



# HEALTH AND SAFETY AT MIDLAND GLIDING CLUB

## 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.

Midland 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.

Midland 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 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.

Midland Gliding Club Ltd recognises that during 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.

Midland 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 Midland Gliding Club Committee is 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.

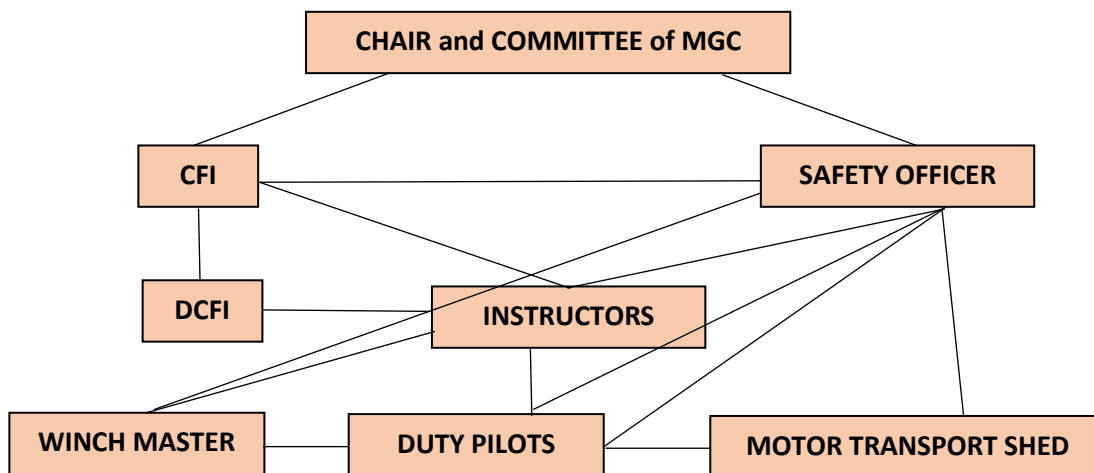


The administration of the Safety Health and Welfare matters relating to the undertakings of the Club will be the responsibility of the committee.

The committee shall be assisted in his task by the Club Safety officer, 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 committed by the management of the club

## **SAFETY ORGANISATION CHART**



## **Responsibilities**

### **Committee Members:**

- Monitor the Health and Safety Policy and ensure that it remains current by revision as necessary
- Ensure that the Policy is being adhered to and that appropriate actions are being taken as required
- Ensure that those for whom they are responsible are given adequate information regarding risks associated with their work, the wearing and maintenance of personal protective equipment and any other matters affecting their Health and Safety.
- Ensure safe working practices and ensure that staff under their control are as conversant with them and have received adequate training to carry out their responsibilities
- To study the results of accident investigations and make changes as appropriate.
- Receive and act upon safety advice given by professional safety advisers

### **Safety Officer:**

- Monitor the effectiveness of the Health and Safety Policy and review and amend it as required.
- To carry out regular safety inspections and report the results to relevant management.



- To provide an advisory and information service to all employees on health and safety matters
- To ensure records on Health and Safety performance are retained, monitored.
- Ensure that all levels of staff receive adequate and appropriate training relevant to health and safety
- The safety officer is responsible for safety on the site
- He/ She must understand and apply the requirements of the relevant regulations and safe working procedures applicable to their area of responsibility
- Seek professional advice and training as required
- Organise on site activities and the delegation of supervisory roles so that the activities are carried out with the minimum risk to people and that equipment, materials etc. are left as safe as reasonably practicable
- Apply where appropriate, safe practices and procedures and ensure that adequate information and instruction, rules and notices are issued, displayed, and enforced
- Comply with approved procedures and risk assessments
- Provide and ensure the use of personal protective equipment and clothing
- Ensure that any accidents are reported and investigated
- Ensure that no one is on the flying area unless they have been instructed and or accompanied
- Ensure that appropriate first aid and firefighting equipment is available and properly maintained

### **All Employees/Club Members**

- Report all accidents, by entering details in the accident book, and co-operate in the investigation of any accidents or dangerous occurrences
- Report any defect affecting the safe use of any plant, tool or equipment
- Wear the correct safety equipment and use the correct safety devices at all times.
- Comply with all safety rules/procedures

## **ARRANGEMENTS**

As an employer we have a duty to enforce the Management of Health and Safety at Work Regulations 1999. This places a duty upon the Gliding Club to assess Hazards and Risks for the activities we undertake.

