

Oxfordshire Sportflying
Health and Safety Policy
September 2016

HEALTH AND SAFETY POLICY

Health and Safety Policy - Oxfordshire Sportflying September 2016

Foreword by the Club Health & Safety Committee

Oxfordshire Sportflying ("the Club") has an excellent record of safety and it is the desire of all Officers and 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 flying is not considered to be a "highly dangerous" pastime; however, around airfields, aircraft and motor-gliders, and in the operation of these, there are numerous hazards for the unwary. Our task is to identify and mitigate 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 Club Health & Safety Committee ("the Committee") has given extensive thought to the question of safety and has produced this document 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. The Policy is available on the website – please take some time to download and read it and consider how the contents apply to you and your involvement in the Club.

General Statement on Club Policy

Oxfordshire Sportflying exists to facilitate and promote flying, motor-gliding and related activities. It is the policy of the Club that its operations are executed at all times in such a way as to protect, 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 is of the highest priority, the Club's operations shall, where appropriate, be in accordance with: The Civil Aviation Authority and British Gliding Association Operational Regulations, the British Gliding Association Site Operations Manual, EASA and the relevant parts of the Air Navigation Order, and will be conducted with reference to the requirements of this document. This policy is the direct concern of: The Directors, the Club Health & Safety Committee (club officials), the Accountable Manager, the Chief Flying Instructor, the other instructors, 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.

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Michael Radcliffe – Accountable Manager

Dated

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The Law

The Health and Safety at Work Act (1974), the various specific Regulations under that Act and other associated legislation represent the main law affecting the Club. With regard to each Club member's responsibility the HSW Act requires you to act in a manner, that protects the health and safety of yourself and others who may be affected by what you do, or fail to do.

Helpful Definitions:

Hazard means anything that can cause harm (e.g. chemicals, electricity, working from ladders, etc).

Risk is the chance, high or low, that someone will be harmed by the hazard.

Responsibilities - the Club Health & Safety Committee

Responsibility for all health and safety matters rests with the Club Health & Safety Committee ("the Committee") which comprises: the OSF Directors, the Chief Flying Instructor and appointed members. The Committee's responsibility is to provide the Club with an effective health and safety policy which is then reviewed on a regular basis. The Committee shall:

- Set clear lines of responsibility for health and safety issues.
- Provide adequate resources and funding for the implementation of the policy at the base airfield and at any remote venue where the club may operate, as appropriate.
- Monitor and test the effectiveness of the club's health and safety policy.
- Foster a safety first attitude in flying and ground activities.

The Committee shall be chaired by the Accountable Manager. The Committee shall publish on a regular basis a report (which will be made available to Club members) that will detail the overall effectiveness of, and compliance with, the Club's health and safety policy.

The Committee shall be responsible for all safety matters associated with non-flying Club activities. In particular, it shall:

- Make amendments to the Club's health and safety policy as deemed necessary.
- Advise the OSF Directors on the need for resources.
- Make health and safety documents available to all members.
- Take appropriate action to address issues of non-compliance with health and safety requirements.
- Provide for the recording of accidents, incidents and dangerous occurrences.
- Arrange for appropriate warning signs to be erected.
- Facilitate maintenance of Club equipment in order that it is safe to use.
- Foster a safety first attitude in flying and ground activities.
- Lead by example and promote safe practices.

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Responsibilities - the Chief Flying Instructor (C.F.I.)

The Chief Flying Instructor shall:

- Report to the Club Health and Safety Committee on a regular basis.
- Be responsible for all aspects of flying safety and report to the general membership regarding flight safety matters.
- Set appropriate standards for flying safety.
- Monitor safety standards.
- Take appropriate action to rectify any breaches of health and safety requirements.
- Foster a safety first attitude in flying and ground activities.
- Lead by example and promote safe practices.

Responsibilities - the Accountable Manager

The Accountable Manager shall:

- Chair the Club Health and Safety Committee.
- Report to the general membership 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 Club H&S Committee appropriate action(s) to be taken to ensure effective health and safety procedures.
- Foster a safety first attitude in flying and ground activities.
- Lead by example and promote safe practices.

Responsibilities - the Members

The members shall:

- 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 others 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 Health & Safety Committee/Accountable Manager, and, where flying operations are involved, to the Club's Chief Flying Instructor.
- Ensure that any accidents, incidents or dangerous occurrences are recorded in the Club's Internal Incident Reporting 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.

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It is obligatory for all members to adhere to the Club's health and safety policy and to comply with any instructions given by the Chief Flying Instructor, the Accountable Manager or those deputised. The willful failure of a member to adhere to the stated policy or legitimate instruction given will be considered a serious matter for consideration by the Club Health & Safety Committee who shall apply sanctions as necessary to protect, as far as reasonably practical, the safety of members and others.

Prevention of Fire

The Club has a substantial capital investment in buildings, aeroplanes, motor-glidern and equipment. In addition, many privately owned aircraft are located 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 (as a minimum):

- Ensure that they do not obstruct fire exits.
- Familiarise themselves with the operation of fire extinguishers.
- Not tamper with fire-fighting equipment.
- Not block access to fire-fighting equipment.
- Observe the Club no smoking policy.
- 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 hangars, aeroplanes, motor-glidern or vehicles is 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

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Flying Operations

It is impossible to set down hard and rigid rules to govern all aspects of flying operations considering the wide variety of conditions under which flying operations take place. The following requirements indicate the elements seen to be necessary to achieve the desired standard of safety in ideal circumstances. However, it is highly likely that it shall be necessary for members to depart from time to time from the stated norm to cater for the prevailing circumstances. In all cases members must exhibit the highest standards of airmanship showing consideration for others and making safety for all the highest priority.

