

## **YORK GLIDING CENTRE (OPERATIONS) LTD.**

### **RISK ASSESSMENTS, SAFE SYSTEMS OF OPERATION AND METHOD STATEMENTS**

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### **Fire Prevention**

- 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 should make themselves familiar with the fire risk assessment documents provided.

Members must:

- Ensure that they do not obstruct fire exits.
- Familiarise themselves with the operating instructions on fire extinguishers.
- Not tamper with firefighting equipment.
- Not block access to firefighting equipment.
- Obey no smoking signs where these are displayed.
- Refrain from smoking in the vicinity of the aircraft or gliders.
- 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 any ignition source.
- Keep containers of flammable liquids closed, except when in use.
- Store LPG cylinders upright in a safe manner and dispose of any unused such cylinders, even when empty.
- Ensure that all electrical apparatus in aeroplanes, gliders or vehicles are switched off when not in use.

### **Fire Safety**

#### **IF YOU SEE AN OUTBREAK OF FIRE - RAISE THE ALARM**

- Evacuate all persons from the building or area.
- Delegate another person to call the emergency services if it is felt appropriate.

Extinguish the fire if you decide it is safe and you know how to do so, or if firefighting is necessary to enable access to a sole exit.

## **Flying Operations**

- The primary operating procedures for Flying Operations can be found in the York Gliding Centre **Flying Order Book** which is to be found on the Club website. All flying members must familiarise themselves with its contents at least annually.
- Nevertheless it is impossible to set down hard and rigid rules to govern every single aspect of flying operations considering the wide variety of conditions under which they take place. The following requirements indicate the elements necessary to achieve the desired standard of safety in ideal circumstances but it is highly likely that it shall be necessary for members to depart 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 Chief Flying Instructor (CFI), their deputy or an Instructor, the following shall be adhered to:
  - So far as is reasonably practicable gliding operations are to be conducted in accordance with the York Gliding Centre Flying Order Book. Copies are available to members on the YGC website.
  - So far as is reasonably practicable, gliding operations 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. Copies are available to members on the BGA website.
  - So far as is reasonably practicable, all operations of aircraft shall be in accordance with the Air Navigation Order.
  - All gliders operated at the site must have third party insurance, with a minimum limit of indemnity to third parties of at least £1,000,000 and evidence of the insurance must be made available on request.
  - Any person wishing to fly in a Club aeroplane or glider must become a member of the Club by payment of the appropriate fee.
  - Pilots shall conform to the launch procedure in operation at the site, as directed by the CFI.
  - All pilots visiting the Club for the first time are required to have a check flight with a club instructor to familiarise themselves with the area and with Club operating procedures.
  - Soft cushions are not permitted in Club gliders. Only approved energy-absorbing types are allowed.
  - A daily briefing shall be given by the Duty Instructor before flying commences and, should a pilot be unable to attend they should familiarise themselves of any conditions particular to that day before flying.
  - Pilots should note that the Club's base radio call sign is '*Rufforth Base*'.
  - There is no authority for giving instructions to pilots of gliders or aircraft from this base radio.
  - **YOUNG PEOPLE at the launchpoint are subject to the York Gliding Centre 'Policy for the Accompanying of Minors'**

### **Tug Operations**

- Operation of tug aircraft shall be in accordance with the directions of the Tugmaster and 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 Management Committee.
- The tug pilot is responsible for deciding which tug (Eurofox; Pawnee or either) is to be used given the weather conditions and the runway in use. His/her/its decision is final. Further guidance is given in the Flying Order Book.
- The aircraft shall be operated in accordance with the Air Navigation Order.
- Passengers are not to be carried in the Eurofox tug except with the permission of the Duty Instructor.
- Under no circumstances is the total number of occupants of the combination (tug and glider) to exceed 3.
- All tow ropes and rings shall be carefully inspected before use each day.
- Aircraft must not be refuelled within the hangar.
- All aircraft must be earthed using the earthing cable provided before commencement of refuelling operations.
- No person shall remain on board a Club aircraft during refuelling operations.
- Aircraft are to be refuelled at the close of flying each day, in order that fuel tanks are left full overnight, to reduce the risk of contamination of the fuel by water condensation.
- There shall be no smoking or exposure of naked lights at or near the fuel installation.
- Fire extinguishers of the appropriate type (foam or dry powder) should be visible and easily available before any refuelling commences and before engine start.

