

ESSEX GLIDING CLUB

SAFETY PLAN

REVISION 3

February 2017

HEALTH AND SAFETY AT THE ESSEX GLIDING CLUB

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This document was last reviewed by the Club Safety Office in February 2017.

1.00 GENERAL POLICY STATEMENT

1.01 This statement is made in compliance with the duties imposed inside the 1974 Health and Safety at Work Act, and Rules and Regulations for Glider pilots, which places responsibilities on organisations to provide a safe working environment.

1.02 The Essex Gliding Club regards Health and Safety as a matter of prime importance, and all reasonable and practicable measures will be taken to provide for the health, safety and welfare of members and to ensure that the other persons are not adversely affected by our operations.

1.03 To this end there are comprehensive arrangements, which include established rules and procedures designed to ensure the observance of the relevant statutory legislation and other established safe operational practice:-

- The identification of hazards and assessment of associated risks.
- The application of suitable precautionary and control measures.

The effectiveness of the arrangements depends on the co-operation and active support of all members and therefore provision is made for consultation and training to be given in matters which may affect safety and health.

1.04 The Essex Gliding Club and the Law, requires all persons to take reasonable care of, and for, the health and safety of themselves and others who may be affected by their acts or omissions. Every person becoming aware of an unsafe operational condition must report it to the duty instructor.

1.05 Individuals have, therefore, a responsibility for the day-to-day operations in order to ensure that safe operational practices are adopted and maintained. Statutory and other documents giving instructions or advice to enable the general policy to be carried out are displayed on the notice board in the clubhouse or in other appropriate locations.

1.06 The Essex Gliding Club recognises that during the course of its operations members of the public will have reason to be on the premises or adjoining airfield. Compliance and co-operation with health and safety procedures are required by all persons.

1.07 The Essex Gliding Club recognises the importance of information being assessed from occurrences, to prevent incidents arising, and therefore requires all personnel to co-operate in reporting such conditions in order that causes can be ascertained. The form (Form EGC IF) appended to the end of this plan should be used for this purpose.

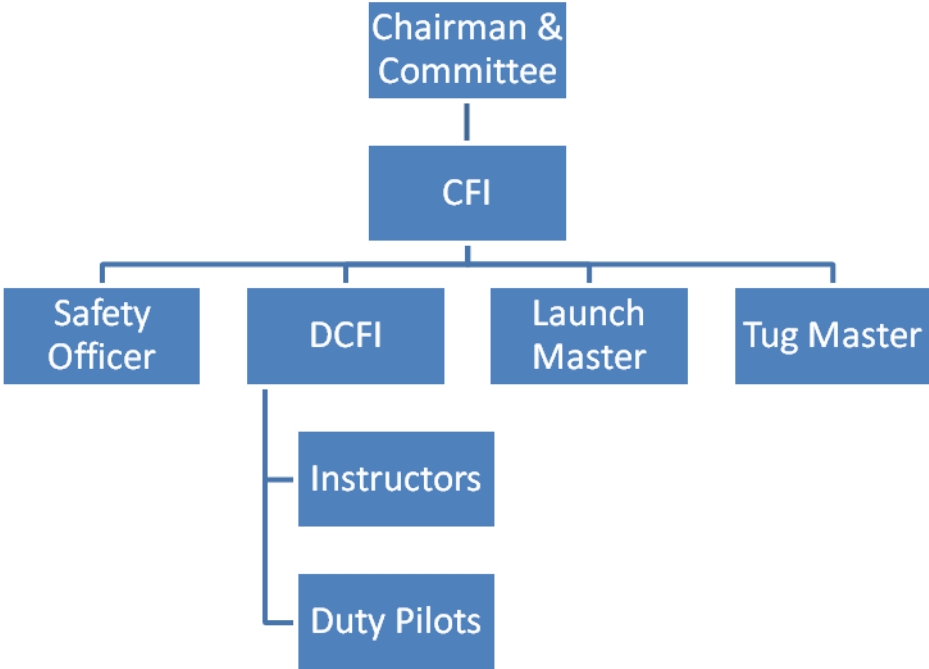
2.00 LEADERSHIP AND ADMINISTRATION

2.01 Essex Gliding Club Management is committed to ensure that the aspiration of the Club is to be one of the safest in the UK.

2.02 To this end all members will be expected to set a personal example in the day-to-day operation of the Club. The administration of the Safety Health and Welfare matters relating to the undertakings of the Club will be the responsibility of the Safety Officer.

2.03 The Safety Officer shall be assisted in his task by the Chief Flying Instructor, the Tug Master and the Launch Master. It shall be the responsibility of all persons (members and visitors) to assist with the stated aim of SAFETY committed by the management of the club.

SAFETY ORGANISATION CHART



3.00 HEALTH AND SAFETY ADMINISTRATION

3.01 The operation of the Essex Gliding Club falls under two responsibilities:-

1. The administration of the facilities and matters relating to the management of the club and the offices for which HSE are the authority.
2. Flying and general aviation matters for which the CAA are the authority.

The Club Safety Officer shall be responsible for 1.

