

Mendip Gliding Club

HEALTH & SAFETY MANUAL

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1 Introduction

Mendip 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 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 (set out in the Operations Manual, Winch Manual, Aerotow Manual and Standard Operating Procedures (SOPs)). Those documents are designed to ensure the observance of the relevant statutory legislation and other established safe operational practice. This is achieved via:

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

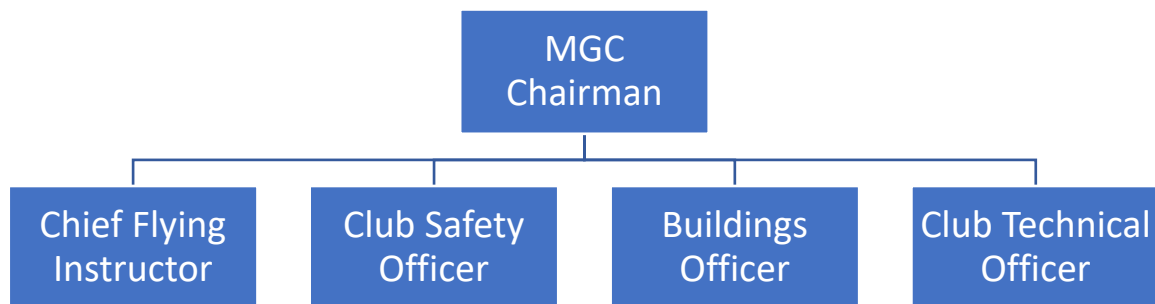
The effectiveness of our arrangements depends on the co-operation and active support of all Members and visitors, and, therefore, provision is made for consultation and training to be given in matters which may affect safety and health.

Health, safety and welfare is an integral part of the responsibility of the Club’s management and is set out in the Club’s Health and Safety Policy Statement, which is to be revised annually.

The responsibility for flying activities is the responsibility of the Chief Flying Instructor (CFI).

The general administration of health, safety and welfare matters relating to the non-flying operations, including airfield operations, of MGC will be the responsibility of the Club Safety Officer (CSO) who reports and is directly responsible to the MGC Chairman.

The CSO shall be assisted in his task by the Committee as a whole and, in particular, Officers delegated to the Safety Committee.



Each Committee Member shall implement Health and Safety Policy as set out in this Manual in areas for which he/she is responsible. To this end, all Members will be expected to set a personal example in the day-to-day operation of the Club.

Consideration shall always be given to the safety of others and it is the responsibility of all Members immediately to report any accidents or hazardous situations to the CSO or a responsible Committee Member.

All Members are expected to accept their responsibility as outlined in Health and Safety at Work Regulations, the MGC Health & Safety Policy as stated in this Manual, to conduct their activities in a safe manner, to use safety equipment where provided, to adhere to safety regulations and generally to assist in maintaining safe and healthy conditions.

If in any doubt, please consult the CSO or a Committee Member

2 General Safety

All visitors and temporary Members including friends and families of Members, must be supervised by a Member while on the airfield.

No one may use the workshop or associated equipment without first becoming familiar with general safety regulations and COSHH¹ information for the materials they will be using. Anyone bringing chemicals or appliances onto site even for their own use, must not allow them to be left available for use by any other individual and such materials must be removed from site once finished with. This includes paints, fuels, oxygen cylinders and electrical appliances.

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.

No one may use any Club equipment, including tractors, the winch, tow-out vehicles, etc. without first having been trained by an appropriate individual and referral to the relevant 'Lead' e.g. the Winch Master.

No Member may work in a situation that presents an injury hazard, or with equipment that presents an injury hazard, without another individual in attendance. This for instance includes use of machinery, hazardous chemicals and working at height.

Non-Members and minors are expressly forbidden from operating any club equipment (i.e. vehicles and the winch).

Smoking is forbidden in all club buildings and vehicles.

In conjunction with the Officers delegated to the Safety Committee, an annual safety review should be carried out including an assessment of the achievement of performance targets, and accidents and incidents.