### **Operation of Retrieve Vehicles**

Members must exercise caution when using the retrieve vehicles and must comply with the following:

- At the start of each day's operations there shall be a check of oil, tyre pressures, water, brake fluid & equipment.
- Personnel driving Club vehicles must hold a **full UK driving licence** or the equivalent from another state.
- Only those members who have undertaken competency training under the supervision of another experienced member nominated by the Chief Flying Instructor or other competent person are allowed to drive tractors and the retrieve vehicles.
- The speed of the vehicles shall not exceed 30 mph except in emergencies.
- The vehicle must not be left attached by rope to a glider when stationary or unmanned.
- The primary function of the retrieve vehicle is to tow gliders that have landed so that the operational areas are available to other aircraft and gliders.
- Returning gliders to the launch point or hangar is a secondary function to the one detailed above.
- Drivers must check carefully to ensure that their proposed route does not obstruct any aircraft landing or taking off.
- **Young people (under 18) are only permitted to travel in vehicle seats and never in any load bed or running boards of any vehicle.**

### **Care of Batteries**

- Several hazards associated with the storage and charging of lead acid or similar types of batteries (fire, explosion, electric shock and acid burns) exist and members are required to observe the following:
- Batteries should be stored upright with their terminals covered and in a designated place.
- The charging of batteries shall take place in the designated area using the equipment supplied.
- The charging of batteries which remain installed in the aircraft will only be permitted if the installation is specifically designed for that purpose.

### **Hangar Doors**

- Members must exercise care in operating the hangar doors.
- Hangar doors are heavy and there is a risk that appendages could be injured if considerable care is not taken.
- Only competent members should open and close the hangar doors.
- Before a door is moved, the person moving the door should check that no other person is likely to be impacted by it.
- Hangar doors must not be left open in high winds.

### **Movement On and Around the Airfield**

- Members under 18 are not allowed to operate any machinery, including the winch, unless actively supervised by a responsible adult.
- Members under 18 are not allowed to operate the tractor and retrieve vehicles unless they hold a full UK driving licence and have been trained by a competent member.
- Members should not take private vehicles on to the airside of the site unless specifically required in connection with operations or otherwise unless given permission of the Duty Instructor (given during the daily briefing). Further guidance is given in the Flying Order Book (available on the Club website)
- Visitors must not be allowed to enter the airside of the site without being escorted or briefed by a Club Official or a competent 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 a competent adult at all times when on any part of the site.
- Members must avoid approaching powered aircraft unless trained in competency to do so, whether a pilot is on board or not. Members must be aware that propellers are dangerous at all times, even when apparently stopped. Visitors must be made aware of the dangers and supervised by a competent member.
- All persons must keep away from launch cables and ropes, except when attaching them to the cable retrieve vehicle, tugs or gliders.
- 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 watch out in all directions for aircraft or gliders taking off or landing and be aware that tug aircraft may be trailing long ropes.

### **Care of Visitors**

- Members must recognise that visitors to the site need special attention.
- Suitable signs shall be maintained to inform visitors of hazards.
- Members shall assist any visitors who require help.
- Visitors should be supervised by a competent member at all times when on the active areas of the airfield.

### **Fitness to Fly**

- It is the Member's responsibility to check that they are fit to fly, each time they plan to fly.
- In addition, members are required to provide proof of compliance with the requirements of the Flying Order Book, the British Gliding Association and the Civil Aviation Authority before flying solo or as pilot in command.
- Members flying solo or as pilot in command have a duty to keep their proof of compliance up to date
- 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.
- York Gliding Centre encourages reference to the CAA's "**I'M SAFE**" mnemonic for members to check if they are fit to fly, viz:-
  - **I**llness (any symptom).
  - **M**edication (your family doctor may not know you are a pilot).
  - **S**tress (upset following an argument, for example).
  - **A**lcohol/Drugs.
  - **F**atigue (good night's sleep etc.).
  - **E**ating (maintain blood-sugar level and hydration).

