

CLUB SAFETY REVIEW 2018 V1.2

Name of Club: [Bowland Forest Gliding Club](#)



Name(s) of Person(s) carrying out the Club Safety Review:
[Richard Turpin](#), Club Chairman. [Ian Ashton](#), Chief Flying Instructor (CFI). [Richard Peake](#), Club Safety Officer (CSO).

Date of Club Safety Review: [27.09.18](#)

Club Management Structure

Is the club supervisory structure, as it relates to safety policy, practices and procedures, clearly defined and available to members?

Yes. The club's supervisory structure is described in the club's flying orders (F.O.s Section 1). A Document describing the club's Safety Management System which is available to the membership on the club website.

Has the club a nominated safety officer? Does he report to the Chairman?

Yes. The CSO liaises directly with the Club Chairman and to the CFI on all safety related matters both flying and ground.

Does the club have a programme to evaluate hazards and promote safety in accordance with BGA SMS requirements?

The club's Safety Management System (SMS) is taken directly from the BGA SMS. Identified safety issues are discussed at regular minuted instructors' meetings and attended by CFI. Where incidents reoccur we investigate for causes and establish if the current controls are appropriate and improve or change to mitigate further incident risks.

The Safety Committee consisting of the Club Chairman, CFI, and CSO have minuted meetings previously held twice per year and now on a more regular basis.

All Club or BGA changes, reminders of safety issues, good practice initiatives are circulated to members via direct emails and through the clubs much improved website. Regular instructors' meetings and the released minutes, clubhouse notices, winter lectures and the club newsletter.

We have also extended these communications though our newly introduced daily pilot briefings conducted by the Duty Instructor prior to commencement of flying operations for the day.

Flying and ground activity is continuously monitored by the club's instructors with feedback to the CFI directly or via the instructors' meetings which also feeds back to the CSO and Chairman.

Members are encouraged to discuss safety concerns with instructors, the CSO and the CFI. An email address safety@bfgc.co.uk, dedicated to the reporting of safety concerns, is advertised regularly, and members are encouraged to use it, anonymously if desired.

Are there an adequate number of active and current instructors, and a CFI succession plan?

Yes. The club has recently qualified 3 new Basic Instructors and re qualified another assistant instructor, increasing and making good any losses through normal attrition. The club has two new Full instructors as well as our SRE and RE's who run our flying days on a rota basis. The Deputy CFI attends all meetings and has held the CFI position previously. The CFI, who oversees and monitors the activities of the club's instructors, is aware of the need for a successor and this point was raised at the recent safety review meeting as an action for the CFI.

Information for Pilots

Are flying orders, local flying rules and letters of agreement readily available to members?

Rules and standard operating procedures are incorporated into the club's flying orders (FO's). Hard copies are located within the clubhouse and in the Duty Pilot (DP) van at the launch point. A copy of the flying orders is available on the club website.

Details of amendments are posted on the CFI's notice board when they are introduced. Flying members are required to familiarise themselves with the contents of the flying Orders and keep up to date with any amendments. .

Members sign as having read them when submitting their annual flying returns to the CFI.

Copies of the letter of agreement and procedures with respect to the operation of the "Chipping box" are present in the DP van and on the website.

Are glider and other club aircraft manuals and BGA manuals readily available to members?

Club aircraft manuals (e.g. Pilot Operating Manuals, Technical Manuals, Certificate of Airworthiness documentation) and BGA Manuals are located in the clubhouse main office and training room. These are available for all members to peruse. Pilots wishing to convert to a club aircraft that they have not flown before are encouraged to familiarise themselves in particular with the Pilot Operating Manual.

Where is safety information on display?

A notice-board is dedicated to safety in the clubhouse, and notices are displayed in the DP van. The club website has dedicated pages to Club Safety and all BGA documents are displayed and available to print or study on line. Alerts to new directives and or initiatives

are emailed out to Pilot members through the full “bfgcpilots” email group. Full use is made of the Club Website Safety pages, Newsletters and regular safety messages. The club also has relocated the safety notice board in the main club entrance, increasing its visibility.

Are local and regional air maps available?

These are available in the clubhouse and D.P. van. All club aircraft carry copies of charts required for the operation of the local letter of agreement and showing local airspace. Full details of the local airspace are available on the current CAA 1:500,000 aeronautical charts. Details on the rules relating to opening airway N615, and the procedures to do so, are included in the main office at Chipping and the DP Van.