Except on the instruction of the CFI, his deputy or Club Instructors the following shall be adhered to:

- So far as reasonably practicable flying operations for motor gliders and motorised sailplanes and any gliders or other aeroplanes shall be conducted in accordance with the relevant parts of the current edition of "Laws and Rules for Glider Pilots" as published by the British Gliding Association. A copy can be found on the BGA website for members to peruse.
- So far as reasonably practicable operation of all aircraft shall be in accordance with the Air Navigation Order.
- All aircraft operated at the site must have third party insurance with a minimum limit of indemnity to third parties of £500,000 (or higher amount if recommended by OSF). Evidence of insurance must be made available on request.
- Any person wishing to fly in a Club aeroplane or motor-glider must become a member of the Club by payment of the appropriate fee.
- Pilots shall conform to any procedures in operation at the site as directed by the CFI.
- All pilots visiting the Club for the first time should familiarise themselves with the area and with the Club Operations Manual and Flying Orders (a copy of which is maintained in the pilots self-briefing/planning room of the clubhouse).
- All pilots should familiarise themselves with any conditions particular to that day before flying.
- Pilots should note that the Club's base radio call sign is "*Enstone Radio*".
- No person shall remain on board a Club aircraft during refueling operations.
- Club aircraft are generally to be refueled at close of flying each day in order that fuel tanks may be left substantially full overnight to reduce the risk of water contamination.

Those undertaking refueling operations must make themselves familiar with the appropriate risk assessments.

Movement On and Around the Airfield

- Members must not take private vehicles on to the airside of the OSF site unless specifically required in connection with Club operations.*
- Visitors must not venture on to the airside of the site without being escorted or briefed by a Club official or member.
- 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.

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- Whether a pilot is on board or not everyone must be aware that propellers are dangerous at all times even when apparently stopped.

Care of Visitors

- Visitors to the site should be accompanied when airside.
- Appropriate signage shall be maintained to inform visitors of hazards.
- Members shall assist any visitors who require help.

Fitness to Fly

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 should consult their doctor and inform the CFI accordingly.

Reporting of Accidents / Incidents etc

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

Actions in Case of Accident

Members should make themselves familiar with the list of actions to be taken in the event of an accident. This is displayed in the clubhouse on the reception desk.

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 are likely to be many and varied but in the main would include handling, lifting or maintenance of their own or other members' equipment. The Club will not be responsible for any accidents or injuries resulting from these activities. Each person should exercise sufficient and appropriate care to reduce as much as possible 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 Club property.

Operation of Agricultural and Horticultural Equipment

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

- Members using the communal lawnmower should take care to avoid foot injury by the rotating blades. Wearing of safety boots is recommended.
- When using the lawnmower or strimmer, eye protection, ear defenders and safety boots are recommended.
- Children are not permitted to use this equipment without adult supervision.
- There shall be no refueling of lawnmowers or strimmers in enclosed spaces.

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Use of Tools and Equipment

Members should take care when using tools and equipment and should observe the following:

- 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.
- 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 protect the safety of the individual and others.
- Adequate protective gear must be used or worn.

Good Housekeeping

Untidy premises are dangerous and may lead to injuries. Paying simple attention to tidiness can help prevent injury. Persons undertaking work activities should observe the following list which is not exhaustive:

- Knock down any projecting nails to prevent injury.
- Clear up waste into bins.
- Keep equipment and materials clear of access and escape routes.
- Never block access to firefighting equipment.
- Store materials safely.
- Do not stack materials in a way, such that they might topple over.

Personal Cleanliness

- Your health may be affected if you do not keep yourself and the premises clean.
- Wear overalls and/or other appropriate protective equipment.
- Always wash your hands before handling food and after handling any harmful materials.
- Use gloves where appropriate.
- 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 manually lift weights greater than their capabilities and in no case more than 25kgs.
- When objects to be lifted exceed this weight help should be sought or mechanical lifting employed.
- Use gloves for lifting and other tasks if necessary.
- The correct method for lifting is to grip with the palms of the hands, bend at the knees, and keeping a straight back lift using thigh muscles.

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Use of Electrical Equipment

- Take care when using electrical equipment.
- Before using any electrical equipment, check for damage to: the equipment, the cable and the plug.
- If you suspect damage you should not use the equipment.
- Label defective equipment as such and report it to a member of the Club Health and Safety Committee, Club Director or Instructor.
- 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.
- Electrical equipment used externally should be connected to specially designated RCD socket outlets.

LPG Cylinders

All persons concerned with the handling and use of liquefied petroleum gas should be familiar with the properties of the gas. It should be noted that:

- Gas is carried in a cylinder as a liquid under pressure.
- A small proportion of gas in air can give rise to a flammable situation.
- As gas is heavier than air 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 in good condition.
- A cylinder of gas 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.

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Use of Glider Trailers and Caravans on Site

The Club will only provide space for those permitted by the Club to place and use a glider trailer and/or caravan on site. Glider trailers and caravans must be securely anchored to the ground. Caravan owners and occupants must accept responsibility for their own safety whilst inside a caravan.

This policy was adopted at a meeting of the Committee held on(date)

Signed on behalf of the OSF Club H&S Management Committee

Signature

Name