### **Private Activities by Club Members**

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

### **Reporting of Accidents, Incidents and Dangerous Occurrences**

- Members must report all hazards, accidents, incidents and dangerous occurrences to a committee member as soon as reasonably practicable.
- Accidents or incidents relating to flying activity must be reported to the Chief Flying Instructor or his/her/its Deputy without delay. The CFI or his/her/its Deputy should ensure that the BGA, AAIB and/or Police are informed and receive the required reports within the set timescales (See BGA reporting requirements).
- Where appropriate, a full investigation will be carried-out.
- Non-fatal accidents to non-workers requiring hospital treatment must be reported to the Health and Safety Executive.

### **Actions in Case of Accident**

- Members should make themselves familiar with the list of actions to be taken in the event of an aircraft related accident, as detailed in the Flying Order Book and available in the launch point vehicles. It is reproduced on Pages 23 and 24 of this document as Annex 1: Emergency Procedures.

### **Work Related Staff Injuries, Diseases or Dangerous Occurrences**

- Any injury or illness resulting in the death of an employee, accidents resulting in specified injuries to workers and dangerous occurrences must be notified to the Health and Safety Executive without delay by the responsible person, in accordance with the reporting procedure (Schedule 1), as contained in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. This is most easily done online.
- Fatal accidents or those resulting in specified injuries to workers only can be reported by phone to 0345 300 9923.
- Any injury or illness resulting in an employee being unable to attend work for seven days or more must be reported to the Health and Safety Executive within 15 days, using the appropriate online form.



### **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:

- Only those persons with a valid full driving licence and who have been trained by an experienced and competent member are permitted to drive tractors.
- Drivers of tractors must be aware of the risk of overturning and take all reasonable steps to prevent this occurring.
- If using any lawnmower or strimmer, eye protection, ear defenders and safety boots are recommended.
- Young people (under 18) are not permitted to use any of this type of equipment.
- Refuelling equipment or vehicles in the hangars is not permitted.

### **Use of Club Tools and Equipment**

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

- Tools and equipment should only 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 personal protective equipment must be 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.
- Young people (under 16) are not allowed to use power tools on club premises.
- Young people 16-18 should only be allowed to use power tools if they have been trained in their use by a competent member who must supervise them actively while the tool is being used.

### **Housekeeping**

- Untidy premises can be dangerous and may lead to injuries and maintaining tidiness on the site can help prevent injury.
- Persons undertaking work activities should observe the following:
- Clear waste into bins or to temporary but safe for later disposal.
- Keep equipment and materials clear of access and escape routes.
- Never block access to fire-fighting equipment.
- Used cleaning cloths, especially those contaminated with flammable liquids and oils, must be stored in a metal bin with a metal lid until safe disposal.
- Flammable liquids and gases and other hazardous materials must be stored safely.
- Storage shelves and free-standing solid materials that might fall causing injury, must be either suitably fixed or otherwise stored in a safe manner.
- Burning of waste on site has the potential to cause illness or pollution and should be avoided. Safe disposal by suitably qualified and, if required licensed, contractors is the safest option.

### **Personal Cleanliness**

- Staff, members and visitors' health may be affected if personal hygiene and cleanliness of the premises are not observed. Staff and members should:
- Wear overalls or appropriate personal protective equipment when conducting tasks on the site.
- Wash hands after handling any materials which may be harmful, especially before handling food.
- Do not use solvents or abrasives to clean your hands.

### **Manual Handling**

- Staff and members should be careful to avoid injury to themselves or others through manual handling and should, as a guide only:
- Depending on personal fitness, body position and favourable or unfavourable conditions, avoid lifting where possible.
- If lifting, use the correct method. This is to grip with the palms of the hands, bend the knees, keep the back straight and lift using the thigh muscles.
- Avoid lifting any awkward object or any load exceeding 25kg if at knuckle height and close to the body. Any object lifted below knuckle height or above elbow height and with the arms fully extended should be as little as 5kg at ankle or shoulder level.
- When objects to be lifted exceed these weights, other persons should be asked to help or mechanical lifting employed.
- Use gloves for lifting if necessary.

### **Use of Electrical Equipment**

When using electrical equipment, staff and members should:

- For portable equipment, check for damage to item itself, the cable and the plug. It must not be used if any damage is obvious or suspected.
- Label defective equipment as such and report it to the Site Manager or other responsible person.
- Never use makeshift or temporary 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 do not cause a risk of tripping to others and are safe from damage by other operations.

