. 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.

### **4. Responsibilities - the Management Committee**

Responsibility for all health and safety matters rests with the Management Committee. To this purpose the Management Committee shall:

- Ensure that the club has an effective health & safety policy.
- Ensure that, as far as reasonably possible, adequate resources and funding are available to ensure implementation of the policy at the base airfield.
- Monitor the effectiveness of the club's health and safety policy.
- Encourage and demonstrate 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.



### **5. Responsibilities - the Club Safety Officer**

The Club Safety Officer shall be appointed by the Management Committee on an annual basis. The Safety Officer reports direct to the Club Chairman, but shall also liaise closely with the Chief Flying Instructor (CFI) on matters of health and safety in relation to flying activities. The Management Committee shall receive and act upon regular reports relating to health and safety issues from the Safety Officer.

### **6. Responsibilities with regard to Health and Safety - 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.
- 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.

### **7. Responsibilities with regard to Health and Safety - the Safety Officer**

The Safety Officer shall:

- Report to the Chairman and Management Committee on a regular basis regarding safety matters associated with non-flying Club activities.
- Monitor all the Club's operations to ensure compliance with health and safety requirements.
- 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.

### **8. Responsibilities - the Members**

Members shall:

- Make themselves familiar with the Club's health and safety policy.
- Make themselves familiar with the Club Flying Orders
- 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
- Ensure that any accidents, incidents or dangerous occurrences are recorded on documentation 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.

## **9. Prevention of Fire**

Members must:

- 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 next to gliders.
- Refrain from smoking in or next to the hangar or gas storage container
- 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 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.

## **10. Flying Operations**

All pilots must read the Flying Orders for the Club.

Except on the instruction of the Chief Flying Instructor (CFI), his/her 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 "Managing Flying Risk" as published by the British Gliding Association. A copy is displayed for members to peruse.
- So far as reasonably practicable all operations of all gliders shall be in accordance with the Air Navigation Order.
- All gliders operated at the site must have third party insurance with indemnity to third parties and evidence of the insurance must be made available on request.
- Any person wishing to fly in a Club glider must become a member of the Club.



- 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.
- A daily briefing shall be given before flying commences and should a pilot be unable to attend they should familiarise themselves of any conditions particular to that day before flying.

### **11. Operation of Retrieve Vehicles**

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

- At the start of each day's operations there shall be a check of oil, tyre pressures, water, brake fluid & equipment.
- Do not over rev vehicles or drive too fast for field conditions.
- The vehicle must not be left attached by rope to a glider when stationary or unmanned.
- The primary function of the retrieve vehicle is to clear landed gliders, so that the landing area is available to other gliders. Then return the gliders to the launch point or hangar.
- Drivers must check carefully to ensure that their proposed route does not obstruct any aircraft landing or taking off.

### **12. Hangar Doors**

Members must exercise care in operating the hangar doors.

- Hanger doors are heavy and there is a risk that feet and hands could be injured if the greatest care is not taken.
- Only members who have been instructed in the operation should open and close the hanger doors.

### **13. Movement Around the Airfield**

- Members under 18 should not be allowed to operate machinery (including the winch, tractor and retrieve vehicle) unless supervised by a responsible adult.
- Members must not take private vehicles on to the launch point area.
- Members should park their cars in the designated areas.
- Visitors must park in the designated areas and proceed by foot to the launch point by keeping to the edge of the field only.
- Members must not allow any pets on the airfield during flying operations, unless restrained by a short lead at all times.
- 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.
- 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 in all directions for gliders taking off or landing.

#### **14. 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

#### **15. Care of Minors**

Every adult at this Club has a legal and moral responsibility to protect young people in sport from abuse. North Wales follows the BGA's guidance for clubs on this aspect.

#### **16. Fitness to Fly**

Members are required to provide a medical certificate compliant with the requirements of the European Aviation Safety Agency (EASA) or verify they meet with the current BGA requirements before flying solo or as pilot in command. All members must follow the BGA 'I'M SAFE' fitness to fly principles for Illness, Medications, Stress, use of Alcohol, Fatigue, Flying currency and Eating. Any member that has any concerns must speak with the CFI before flying on a given day.

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

Members must report all hazards, accidents, incidents and dangerous occurrences as soon as reasonably practicable to the Club Safety Officer or to any member of the Management Committee.

#### **18. 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 launch point and in the Club House.

#### **19. 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:

- Drivers of the tractor must be aware of the risk of overturning and take all reasonable steps to prevent this occurring.
- When using the lawnmower or strimmer, eye protection, ear defenders and safety boots are recommended.
- Children are not permitted to use this equipment.

#### **20. Use of Tools and Equipment**

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



- Tools and equipment should only 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.

### **21. 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.

### **22. 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.
- 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.

### **23. 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 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.
- 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.

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