



Appendix 2

HEALTH AND SAFETY AT THE SOARING CENTRE

GENERAL POLICY STATEMENT

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 the employer to provide a safe working environment.

The Coventry 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 and members and to ensure that the 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 and staff, and therefore provision is made for consultation and training to be given in matters which may affect safety and health.

The Coventry 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 to the duty instructor.

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.

The Coventry 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.

The Coventry 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 conditions in order that causes can be ascertained.





LEADERSHIP AND ADMINISTRATION

The Soaring Centre Management are committed to ensure that the aspiration of the Club is to be one of the safest in the UK.

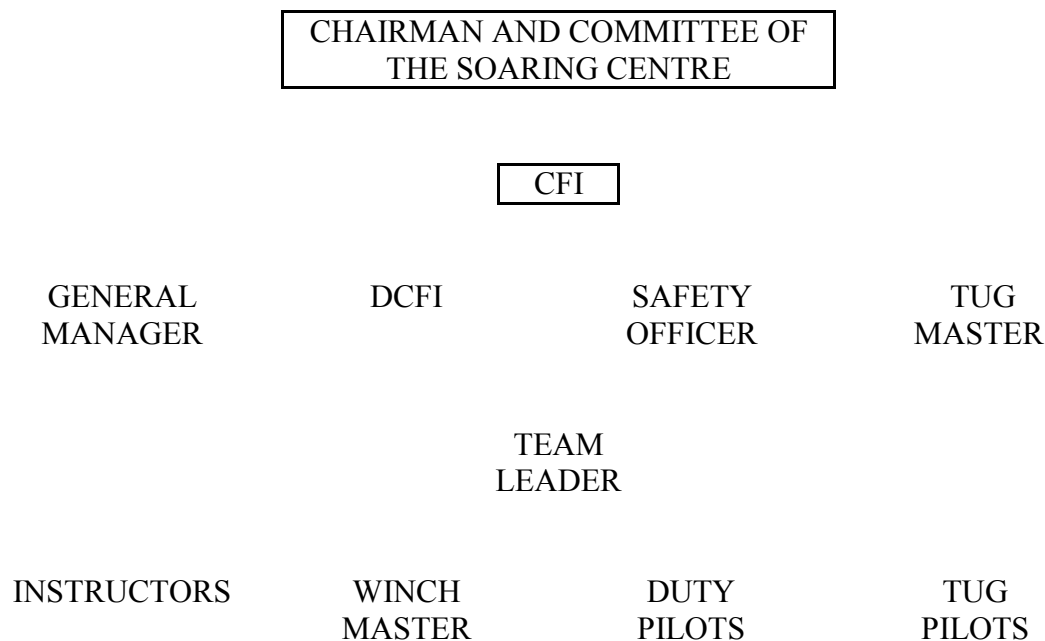
To this end all members and staff will be expected to set a personal example in the day-to-day operation of the Club.

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

The General Manager shall be assisted in his task by the Club Safety officer, the Chief Flying Instructor, the Tug Master and the Winch Master.

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

SAFETY ORGANISATION CHART





HEALTH AND SAFETY ADMINISTRATION

The operation of the Coventry 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 HSE are the authority.
2. Flying and general aviation matters for which the CAA are the authority.

The Club Manager shall be responsible for 1.

The Chief Flying Instructor shall be responsible for 2.

Both shall be advised and assisted by the Club Safety Officer.

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 training is undertaken.

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.





MANAGEMENT RESPONSIBILITIES

The Manager and the CFI will hold periodic meetings with the Safety Officer to discuss safety related issues relevant to their individual spheres of responsibility. Namely, the management of staff, buildings and infrastructure being the responsibility of the Manager 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, Winch Master and the Team Leaders.

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.

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.

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 ACCIDENT/INCIDENT SITUATIONS

FIRE HAZARDS

Fire In the kitchen, procedure appended.

Fire in the hanger, procedure appended.

Fire on the airfield, procedure appended.

Control of flammable materials/petroleum spirit, procedure appended.

FIRE FIGHTING

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

Fire fighting equipment in the kitchen shall comprise. Dry powder fire extinguisher and fire blankets.

Fire points in the clubhouse, office and bar shall comprise. Fire extinguisher suitable for use in these environments.

ACCIDENT/INCIDENT SITUATION

A procedure is appended.

This shall be instigated by the person contacting the emergency services and shall be permanently located adjacent to the public telephone in the clubhouse.

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.

FIRST AID PROVISION

A notice identifying trained medical members shall be posted on the club notice board.

Trained members are

Andy Parish MANAGER

Pat Conner ADMIN ASSISTANT

FIRST AID EQUIPMENT

First aid equipment shall be maintained at locations within the club buildings and hangars. These locations will be clearly marked.





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 and/or Manager as appropriate.

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

A copy of the flying accident notification is available adjacent to the public telephone.

