

HEALTH & SAFETY POLICY

FOREWORD BY THE CHAIRMAN:

The Ulster Gliding Club has an excellent record of safety and it is the desire of all members to maintain and improve on this record. We must see health and safety as being our first priority in all of our activities. We recognise that gliding is not considered to be a "highly dangerous" pastime, but there are numerous hazards for the unwary around airfields, powered aircraft and gliders and in operating them. Our task is to identify and eliminate risks as far as reasonably possible. The residual and unavoidable risks, which we must all accept when we are involved in flying activities, must be reduced to the lowest practicable level.

The Management Committee has given extensive thought to the question of safety and has produced this pamphlet to set out the Club's health and safety policy. It is aimed at assisting in the prevention of hazards, accidents, incidents and dangerous occurrences but it can only be effective with your willing commitment to safe operations. Please keep it in a safe place and consider how the contents apply to you and your involvement in the Club.

STATEMENT ON CLUB POLICY:

The Ulster Gliding Club exists to facilitate and promote gliding and related activities. The policy of the Club is to execute its operations at all times 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 has the highest priority, the Club's operations must be conducted in accordance with the British Gliding Association (BGA) Operational Regulations, the BGA Site Operations Manual, the Air Navigation Order, and this document. This policy is the direct concern of the directors, the Management Committee, the Chief Flying Instructor (CFI), the other instructors, the Tugmaster, other tug pilots 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.

THE LAW

The Health and Safety at Work (NI) Order 1978 (HSW Order), the subordinate legislation under it and other associated legislation represent the main law affecting the Club. In particular, Art. 6 imposes duties on the Directors and Management Committee in relation to the Club site, and plant or substances on it. Although the Order otherwise applies mainly to employers and employees at work, it is clearly good practice for the Club and its members to observe the same level of health and safety standards that would apply to an employer and employees under the Order.

While the HSW Order and its subordinate legislation are definitive and are to be referred to as required, easy-to-follow guides are kept separately in a dedicated folder in the Clubhouse and are updated periodically. These should be read in conjunction with the Club health and safety policy document.

The easy-to-follow guides include:

- The guide to workplace health and safety
- Control of substances hazardous to health (COSHH)
- Risk assessment simplified
- A guide to manual handling
- How to avoid accidents
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997
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RESPONSIBILITIES

THE MANAGEMENT COMMITTEE:

Responsibility for all health and safety matters rests with the Management Committee, which comprises the directors, the CFI and elected members. With regard to its responsibilities to ensure that the Club has an effective health and safety policy, and that proper observance of this is monitored on a regular basis, the Management Committee shall-

- ensure that the club has an effective health and safety policy
- set up clear lines of responsibility for safety issues
- ensure that, as far as reasonably possible, adequate resources and funding are available to ensure implementation of the policy at the base airfield and at any remote venue where the club may operate.
- monitor the effectiveness of the club's health and safety policy
- 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.

THE HEALTH AND SAFETY COMMITTEE:

The Management Committee shall establish a Health and Safety Committee, to be chaired by the Safety Officer.

The members of the Health and Safety Committee shall be appointed by the Management Committee on an annual basis.

The Health and Safety Committee shall be responsible to the Management Committee for all safety matters associated with non-flying Club activities. In particular, it shall-

- report to the Management Committee on a regular basis on the overall effectiveness of the health and safety policy, the observance of it by Club members, and health and safety matters
- make recommendations to the Management Committee on amendments to the Club's health and safety policy

- advise the Management Committee on the need for resources
- make health and safety documents available to all members
- verify that members have received a copy of the Club's health and safety policy
- monitor the effectiveness of the stated policies
- take appropriate action to ensure observance of health and safety requirements
- provide for the recording of accidents, incidents and dangerous occurrences
- arrange for appropriate warning signs to be erected
- ensure that equipment is maintained in a safe condition
- 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.

THE CFI:

The CFI shall-

- report to the Management Committee on a regular basis
- be responsible for all aspects of flying safety
- set appropriate standards for flying safety
- monitor safety standards
- take appropriate action to rectify any breaches of health and safety stipulations in a flying context
- 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

THE SAFETY OFFICER:

The Safety Officer shall-

- report to the 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
- advise the CFI of any safety problems concerning flying which have been observed
- recommend to the Management Committee appropriate actions 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.

CLUB MEMBERS:

The members shall-

- acknowledge receipt of a copy of the Club's health and safety document
- make themselves familiar with the Club's health and safety policy
- 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, and, where flying operations are involved, to the Club's CFI
- ensure that any accidents, incidents or dangerous occurrences are recorded in the record book provided 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.