¹ Control of Substances Hazardous to Health Regulations 2002, Health & Safety Executive

3 Flying Safety

Flight safety is covered by law, regulations and national and local rules, which are cited within the Mendip GC Operations Manual. It is also a factor of the flight training provided under the auspices of the British Gliding Association (BGA) who set and monitor standards for instruction and examination of sailplane pilots.

Daily flight safety is the responsibility of the Duty Instructor (DI), or the instructor/supervising pilot authorising flying, under the direction of the CFI. The CSO may be consulted for an independent assessment.

Maintenance of club gliders and associated equipment will be carried out at the intervals prescribed by the BGA and carried out under supervision of a competent person authorised by the BGA.

Maintenance of powered aircraft and associated equipment will be carried out at the intervals prescribed by the CAA, and carried out under supervision of a competent person authorised by the CAA.

All private gliders flying from MGC shall provide a copy of aircraft registration, ARC and insurance on request.

4 Safety of Visiting Powered Aircraft

The site is notified as 'prior permission only' for power pilots and such permission will only be granted after consultation with suitably experienced Members authorised by the CFI for that purpose.

The Club maintains, under CFI authorisation, a list of visiting pilots with standing authorisation to operate power aircraft at Halesland.

All visiting power aircraft at Halesland must be recorded in the Aircraft Movements Book held at the launch point.

The sale of fuel to visitors is not permitted.

5 Safety of Visitors and New Members

Visitors must not be allowed unsupervised access to the airfield airside, hangar, MT shed or workshop. Adequate fencing and warning notices must be provided to prevent unintentional access.

An adequate briefing and tour of the site, pointing out locations of safety equipment will be given to new Members.

All new Members are expected to read both this H&S Manual and the MGC Operations Manual, and will be assumed to have done so within a week of joining the club .

6 Accidents / Incidents / Airproxes

All non-flying related accidents must be reported as soon as possible to the CSO in person, by email or by phone.

Flying accidents where there is substantial damage or injury must be reported immediately to the Air Accident Investigation Board (AAIB) on 01252 512299. In order to manage and assist the reporting to the AAIB if the incident occurred at Halesland, the Duty Instructor or the pilot concerned should first endeavour to contact the CFI, CSO or Chairman. The report will then be made to the BGA, the CFI and CSO. In case of death or serious injury, the emergency services must be informed immediately.

All other flying related accidents or incidents must be reported to the CFI, the CSO and, within 24 hours, the BGA at:

<https://Members.glidering.co.uk/library/safety/bga-accident-report-form-ms-word/>

An airprox is a situation in which, in the opinion of a pilot or air traffic services personnel, the distance between aircraft as well as their relative positions and speed have been such that the safety of the aircraft involved may have been compromised. The pilot(s) involved should take note of the time, the other aircraft, location and relevant details

On landing, the pilot concerned should first endeavour to contact the CFI, CSO or the DI to make a verbal report. An airprox should be reported as soon as possible after the event to the UK Airprox Board (UKAB) in writing on a downloadable form available at:

<http://publicapps.caa.co.uk/modalapplication.aspx?appid=11&mode=detail&id=8997>

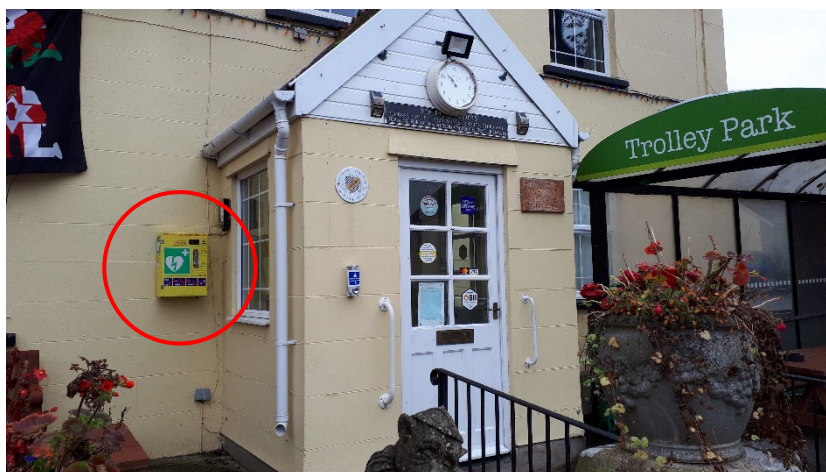
7 Defibrillators, First Aid Boxes, Fire Extinguishers, Fire Alarms, Emergency Lights

The nearest public access defibrillators are located at the bottom of the hill in Draycott. They are both about the same distance and time to access.

