HEALTH & SAFETY POLICY STATEMENT

MotorGlide Flying Club

July 2024

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Section 1 - General

Health & Safety Policy Statement

The policy of MotorGlide Flying Club (MotorGlide) is to maintain a safe and healthy environment.

MOTORGLIDE will provide safe facilities and equipment and the necessary information, training and supervision to ensure, so far as is reasonably practicable, the safety in all activities for participants.

MOTORGLIDE will also accept that it has a duty of care towards those who may be affected by its activities.

The allocation of duties for Health and Safety (H&S) matters and the particular arrangements to implement this policy are set out in the following pages.

The policy will be kept up to date, particularly if the activities change in nature and size. To ensure this, the policy and its operation will be reviewed every two years. Safety will also be a standard item in the agenda at each committee meeting.

The policy shall next be due for review no later than 31 December 2025.

L.Ingram
Head of Training
MotorGlide

Date: July 2024

Legal Responsibilities

Health & Safety in the United Kingdom (UK) is covered by:

- The Health & Safety at Work, etc. Act 1974.

This Health & Safety at Work, etc. Act 1974 (HASAWA) is very general in its applicability and is therefore supported by numerous Statutory Instruments in the form of Regulations, developed from EU Directives, the more common ones being:

- Management of Health & Safety at Work Regulations 1998
- Provision and Use of Work Equipment Regulations 1998
- Manual Handling Regulations 1992
- Personal Protective Equipment Regulations 1992
- Control of Noise at Work Regulations 1992
- Control of Substances Hazardous to Health Regulations 2005
- Display Screen Equipment Regulations 1992
- First Aid at Work Regulations 1991

These are categorized as criminal law, not civil law, and contravention of applicable law may, on conviction on indictment, result in fines, imprisonment or both.

Each set of regulations may apply to some greater or lesser degree to the activities undertaken at MOTORGLIDE.

It is important to realise that, regardless of appointment or delegation of specific responsibilities to individual persons, ALL persons are responsible for the application of H&S policies, practices and procedures and that any breach of lawful duty may be shared by several persons.

However, assistance and guidance is available from many sources and these come in the form of:

- Approved Codes of Practice
- Guidance Documents
- Information Notices

Many of these documents are attached to this H&S Policy Statement for the benefit of all readers.

In general terms, where a document is issued in the form of an Approved Code of Practice (ACOP) this contains information which MUST be applied, where the document is in the form of Guidance this should be applied and should the employer choose to adopt an alternative means of achieving the safety standard a safety case should be prepared outlining the reasons for choosing the alternative.

Section 2 - Organisation & Responsibilities

The overall responsibility for all H&S matters at MOTORGLIDE rests with the Safety Officer

The Person/Officer in Charge (or, where applicable, in his absence, his Deputy) named below exercises this responsibility on behalf of the Safety Officer for activities connected with MotorGlide at Bicester & Sandhill Farm Airfields.

Person/Officer in Charge	
Name	Lee Ingram
Appointment	Accountable Manager & Head of Training
Signed	Date: 01/01/2024

Health & Safety Advisor / Representative	
Name	Jonathan May
Appointment	Health & Safety Representative
Signed	Date 01/01/2019

The following persons are responsible for safety in particular areas, as specified:

Title	**Name**	**Area/Specialisation**
Head or Training/CFI	Mr L Ingram	Aircraft operation
Instructor / Examiner	Mr J May	Aircraft Operation and Associated ground equipment.
Instructor	Mr I Atherton	Aircraft Operation and Associated ground equipment
Instructor / Examiner	Mr M Lane	Aircraft Operation and Associated ground equipment
Induction Pilot	Mr N Clarke	Aircraft operation and ground handling
Induction Pilot	Mr J Hadley	Aircraft operation and ground handling

All personnel are to co-operate with the Person in Charge and the supervisors in order to achieve a healthy and safe environment. They are to take care of themselves and others who may be affected by their activities.

Personnel are to promptly report health and safety problems to one of the personnel identified above.

The Person in Charge is to hold regular meetings to ensure that all personnel are consulted on all matters concerning their health and safety.

The following nominated personnel have particular responsibilities:

Responsibility	**Name**
Safety Training	Mr J May
Accident Reporting and Investigation	Mr J May
Monitoring maintenance of plant and equipment	Mr L Ingram

Section 3 - Planning & Arrangements

General

There are a number of activities undertaken at MotorGlide which are considered to be hazardous.