All members must adhere to the Club's health and safety policy and comply with any instructions given by the CFI or those deputised by him. The wilful failure of a member to adhere to the stated policy or any legitimate instruction given will be considered a serious matter for consideration by the Management Committee who will apply sanctions as necessary to ensure the safety of members and others.

HEALTH & SAFETY CONSIDERATIONS

PREVENTION OF FIRE:

The Club has a substantial capital investment in buildings, aeroplanes, gliders and equipment. In addition, many privately owned gliders are stored on site together with associated equipment. It is essential to protect this investment against losses due to fire or explosions. There must always be adequate precautions and protection against these hazards.

Members must make themselves familiar with the fire risk assessment documents provided in the various locations.

Members must-

- ensure that they do not obstruct fire exits
- 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 in the vicinity of any aircraft.
- refrain from smoking in or in the vicinity of the hangar or near to the refuelling facility.
- dispose of cigarette ends carefully
- avoid hanging clothing or rags over heaters
- 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 aeroplanes, 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*

FLYING OPERATIONS:

Flying operations are to be conducted in accordance with the UGC Order of Flying made by the CFI a copy of which is in the Briefing Room

TUG OPERATION:

Operation of tug aircraft shall be in accordance with the directions of the Tugmaster and the CFI

- only those persons suitably qualified and approved are permitted to act as pilot-in-charge of the club's tug aircraft, such approval to be conveyed by the CFI or Tugmaster in accordance with the directions of the Club Management Committee
- the aircraft must be operated in accordance with the Air Navigation Order
- tug pilots may at their discretion carry passengers in tug aircraft but such passengers must be members of the Club.
- all tow ropes and rings shall be carefully inspected before use each day
- the tug pilot must contact Eglinton on the approach frequency or by telephone and inform them of the start of operations at Bellarena each day
- when aerotowing, the maximum number of persons who may fly in the combination is limited to three
- aircraft must not be refuelled in the hangar
- all aircraft must be earthed using the earthing strap provided before commencement of refuelling operations
- no person may remain on board a Club aircraft during refuelling operations
- aircraft should be refuelled at close of flying each day in order that fuel tanks are left full overnight to reduce the risk of water contamination of the fuel
- there must be no smoking or exposure of naked lights at or near the fuel installation
- those undertaking refuelling operations must make themselves familiar with the risk assessment document provided

OPERATION OF RETRIEVE VEHICLES:

Club members must exercise caution when using the retrieve vehicles and must comply with the following -

- at all times while flying is in progress, at least one functioning retrieve vehicle must be available for immediate use, equipped with an axe and a fire extinguisher suitable for use on fuel/oil fires
- at the start of each day's operations there must be a check of oil, tyre pressures, water, brake fluid and equipment
- only persons with a valid driving licence may drive a retrieve vehicle
- the speed of a retrieve vehicle must not exceed 15 mph except in emergencies
- a retrieve vehicle must not be left attached by rope to a glider when stationary or unmanned

- a retrieve vehicle must not be refuelled in the hangar
- the primary function of the retrieve vehicles is to clear landed gliders to the boundary of the airfield
- returning gliders to the launch point or hangar is a secondary function
- drivers must carefully check to ensure that their proposed route does not obstruct any aircraft landing or taking off.
- children are not permitted to travel in the load bed of a retrieve vehicle

CARE OF BATTERIES:

There are risks associated with the storage and charging of lead acid or similar types of batteries. Members must observe the following -

- batteries must be stored upright with their terminals covered and in an approved place
- batteries may only be charged in the designated area using the equipment supplied, except that batteries which remain installed in an aircraft may be charged if the installation is specifically designed for that purpose

HANGAR DOORS:

Members must exercise care in operating the hangar doors

- handles must always be used when operating the doors
- the doors must not be left open in high winds

MOVEMENT ON AND AROUND THE AIRFIELD

- members must obey the speed limit on our single-track lane-way - it is a communal lane and passes through a farmyard, members must be considerate to the residents and must use the passing bays if necessary
- members must not take private vehicles on to the airside of the site unless authorised to do by the duty instructor
- members must not allow any pets on to the airside of the site 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
- except as required for normal operations, members must keep away from the aircraft whether a pilot is on board or not and must be aware that propellers are dangerous at all times even when apparently stopped
- except as required for normal operations, 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 travel via the perimeter, watch out all round for aircraft taking off or landing and be aware that aircraft may be trailing long ropes

CARE OF VISITORS

- Members must recognise that visitors to the site need special attention and assist any who require help.
- Members should ensure that visitors do not venture on to the airside of the site unless they are escorted by a member or have been briefed by a member
- Suitable signs must be maintained to inform visitors of hazards.