They both have an access code, which is C123X

Strawberry Special

Just to the left of the front door.



Draycott Community Centre – West of the Playing Field

Just to the left of the front door.



Fire extinguishers, fire alarms, emergency lights and electrical circuits are located at strategic points around the clubhouse, hangar, MT shed, workshop and bus. They are inspected and tested annually by specialist companies.

First Aid boxes are checked regularly by the Buildings Officer. If any disposable items are used, Members using the items must inform the CSO or Buildings Officer immediately so that stocks may be replenished. All accidents and use of First Aid materials must have an accompanying entry in the First Aid accident log of the box used.

8 Qualified First Aiders

Current Members with First Aid at Work (FAW) training (although some are lapsed) are given below:

- Neil Hannabus – first aider
- David Close – first aider
- Terry Hatton – first aider
- Jeff Green – first aider
- Nick Blake – first aider
- Joshua Mercer-Hollenstein – first aider
- Eric Lacey – first aider
- Lez Saker – retired first aid trainer

9 Machinery and General Equipment Safety

All machinery shall have a daily inspection for safe functioning and condition prior to use.

Safety equipment, where relevant, must always be used.

Non-Members are expressly forbidden from operating any Club equipment. Minors are expressly forbidden from operating any Club machinery, other than the winch when under supervision as described in Section 11.

10 Vehicle Safety

Regular maintenance and repairs shall be carried out to enable safe functioning. Any vehicles considered u/s shall be reported and not used until defects are corrected.

All vehicles must have a daily inspection for safe functioning and condition prior to use and being moved onto the airfield.

No one may use any club vehicles without training from an appropriate individual. 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. Non-Members are expressly forbidden from operating any Club vehicle. Minors with at least a provisional driving licence may operate a Club vehicle under the supervision of an adult Club Member.

Vehicles shall not exceed 15mph on the airfield.

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 car insurances may not apply whilst within the 'airside' airfield boundary nor during flying, and should check with their insurance company if in any doubt.

11 Winch Equipment Safety

The winch and associated equipment is to be checked for condition by the operator on a daily basis, in accordance with the Winch Manual. This must include the cable guillotine, which must have an annual full load operation check.

Regular maintenance shall be carried out at intervals and recorded in the Daily Inspection book.

The winch may be operated only by persons who have received training as directed by the Winch Master, and as prescribed in the Winch Manual. Non-Members are expressly forbidden from operating the Winch. Minors who have progressed to flying solo may be trained in operating the Winch under supervision, with the approval of the Winch Master.

12 Dangerous or Hazardous Substances

Control of dangerous or hazardous substances is as contained in the COSHH appendix to the Health & Safety File located in the club house.

Staff and Members must not bring any substance on site which is not covered under this listing without the approval of the Buildings Manager or the CSO.

13 Version Control

Document control

Name	Role	Date	Comments
DA Close	Author	Nov 2020	CSO
R Coombs	Reviewer	Nov 2020	Chairman
S Withey	Reviewer	Nov 2020	CFI
J Connor	Reviewer	Nov 2020	Winch Master
Ron Perry	Reviewer	Nov 2020	Tug Master
S Withey	Reviewer	Dec 2021	CFI
A Woolley	Reviewer	January 2022	Winch Master

Amendment record

Issue status	Version	Date	Actioned by	Description
Draft	v0.1	14/11/20	DA Close	Update after initial review
Draft	v0.2	17/12/20	DA Close	Formatted and updated
Final	v1.0	01/01/21	DA Close	Issued
Final	V1.3	30/12/21	DA Close	Addition of locations of public access AEDs at Draycott to Section 7 and update to list of qualified first aiders in Chapter 8. General adjustments to privileges of junior members (minors), minor amendments.