Portable appliances should be tested by a competent person at appropriate intervals and should only be used if both the corresponding label and a visual inspection indicates that the appliance is safe to use.

### **Work at Height**

- Working at height gives rise to many types of hazard and a generally high level of risk. Staff and members should:
- Avoid using ladders or work platforms unless fully trained and competent in their use and even then, must not undertake any extensive work using them. This includes tree and hedge trimming.
- Report any defects to buildings or fixtures observed that might involve repairs at height to the Site Manager or other responsible person, so that an external contractor can be engaged.
- Work at height includes tree and hedge trimming, which is also generally undertaken by external contractors. Any member wishing for this to be done on any part of the site should refer it to the Site Manager.
- [Young people \(under 18\) are prohibited from using ladders or raised work platforms under any circumstances.](#)

### **Use of Display Screen Equipment**

- Office staff, the Club Treasurer and the Instructors giving daily briefings are the only persons who use display screen equipment (DSE) on a regular basis.
- The office staff and Treasurer have extensive experience in and familiarity with the Display Screen Equipment Regulations 1992.
- The equipment, its location and the conditions of use are deemed satisfactory.
- The Office Manager uses the keyboard intermittently and takes adequate breaks.
- The Instructors use the equipment only briefly.
- Any member finding that their role at the Club requires regular and repeated use of Club-owned DSE should contact the office staff or a committee member so that a DSE assessment can be made.

### **Liquid Petroleum Gas (LPG) Bulk Tank and Cylinders**

These are gases stored in cylinders as liquids under pressure. Those in use on the site comprise propane, in orange cylinders and butane, in blue cylinders. All persons concerned with the handling and use of these gases should make themselves familiar with their properties, as follows:

- Even a small proportion of these gases in air can give rise to an explosive mixture, are heavier than air and can travel considerable distances before dispersing, especially in confined or enclosed areas.
- Because of these properties, considerable care must be exercised in the handling and operation of all gas appliances.
- Never use or store a gas container on its side and always use cylinders in an upright position.
- Store cylinders in a cool or at least permanently shaded areas, well away from any combustible materials and even from spare or empty cylinders.
- Never store empty or full cylinders where a leak could cause the gas to accumulate below ground level.
- Always turn off the gas at the cylinder valve when ceasing use and allow any remaining gas in the attached pipes to burn off before closing other controls.
- Always ensure that the valve on an empty cylinder is closed before disconnecting the regulator, when changing to a full cylinder.
- Frost on a cylinder does not necessarily mean reduced pressure at the connected appliance.
- Never attempt to heat a cylinder no matter how cold the weather.
- Propane is less likely to freeze when used in winter. However, if changing gases for this reason, ensure that the regulators and the pipes and appliances are designed to use the relevant gas.
- Always ensure that all connections are tightened before operation.
- Examine the hose from the cylinder to the metal connections to ensure it is in good condition every time the cylinder is changed from an empty to a full one.
- All cylinders should be kept away from the source of ignition, especially when changing them.
- When used as a means of heating in premises or caravans, the cylinder should be kept outside.
- Ideally and where practicable, spare and empty gas cylinders should be stored in a secure, shaded, well ventilated external store.
- Faulty LPG appliances in enclosed spaces, such as caravans, can give rise to the production of carbon monoxide, which is a colourless, odourless and highly poisonous gas.
- It is strongly recommended that all caravan owners fit a carbon monoxide detector or even more than one. They are easily and cheaply available on the internet.
- [Young people \(under 18\) are not allowed to handle cylinders or tanks containing LPG on the York Gliding Centre site.](#)

### **Glider Trailers and Caravans**

- The Club will only provide space for those permitted to place and use a glider trailer or a caravan on the site. The following precautions must be observed:
- Ensure that both trailers and caravans are securely anchored to the ground.
- Caravan owners or occupiers must accept responsibility for their own safety inside their caravans.
- All caravan owners should make themselves familiar with the Caravan Site Rules
- Under 18s are not allowed to stay in a member's caravan unaccompanied and can only enter a member's caravan if the supervising adult is a close relative (eg mother/ father/ grandmother/ grandfather) or legal guardian of the young person concerned (See Child Protection Code of Conduct).