In order that we meet this requirement a system for assessing risks and applying defined methods of work is detailed below:

### **Training**

- Winch drivers are to be proficient and are to have had suitable experience on the winch under the guidance of a senior winch operator before driving the winch unaccompanied. Set procedures for operating the winches are to be laid down.



- All operators of equipment on site shall receive training from suitably experienced staff or club members.
- Training records for staff will be kept in the club safety file.
- Training will be reviewed on an annual basis in order that individuals personal development is monitored.

## **Risk Assessments**

The club is required by the management of Health and Safety at Work Regulations 1999 to make a “suitable and sufficient” assessment of risks to employees and risks to other people who might be affected by the club operations such as visiting pilots and members of the public. A comprehensive investigation of risk involved in all areas and operations is required, together with identification of who is affected and the definition of proper precautions.

The steps to be taken when carrying out a risk assessment are:

- Identify the task/process
- Identify the hazard
- Identify the risk
- Assess the level of risk
- Identify the control measures to be used or being used

Prior to any new operation starting the safety officer will carry out a risk assessment on the operation. This can be based on general risk assessments, but all points must be covered specifically.

Risk assessments will generally be carried out for each area of work and where particular areas of complexity are identified a method statement will be produced. It is recognised by the club that club members may become exposed to risk.

The assessment for level of risk must take into account the probability of risk and the likely frequency i.e., this will be expressed as high, medium or low. Frequency will generally be the number of people involved in the task and the probability the likelihood of the hazard causing harm.

The risk assessment must be signed and dated, and a date for review included. Once the risk assessment has been completed the safety officer shall ensure that all personnel affected by the area of operation has been made aware of the controls that are in place and have signed an acknowledgment.

## **Method Statements**

The Management of Health and Safety at Work Regulations 1999 requires employers to ensure the provision of a safe system of work. The preparation of a method statement is an important part of the planning for:



## **Control of Substances Hazardous to Health**

Prior to carrying out any work which is liable to expose any individual to a substance hazardous to health, a suitable and sufficient assessment of the risks created by the work to the health of the clubs employees and of the steps that need to be taken must be made. This is to be extended as advisory information to those using club premises who are not employees. The club undertakes to enforce these systems on those likely to cause danger to themselves and or others where possible.

The steps to be taken are as follows:

- Check on substances both on site and coming on to site -Obtain suppliers information on substance
- Check how the substance is hazardous, could it be replaced by a less hazardous substance
- Identify the control measures in place necessary to protect employees health
- Supply employees and require others to wear suitable protective equipment and ensure they are trained in its use.

General COSHH risk assessments will be produced by the safety officer for the use as general guides for the substances used on a regular basis. The hazards associated with substances may alter substantially in different environments, therefore assessment must be reviewed upon significant alteration in conditions of use.

The COSHH assessment must specify the personal protective equipment being used, first aid, fire precautions, risks to health, storage/disposal requirements.

All persons coming into contact with the material/substance must be informed of the hazards and of the control measures in place.

## **Safety Inspections**

The Safety Officer will complete a monthly safety inspection sheet which shall list items pertinent to health, safety and welfare which require to be checked.

The Safety Officer will report the results of the safety inspections including details of any accidents to the committee at such times when the committee meet but at intervals no greater than three months.

The Safety Officer will ensure that any necessary follow-up and preventative action is carried out within one week of the inspection.

## **Accident Reporting**

All accidents, however minor, must be recorded in the Accident Book.

If possible, the person involved in the accident should complete the form.