The Chief Flying Instructor shall be responsible for 2.

3.02 As a minimum it shall be the function of each to ensure that:

- Current legislation is compiled with.
- Ground Equipment Operators are competent.
- Methods and systems of operations are best practice.
- Emergency plans are developed.
- Safety information is available to members.
- Flying training is in accordance with BGA requirements.
- Flying procedures are monitored and developed.
- Standards in all areas of the safety plan are set and developed.
- Accident/Incident reporting is properly carried out.

3.03 MANAGEMENT RESPONSIBILITIES

The Club Safety Officer and the CFI will hold periodic meetings to discuss safety related issues relevant to their individual spheres of responsibility. Namely, the management of buildings and infrastructure being the responsibility of the Club Safety Officer and flying matters the responsibility of the CFI. It will be at the discretion of whoever is calling the meeting to determine whom they wish to attend the meeting in order to advise them appropriately. Such meetings will normally involve the DCFI, the Tug Master, Launch Master and instructors. Any near-miss or incident reports that have been submitted during the review period shall also be discussed. The minutes of the meeting together with any recommendations necessary for improvement of safe operational practices shall be sent to the Secretary for the consideration of the Committee.

3.04 DISCIPLINARY PROCEDURES

Should the event occur, whereby a member or visitor to the club refuses to obey the instructions or directions to ensure effectiveness of the Safety Management System, this shall be regarded as misconduct and shall be reported to and dealt with by the Disciplinary Committee under the chairmanship of the C.F.I.

As a general policy for 'minor' lapses to procedures, which do not constitute significant risk, 'corrective coaching' shall be employed.

4.00 SAFETY MANAGEMENT TRAINING

4.01 Periodic training will be given to club members in the following areas:-

- Fire awareness and training information shall be made available.
- Safety awareness talks in aviation and ground operations.
- Operation of equipment.
- Safety reminders/posters will be issued periodically.

4.02 OPERATION OF CLUB EQUIPMENT

Certain items of machinery operated by Essex Gliding Club can be considered to be equivalent to farm machinery. The Health and Safety Executive guidance concerning the use of such machinery by young persons (Glider launch winch, tractors, tow-out vehicles in the case of Essex Gliding Club) shall be applied. In particular, no club member **under the age of 13** shall drive or be carried in any of the club tractors. Children **under the age of 16** shall not drive the tractor while towing the grass cutting attachment. Further guidance can be found on the Health and Safety Executive web site at <http://www.hse.gov.uk/agriculture/topics/children.htm>.

5.00 EMERGENCY PROCEDURES

(FIRE HAZARDS ACCIDENT/INCIDENT SITUATIONS)

5.01 FIRE FIGHTING

Portable equipment for aircraft fire shall be sited appropriate to the start up areas, hangars, at the launch point and shall comprise of fire extinguishers at the fuel points with portable foam and fire extinguishers available for use on the airfield.

Fire fighting equipment in the clubhouse shall comprise a dry powder fire extinguisher.

5.02 ACCIDENT/INCIDENT SITUATION

An Accident/Incident Procedure is available at key points around the airfield, namely the Clubhouse, Launch Point and in the Glider Launch Winch. It shall be instigated by the person contacting the emergency services until the duty instructor or other nominated club official can be contacted to take charge of the situation.

5.03 HAZARDOUS SUBSTANCES

All Hazardous substances shall be stored in accordance with the manufacturers and statutory requirements. Details shall be made available to the Fire Officer in charge in the event of an emergency attendance.

5.04 FIRST AID TRAINED MEMBERS

A list of members that are First Aid trained shall be maintained and displayed on the clubhouse notice board.

5.05 FIRST AID EQUIPMENT

First aid equipment shall be maintained at locations within the club buildings, the launch point caravan and the cable retrieve vehicle. These locations will be clearly marked.

5.06 ACCIDENT INVESTIGATION

Serious flying accidents shall be investigated as laid down by the CAA who may delegate their powers to the BGA. The Club Safety Officer shall investigate all minor accidents and report his findings to the C.F.I., BGA and the AAIB as appropriate. Coupled with this report to the CFI shall be a recommendation for actions to prevent or minimise the risk of reoccurrence.

ESSEX GLIDING CLUB INCIDENT REPORT FORM

Type of Incident: Personal Equipment Ground Air

Day and Date: **Time:**

Place: Ridgewell Elsewhere

Incident Reporter's Name:

Incident Description:

Continue on additional sheets if necessary

Send all completed forms to the Essex Gliding Club Safety Officer for Assessment.

Incident Assessment:

Assessed By:
Role: Date:

Club Safety Officer is to forward copies of this form to the Chairman, CFI, DCFI, Launch Master and Tug Master.

This form has been prepared in order to capture incidents and near-miss events that could lead to personal injury or damage to equipment or facilities at the Essex Gliding Club. Reviews of the information provided on this form will be conducted in an attempt to determine any trends that may become apparent and to put in place mitigations that will avoid incidents leading to accidents in the future. Research has shown that reviews of near-miss events can be an effective means of preventing future accidents if acted upon effectively.