## Annex 1: EMERGENCY PROCEDURES

### Immediate action

- Unless incapacitated due to the emergency or in the air, the Duty Instructor should take charge immediately following a major accident. If the Duty Instructor is unable to take charge, the most senior instructor present should take charge. Failing that, the Launch-point Supervisor.
- If any injury to any person is even suspected, it is essential the emergency services are contacted urgently-do not assume that someone involved in an accident is uninjured even if he thinks he is OK-there is a history of internal injuries going undetected, particularly if the victim is in shock.
- It is essential to both get emergency services on site as quickly as possible and to avoid further incidents.

The following actions should be carried out immediately:

1. Delegate someone to take control of aircraft movements. Do not permit take-offs, or landings other than necessary: ie: visiting powered aircraft should be diverted. Essential glider landings should be kept clear of wreckage and the runways. Bear in mind the emergency services may arrive by helicopter.
2. Commandeer the nearest telephone (this may well be a mobile at the launch-point). This should be used for all subsequent telephone communication, and should be the number given to the emergency services.
3. Call the emergency services. The following is the suggested script:
  - This is THE YORK GLIDING CENTRE AT RUFFORTH AIRFIELD
  - The address is Bradley Lane, Rufforth, Near York and
  - The postcode is YO23 3NA (Yankee Oscar Two Three Space Three November Alpha)
  - Access is via RENDEZVOUS POINT ONE, Off Bradley Lane
  - Specify the services required (Ambulance, Fire and Rescue, Police)
4. State the nature of the incident. If an aircraft incident state:
  - We have an aircraft ground incident
  - The type of aircraft is (eg glider, light aircraft)
  - The number of persons aboard is .....
  - Give the telephone number of the mobile you are using
  - Give the Club's land-line number 01904 738694
  - If required (eg for Air Ambulance) give the Latitude and Longitude of the airfield:  
53 degrees 57.100 minutes NORTH; 1 degree 11.332 minutes WEST
  - Alternatively, give the [What-Three-Words](#) co-ordinates of the casualty using the [What-Three-Words](#) app on your smartphone.
  - Using 'What-Three-Words',
    - i) the Club's entrance on Bradley Lane is at: **factoring.visitor.wove**, and
    - ii) the centre of the airfield (Junction of RW23 and 35) is at **flinch.goose.genius**
  - If required (eg Air Ambulance) give the airfield frequency **129.980 MHz**
5. Post an experienced club member at the airfield gate and one at the rendezvous point in the car park to direct the emergency services to the exact site of the incident. Ensure both parties have mobile phones or equip them with ground radios and agree call signs.
6. Do not move injured persons unless essential to save life. If an injured person is conscious try to arrange for someone to stay with him/her/it until the ambulance arrives, and, if possible, go with him/her/it.

Subsequently:

7. Ensure the area of the accident is secured and no unauthorised person interferes in any way.
8. Ensure the Emergency Services have room to do their job.
9. Delegate a person to deal with the media. Ensure they are briefed not to give any details beyond the obvious. In particular: no names. Formal press statements will be issued later by the Management Committee.
10. Do not move any wreckage until authorised to do so by the Air Accidents Investigation Branch (AAIB) or BGA investigator.
11. Initiate a diary of events
12. Ensure witnesses remain available until statements have been given.
13. Once the immediate actions are in hand do the following:
  - i) In the event of fatality or serious injury call the following in order:
    - a) The Air Accidents Investigation Branch: **01252 512299** (24 hour)
    - b) The CFI : **07828 065110**
    - c) The BGA: **0116 289 2956**
- Then
  - ii) Take witness statements (or ensure a competent person is briefed to do so)-the sooner after the accident this is done the better. There is a standard BGA accident report form-use this as a guide to the information required.
  - iii) Consider action to inform relatives of the person injured.
14. Expect further follow-up action to be handled by others, eg: formal reporting including submissions to the BGA and AAIB by the CFI.
15. Ask a committee member to initiate the writing of a press statement.
16. Do not resume flying operations until permission is granted by the emergency services and investigating authorities (unlikely to be on the day of the incident).

**A COPY OF THIS CHECKLIST SHOULD BE DISPLAYED PROMINENTLY IN THE  
LAUNCHPOINT CONTROL VEHICLE**