Where those activities create a significant risk of harm to any persons Risk Assessments have been conducted and documented and these are held within the MotorGlide H&S Folder.

Advice on any specific matters may be obtained from:

Subject Area	Name	Daytime Number	Out of Hours Number
Health and Safety	J May	01934 744944	07834 152230
Medical	A Duggan	07746 109 869	07746 109 869
Fire Prevention	L Ingram	07976 985 689	07976 985 689

Aircraft Movement on Aerodromes

Reference:

Management of Health & Safety at Work Regulations 1999

Hazard:
Hazard from aircraft moving parts.
Procedures/Control Measures:
Full training will be given to all club members with reference to hazards of aircraft moving parts during induction. This is to reinforce the training received during their CAA approved flying training. All personnel in possession of CAA pilot licences are required to have received hazard training as part of their licence training.

Further Guidance

Further guidance can be obtained from:

CAA General Aviation Safety Sense Leaflet 06

Asbestos

Reference:
Control of Asbestos at Work Regulations 2004

Asbestos was very commonly used in building materials and especially with old buildings, there is a very tangible risk of asbestos being present.

The discovery of any asbestos or suspected asbestos must be addressed immediately.

All persons must be evacuated from the premises immediately and the affected area sealed off to prevent any further access to any persons, other than the contractors employed to remove the asbestos.

This is likely to be a lengthy process so alternative arrangements for flying operations will need to be made during removal operations.

It is critical that only competent, licensed asbestos contractors are used for the removal and disposal of asbestos and it is the duty of MOTORGLIDE to ensure that the contractor is properly qualified and licensed.

Further Guidance

Further guidance can be obtained from HSE Publication:

L127 – The Management of Asbestos in Non-Domestic Premises

Computers

Reference:
Health & Safety (Display Screen Equipment) Regulations 1992

Computers are used extensively in all walks of life and at MotorGlide for the obtaining of Flight Planning data in the form of Aircraft Booking, Weather Information, NOTAMs, etc.

They are also used by administrative staff and management for the administration of the MotorGlide systems.

All persons using computer equipment must ensure that they are comfortable when using the system and that they re not placing any undue stress on any part of their body. Areas which are notably susceptible to risk are:

- Wrists and hands;
- Neck and shoulders;
- Lower back;
- Eyes.

If pain or any other adverse symptoms are experienced whilst using any of the MotorGlide computer equipment the user must cease using the equipment immediately and report the matter to the senior MotorGlide member present, who shall record the incident in the Accident Book (See 'First Aid'). In the absence of a senior MotorGlide member it is the duty of the person experiencing the problem to advise the DTO Accountable Manager MotorGlide in writing at the earliest opportunity.

Any persons using any MotorGlide computer workstation in excess of 4 hours per day must have that workstation properly assessed for risk by a competent Display Screen Equipment Workstation Auditor.

There exists the additional hazard from computer equipment of the risk of electrical shock. This is dealt with separately under 'Electricity at Work'.

Further Guidance

Further guidance can be obtained from HSE Publication:

INDG 36 – Working with VDUs

Contractors and Sub-Contractors

Reference:
Management of Health & Safety at Work Regulations 1999

The identification of the competence of contractors to undertake safely the completion of the required task is the responsibility of the Safety Officer.

Contractors are responsible for ensuring their own H&S at work and the H&S of any persons who may be affected by their work activities.

The client is responsible for ensuring that the Contractor complies with both the Client's and Contractor's H&S requirements.

All contractors should be given a Centre H&S brief on arrival.

Contractors should contact the Centre H&S member before carrying out any work within the club office or training room.

Further Guidance

Further guidance may be obtained from HSE Publication:

INDG 368 – Use of Contractors

Electricity at Work

Reference:
Electricity at Work Regulations 1989

Annual Inspections

Enstone Flying Club is responsible for ground electrical inspections.

Portable Electrical Appliance (PAT) Testing

Periodical checks of all electrical equipment used by MotorGlide shall be carried out by a competent electrician, including the routine inspection of plugs and cables for loose connections and faults.

Extension Leads

Only authorized extension leads may be used and their use is to be kept to a minimum.

Extension leads are not to be connected in series; extension sockets with longer cables must be used where appropriate.

Private Equipment

Only authorized equipment may be used and such use of private equipment is NOT permitted until formally inspected by a qualified electrician, employed or contracted by Enstone Flying Club / MotorGlide.

Reporting of Problems

Any problems noted by members are to be reported to the Safety Officer or his nominated deputy at the earliest opportunity.

