

# **ESSEX & SUFFOLK GLIDING CLUB**

**STATEMENT OF HEALTH AND SAFETY POLICY**

**Revised JANUARY 2003**

*Please do not tear or write on this document.*

# HEALTH AND SAFETY AT THE ESSEX & SUFFOLK GLIDING CLUB

## GENERAL POLICY STATEMENT

This statement is made in compliance with the duties imposed by the 1974 Health and Safety at Work Act, which places responsibilities on the employer to provide a safe working environment, and the "Laws and Rules for Glider Pilots" published by the British Gliding Association.

Essex & Suffolk Gliding Club Ltd 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 employees, members and visitors, and to ensure that other persons are not adversely affected by our operations.

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, staff and visitors, and therefore provision is made for consultation and training to be given in matters which may affect safety and health.

Essex & Suffolk Gliding Club Ltd, 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 immediately to an instructor or a committee member.

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 notice boards or in other appropriate locations.

Essex & Suffolk Gliding Club Ltd 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.***

Essex & Suffolk Gliding Club Ltd recognises the importance of information being assessed from occurrences, to prevent incidents arising, and therefore requires all personnel to co-operate in reporting such occurrences accurately in order that the causes can be ascertained.

## LEADERSHIP AND ADMINISTRATION

Essex & Suffolk Gliding Club Ltd's Board, Committee and Club Officers are committed to ensure that the aspiration of the Club is to be one of the safest in the UK.

To this end all members and staff will be expected to set a personal example in the day-to-day operation of the Club.

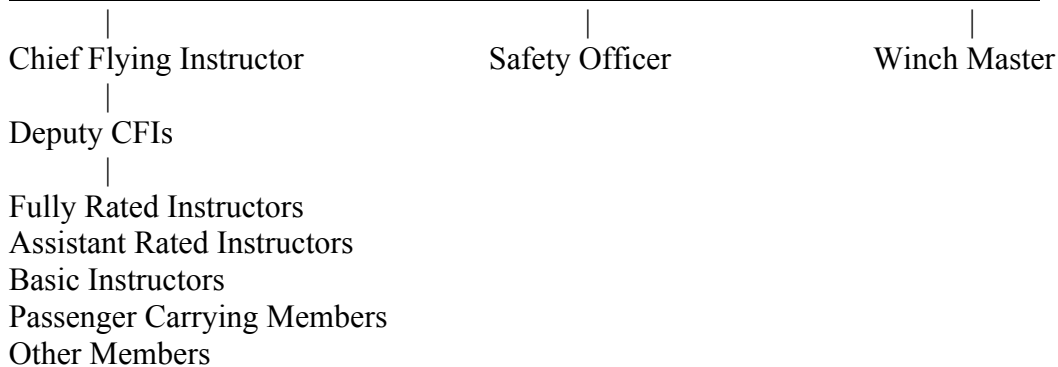
The general administration of the Safety Health and Welfare matters relating to the undertakings of the Club will be the responsibility of the Club Safety Officer.

The Club Safety Officer shall be assisted in his task by the Committee as a whole, and in particular the Chief Flying Instructor and the Winch Master.

It shall be the responsibility of all persons (staff, members and visitors) to assist with the stated aim of SAFETY.

### *SAFETY ORGANISATION CHART*

#### BOARD AND COMMITTEE OF ESSEX & SUFFOLK GLIDING CLUB LTD



### *HEALTH AND SAFETY ADMINISTRATION*

The operation of the Essex & Suffolk Gliding Club falls under two responsibilities:

1. The administration of the facilities and staff and matters relating to the management of the club and the offices for which Health & Safety Executive are the authority.
2. Flying and general aviation matters for which the Civil Aviation Authority are the authority.

The Club Safety Officer, assisted by Committee as a whole, the Chief Flying Instructor and the Winch Master, shall be responsible for 1.

The Chief Flying Instructor shall be responsible for 2.

As a minimum it shall be the function of each to ensure that current legislation is complied with, and that:

Ground Equipment Operators are competent.

Methods and systems of operations are best practice.

Emergency plans are developed.

Safety training is undertaken.

Flying training is in accordance with British Gliding Association 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.

## *MANAGEMENT RESPONSIBILITIES*

The Committee and the CFI will hold periodic meetings with the Safety Officer to discuss safety related issues relevant to their individual spheres of responsibility, the management of staff, buildings and infrastructure being the responsibility of the Chairman, Committee and Site Officer, and flying matters being 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.

The minutes of any additional meetings outside ordinary Committee Meetings, together with any recommendations necessary for improvement of safe operational practices, shall be sent to the Secretary for the formal consideration of the Committee.

## *DISCIPLINARY PROCEDURES*

In the event of a member or visitor to the club refusing to obey instructions or directions given to ensure safe operations, this shall be regarded as misconduct and shall be reported to and dealt with by the CFI or Chairman.

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

## *SAFETY MANAGEMENT TRAINING*

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

1. Fire awareness and training in the use of fire fighting equipment.
2. Safety awareness talks in aviation and ground operations.
3. Operation of equipment.
4. Safety reminders/posters will be issued periodically.

## *EMERGENCY PROCEDURES*

### **FIRE HAZARDS AND ACCIDENT/INCIDENT SITUATIONS**

#### *FIRE HAZARDS*

Fire extinguishers are provided in various locations in the clubhouse (kitchen, main seating area and workshop), launch control vehicle, and winch. Members are required to familiarise themselves thoroughly with the location of each of these items before using the facilities.

#### *ACCIDENT/INCIDENT SITUATION*

The procedure manual for dealing with accident and "aircraft missing" situations shall be situated on the notice board next to the main club telephone. Member reporting incidents are required to follow its provisions diligently in the event of an incident.

#### *HAZARDOUS SUBSTANCES*

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

### *FIRST AID EQUIPMENT*

First aid equipment shall be maintained in the club kitchen, launch control vehicle, and winch. If any disposable items are used, members using the items must inform the Club Safety Officer immediately so that stocks may be replenished.

### *ACCIDENT INVESTIGATION*

Serious flying accidents shall be investigated as laid down by the Civil Aviation Authority who may delegate their powers to the British Gliding Association.

The Club Safety officer shall investigate all minor accidents and report his findings to the CFI, Club Committee, British Gliding Association and Civil Aviation Authority as appropriate.

Coupled with this report shall be a recommendation for actions to prevent or minimise the risk of re-occurrence.

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Members and visitors are reminded that an airfield is a potentially dangerous place for a wide variety of reasons, and are required to take extra care with the safety of both themselves and others whilst on the premises. Persons driving on the premises must possess a full, valid, UK driving licence for the vehicle they are operating, or have express permission from the Committee. Whilst on the airfield drivers must observe all safety signs, and drive carefully and considerately with continuous lookout for operating aircraft. Members and visitors should be aware that their normal insurances may not apply whilst within the outermost airfield boundary, nor during flying, and should check with their insurance company if in any doubt.

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Andy Sanderson  
Safety Officer  
Essex & Suffolk Gliding Club Limited  
30/01/2003