

Name:	YORK GLIDING CENTRE (OPERATIONS) LTD.
Address:	The Aerodrome, Rufforth, York, YO23 3NA
Telephone No:	01904 738694
Trade:	Gliding Club, Airfield Operators and Managers
Date:	23 June 2022
Activities:	Gliding, including for visitors and young persons
Review Date:	Following any significant changes

This policy relates to the general work places and spaces that are in use for administration and general purposes and is not intended to cover aviation and the areas used for it. The latter are covered by different arrangements, as explained below.

INTRODUCTION

This is the Health and Safety Policy Statement of York Gliding Centre (Operations) Ltd., written in order to reduce the risk of accidents and cases of work-related ill health.

It is also intended to ensure that York Gliding Centre has in place adequate health and safety arrangements, appropriate hazard appreciation, risk assessments and safe systems of work. It should have a robust approach to safety with regard to employees and all contractors, visitors and other persons coming onto the premises. It is the duty of the club officials and also the members to do so.

It is also the intent to:

- Manage health and safety on and in the premises, including the areas where employees work;
- Provide clear instructions and information and adequate training, to ensure that employees are competent to do their work;
- Where necessary, to provide and ensure the use of personal protective equipment;
- Consult with employees on matters affecting their health and safety;
- Provide and maintain safe plant and equipment;
- Ensure safe handling and use of substances;
- Maintain safe and healthy working conditions;
- Implement adequate emergency procedures, including emergency or fire evacuation;
- Review this policy following any significant change.

N.B. 1 This statement does not include the hazards and risks associated with the aviation activities of the club, as no specific requirement exists to include them under the law applying to general health and safety. This activity at the site is managed by the Chief Flying Instructor, the Deputy Chief Flying Instructor and a team of other Instructors. The principal systems for safe flying operations are contained in the **FLYING ORDER BOOK** which should be read by all flying members annually or when updated.

N.B. 2 The flying activities of all such gliding clubs are overseen by the British Gliding Association and, through that organisation, the Civil Aviation Authority.

N.B. 3 The BGA Airworthiness Exposition and the BGA Training Organisation Manual describe the compliance management process and procedures required to satisfy the oversight of BGA and CAA requirements. The compliance management processes are also designed to support and assist CAA surveillance of the BGA Airworthiness and Training Organisation approvals.

RESPONSIBILITIES FOR HEALTH AND SAFETY

The overall and final responsibility for health and safety rests with the club Committee, elected by the members. The composition of the committee members varies from time to time.

DAY TO DAY RESPONSIBILITIES

The day to day management of the health and safety arrangements is overseen by the Site Manager, assisted by the Author of this document and the committee. The Site Manager is appointed as agreed between the committee members themselves.

The Office Manager is responsible for her own workplace and also for assisting visitors.

DUTIES

All employees should cooperate with the committee and, if there is more than one at any time, with each other. They should also take reasonable care of their own health and safety and report any concerns to the committee.

DUTIES (CONTINUED)

Club members should take reasonable care of their own health and safety and also that of other club members. They should report any concerns to the committee.

They should also, where required from time to time, assist and take reasonable care of contractors, visitors and other persons entering the premises.

One volunteer club member manages the club bar and others arrange occasional social functions.

ARRANGEMENTS FOR HEALTH AND SAFETY

A range of risk assessments has been completed and will be reviewed following any significant change. This includes a fire risk assessment and fire evacuation routes have been established and are familiar to the staff and club members.

TRAINING

The Office Manager is experienced in clerical work. There has also been on-the-job training in the office equipment and systems in use.

Only volunteer club members carry out aircraft maintenance in the workshop on the site. They have been apprentice-trained in other organisations and are widely experienced in carpentry, engineering and other disciplines.

Authored on behalf of the Management Committee by:-
Richard Stembrowicz
June 2022