Details of all accidents should be sent to the safety officer. If required, an investigation on the causes of the accident shall then be carried out. All major accidents or dangerous occurrences must be reported to the safety officer immediately.

All fatal accidents, major injuries, dangerous occurrences, occupational diseases and accidents resulting in the employee being off work for more than three consecutive days must be reported to the safety officer who will report to the Health and Safety Executive.

Any reportable flying accident shall fall under the remit of the British Gliding Association standard rules and procedures which the Gliding club operates under.

## **Personal Protective Equipment**

The Personal Protective Equipment at Work Regulations 1998 require the club to ensure that suitable personal protective equipment is supplied to all employees that may be exposed to a risk to their health or safety while at work except where, and to the extent that the risk has been controlled by other means which are equally or more effective.

The committee is responsible for ensuring the appropriate PPE is available required.

Eye protection must be readily available, and employees must wear this protection in all the below specified operations.

- Handling or coming into contact with acids, alkalis and corrosive or irritant substances
- Working with power driven tools where chippings are likely to fly or abrasive materials be propelled
- During any welding operations where intense light or other optical radiation is emitted at levels liable to cause risk of injury
- Using gas or vapour under pressure or any process where a risk assessment has been carried out and eye protection i.e. required to control risk e.g. dusty conditions.

Further to the above club members are advised to wear eye protection in line with the requirements placed on employees.

Gloves must be readily available for all employees/ club members on activities where risk assessments identify a need.

Suitable and adequate footwear must be worn when risk assessments identified risk of injury.

For areas at risk from exposure to high noise levels, hearing protection must be made available to all employees.

Dust masks must be worn when there is a risk of inhalation of dust or airborne contaminants.

## **Welfare Facilities**

Provision for welfare facilities is established on the Gliding Site.

The Committee is to ensure that the following facilities as a minimum are in place:



- Sufficient toilets
- Wash hand basin with hot and cold running water
- Soap and drying facilities
- Drinking water
- Provision for heating water
- Area for eating and drinking

All the above have been supplied as a minimum by Midland Gliding Club for many years and will continue to be so.

The canteen facilities provided are subject to food hygiene regulations and are inspected by the local council environmental health department.

The canteen is run by contract with no direct employees of the Gliding club. However, the club advises the canteen contractors of the need to comply with Food and Hygiene regulations and accepts the findings of the annual inspection by the local environmental health department. However, general standards of cleanliness and observed hygiene are expected.

## **Noise**

Noise shall be kept to a minimum using best practicable methods to control the noise at source.

Noise assessments should be in place for specific items of plant.

Where it is not possible to reduce noise levels to below 85dB(A), ear protection shall be issued as required. If the noise levels are assessed as being between 35 and 90 dB(A), hearing protection must be available for all employees exposed and information given as to the risk of exposure to high noise levels. Information must also be given on the use of ear protection.

If the noise levels exceed 90 dB(A), the wearing of ear protection is mandatory.

## **Fire precautions**

Fire precautions for flying operations are to be implemented under airfield operating procedures as laid down by the British Gliding Association as already in place.

On club premises when hearing the fire alarm, all personnel must leave all buildings by the nearest exit and assemble in the designated area. The fire procedures will be displayed at points around the offices and workshops.

The Safety Officer is responsible for ensuring that the firefighting equipment and escape procedures comply with the requirements of the fire certificate.

All firefighting equipment shall be checked on an annual basis by a competent person.



## Computer Workstations

An assessment must be carried out on all computer workstations to ensure that operators are not subject to any risks to their health and safety. Examples of risks to operators are visual fatigue, stress, and postural problems.

Any risks identified must be reduced to the lowest extent reasonably practicable.

The equipment must be suitable for the work carried out e.g., screen, keyboard, desk, chair, work surface etc.

The environment must be suitable e. g. space, lighting, heat, noise, humidity etc.

Operators must have regular breaks from work at the display screen, either breaks or change of activity.

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Jon Hall

**Chairman**

Midland Gliding Club Limited