Any equipment found to be faulty or suspected of being so is to be tagged:

'NOT FOR USE – PENDING INSPECTION'

Further Guidance

Further guidance may be obtained from HSE Publication:

HSG 85 – Electricity at Work

Fire Safety

Reference:
Regulatory Reform (Fire Safety) Order 2005

Whilst the scale and nature of the activities undertaken by MotorGlide do not make it necessary for a Fire Safety Management System to be put in place a Fire Safety Risk Assessment.

The Fire Safety Audit should be carried out a biennial basis, except where any material change is made to the layout of the Cotswold gliding Club Offices or the nature of the activities undertaken.

The Fire Prevention Officer for these Premises is: Geoff Dixon

PERSONNEL SHOULD OBSERVE THE FIRE ORDERS AT ALL TIMES

First Aid

Reference:
The Health & Safety (First Aid) Regulations 1981

First Aid Kits

The First Aid Kits are located in the main building, tow plane and the fire rescue vehicle.

Accident Book

The Accident Book is located with the First Aid Kit and complies with the requirements of the Data Protection Act 1998.

All accidents, however trivial, are to be entered into the Accident Book. On completion of the relevant entries, the completed page is to be removed from the Accident Book, a copy provided to the injured person, and the original entry stored in a folder held in a secure location to which access is restricted to authorized persons only.

Nominated Persons

The person appointed for the maintenance of the First Aid Kits is:

Mr L Ingram

Trained / qualified first aiders are not required during normal operations, however, all club members should undergo First Aid refresher training and should provide emergency first aid to any casualties pending the arrival of the emergency services.

Reporting of Injuries, Diseases and Dangerous Occurrences

All persons have a duty to report all accidents and incidents, as applicable, and The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), place a legal duty on:

- Employers;
- Self-employed people;
- People in control of premises,

to report:

- Work related deaths;
- Major injuries;
- Injuries which result in more than 3 days off work

- ❖ Work related diseases;
- ❖ Dangerous Occurrences (Near miss incidents which do not result in death or injury but may have done so)

The list is not exhaustive and where any doubt exists advice should be sought from the RIDDOR Incident Contact Centre (ICC) on 0845 300 99 23 (local rate).

A copy of the information recorded will be sent via postal system and you will be able to correct any errors or omissions.

Further Guidance

Further guidance may be obtained from HSE Publication:

INDG 214 – First Aid at Work
INDG 347 – Basic Advice on First Aid at Work

Fluids and Gases under pressure

Rules for storage and use: None

Noise

Reference:
Control of Noise at Work Regulations 2005

Aircraft and Aerodromes are by their nature very noisy places and whilst continued exposure to excessive levels of noise can be hazardous to the hearing of an individual a balance must be struck between the hazards to health versus benefits to safety that can be obtained from being able to hear an oncoming taxying aircraft or vehicle.

Further Guidance

Further guidance may be obtained from HSE Publication:

INDG 362 – Guidance for employers on the Control of Noise at Work Regulations 2005

Housekeeping and Premises

List or attach rules

Cleanliness
Keeping paths and gangways clear
Checking equipment (ladders, tables, play equipment, electrical appliances, fuel bowser)
Safe stacking and storage
Special access to particular areas

Manual Handling

Reference:

Manual Handling Regulations 1992

Manual Handling Assessments

Centre H&S Folder

Operation of Hangar Door Training required ……Briefing on opening hangar doors

Contact Mr L Ingram

Personal Protective Equipment

Reference:

Personal Protective Equipment at Work Regulations 1992

High Visibility Clothing

High Visibility clothing in the form of a Tabard or a Jacket are strongly suggest be worn when airside.

Further Guidance

Further guidance may be obtained from HSE Publication:

L25 – Personal Protective Equipment at Work

CAP 642 – Airside Safety Management

Substances Hazardous to Health

Reference:
Control of Substances Hazardous to Health Regulations 2005

Substances applicable to MotorGlide are limited to:

- Aviation Fuel
- Aviation Engine Oil

Waste Disposal

General Waste to be disposed of in large container bin within 10m of the main club building.

Hazardous waste to be disposed off site in a suitable location.

Work Equipment

Reference:

Rules for use and regular checking and maintenance of machinery and equipment: Use of the AVGAS Fuel Bowser requires training from the nominated person. Fuel bowser will be checked by a supplier nominated by Enstone Flying Club.

Provision and Use of Work Equipment Regulations 19