FITNESS TO FLY:

Members are required to complete the appropriate medical declaration before flying with the Club. Members should be aware that the use of alcohol or drugs whether prescribed, patent, recreational or as part of drug trials is not compatible with safe flying operations. Persons taking such substances should be aware that they may have a detrimental effect on their ability to fly as pilot in command or as a pupil and must consult their doctor and inform the CFI accordingly.

REPORTING OF ACCIDENT / INCIDENT ETC:

Members must report all hazards, accidents, incidents and dangerous occurrences as soon as reasonably practicable. These events must be recorded in the book provided in the clubhouse for that purpose to enable patterns or trends to be identified and to assist with the prevention of similar events. Where appropriate, a full investigation must be carried out.

ACTIONS IN CASE OF FLYING ACCIDENT:

Members must make themselves familiar **with the list of actions to be taken in the event of a flying accident that is displayed in the clubhouse.**

Compliance with this list is a legal and BGA requirement.

Incidents which might have caused injury to persons or damage to aircraft must be recorded in accordance with the current edition of *BGA Laws and Rules*.

PRIVATE ACTIVITIES:

Many activities carried out by Club members are not Club directed and as such would mainly be for their own benefit, for the benefit of a syndicate or as goodwill assistance to others.

These activities could be many and varied but in the main would centre around handling, lifting or maintenance of their own or other members' equipment. Any accidents or injuries resulting from these activities would not be the responsibility of the Club.

Each person should exercise sufficient and appropriate care to reduce as much as possible or to totally remove any risk of causing accident or injury to themselves or others either directly or indirectly as a result of carrying out these activities whilst on or within Club property.

OPERATION OF AGRICULTURAL AND HORTICULTURAL EQUIPMENT:

Members should be aware that there are risks in using agricultural and horticultural equipment and must observe the following-

- only persons with a valid driving licence may drive the tractor
- members must note the dangers of working with fuel injectors
- drivers of the tractor must be aware of the risk of overturning and take all reasonable steps to prevent this occurring
- the grass cutter must not be operated with the rear door of the towing vehicle open
- members using the communal lawnmower must take care to avoid foot injury by the rotating blades, safety boots are recommended
- when using the lawnmower or strimmer, eye protection, ear defenders and safety boots are recommended
- children must not use any agricultural or horticultural equipment
- lawnmowers or trimmers must not be re-fuelled in the hangar

USE OF TOOLS AND EQUIPMENT:

Members must take care when using tools and equipment and observe the following-

- tools and equipment should only to 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
- welding must not be carried out in the hangar
- where welding is carried out in the workshop, a second person must be present with a fire extinguisher, and not engage in any other task until the welding is finished

GOOD HOUSEKEEPING:

Untidy premises are dangerous and may lead to injuries. Paying simple attention to tidiness can help prevent injury. Persons undertaking work activities must observe the following -

- knock down any projecting nails to prevent injury
- clear up waste into bins or to temporary heaps for disposal later
- keep equipment and materials clear of access and escape routes
- never block access to fire fighting equipment.
- store materials safely
- do not stack materials in a way which might topple over

PERSONAL CLEANLINESS:

Your health may be affected if you do not keep yourself and the premises clean.

- wear overalls or appropriate protective gear
- always wash your hands before handling food and after handling any materials which may be harmful
- use gloves whenever possible
- do not use solvents or abrasives to clean your hands

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 must 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

USE OF ELECTRICAL EQUIPMENT:

Members must take care when using electrical equipment and observe the following-

- before using any electrical equipment, check for damage to the equipment, the cable and the plug
- if you suspect damage you must not use the equipment
- label defective equipment as such and report it to the safety officer
- never use makeshift connections or incorrect fuses
- never stand on a wet surface when using electrical equipment
- never connect electric tools to lighting sockets
- 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
- the use of electrical equipment externally must be restricted to specially designated RCD socket outlets that are labelled as such

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 an 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 use or store a gas container on its side
- always use cylinders in an upright position
- always store cylinders in a cool place away from inflammable materials - even empty cylinders
- 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 gas cylinder 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 must be stored in a secure ventilated external store