Are current NOTAMs and Met reports available?

Yes, the club has created a process to ensure the Duty Staff access these services and print copies for the Club Notice Board and DP van each day. These services are also freely available to syndicate or visiting pilots prior to going cross country and this is actively encouraged by the OO's prior to launch.

How are pilots briefed before flying commences?

Instructors are encouraged to conduct a daily pre-flight pilot's brief. The brief will also include a discussion or discussions with the Duty Pilots and Winch crews on the day's likely requirements and significant weather or conditions likely to affect the days flying. Better use of the briefing notice-board on the DP Van will allow the, Duty Instructor to display the relevant information and alerts to the chosen method of operation for the day's conditions in a clear and consistent way.

To ensure individual pilots remain safe, the club operates a coloured card system for all pilots to make it easier for the CFI and his instructors to allow pilots to fly in conditions that suit their level of experience and competence.

The cards are issued by the CFI (or instructors acting on his behalf), on the basis of minimum experience requirements being met and the assessment of the instructors. The cards impose differing requirements on pilots and it is the responsibility of all pilots to know what these are and to comply with them. Failure to do so will result in disciplinary action being taken.

Safety Education and Culture

Note - Safety Culture can be defined as 'how people behave when they think no-one is watching'

Do club members in general operate to the clubs rules and established BGA requirements and good practices?

Yes. All club members are encouraged to engage fully in safe operations and the operating procedures of the club.

How are internal and BGA supplied safety messages routinely passed on to club pilots?

The club CSO and CFI sends out any messages to the group email groups, these are placed onto the club website safety pages as “New” items. These are also placed on the noticeboards as a priority.

How could club pilot safety education be improved?

The club adopts both an open and confidential reporting process for incidents.

How is open dialogue on safety issues encouraged within the club?

We have adopted clear reporting procedures and ensure anyone involved in an incident uses it as a learning experience rather than a punishable event.

How are club members encouraged to change behaviour in respect of identified safety issues?

We have a strong sharing and reporting culture within the club and the safety briefings educate pilots in the possible consequences when a pilot doesn't engage on positive behaviours

How often do club instructors collectively discuss safety and standards issues?

The CFI conducts regular dedicated instructor meetings where all pilots are discussed. These are supported through an instructor only email group for confidentiality.

How does the club manage the communication and supervision needs of different age groups in the club, eg, senior aged pilots and very young pilots?

The instructors discuss all pilots' requirements regardless of age of capability

Has the club hosted a safety event for club pilots in the past 12 months?

Yes

Aircraft

Are all club gliders equipped with energy absorbing cushions?

Yes. Their use is mandatory for all club aircraft and visitors.

Are energy absorbing cushions encouraged in private gliders?

Yes this is encouraged through regular communications, but fitted at owner's discretion.

Are glider ballast weights readily available for club gliders?

Yes. These are available from the DP Van within a dedicated stowage and clearly marked for the aircraft type and weights.

How are they secured in the aircraft?

The method for securing has been approved by club inspectors. The need for ballast and method of securing is covered, if needed, in the pre-flight briefing given to all but the club's most experienced (blue card) pilots.

Are all club gliders provided with audio varios?

Yes

Are all club aircraft equipped with FLARM?

Yes and all private owners are encouraged to do the same.

Winches and other Vehicles

Who is responsible for the maintenance of the equipment in efficient working order?

The winch-master for the winch. A team of volunteers maintains the rest of the ground equipment such as Wires, Shock ropes strops etc.

Are winch cables and cable assemblies fit for purpose, used with appropriate weak links and routinely inspected?

Yes. The cables are inspected each day before flying commences during an initial slow tow out. Worn repairs and parts with broken strands are replaced as seen before flying commences. Cable failures (of previous repairs or new breaks) are logged. Irrespective of their state both cables are replaced each year once the majority of the annual launch failure checks have been completed.

What signalling system is used for winch launching? Is there a back-up stop signal?

Light signals. A radio system operates an audible alarm in the winch to back-up a stop light signal. Tests have shown it can be heard when the winch engine is at full throttle.

How do people on the airfield know that a winch launch is underway e.g. is there a beacon on the winch?

A Yellow Rotating beacon is located on the roof of the winch and activates when the winch driver selects drive.

How are members made aware of the clubs rules and guidance on use of winches and other vehicles?

Winching-qualified members have been trained in Daily Inspections (DI) of the winch as part of their general winch training. The DI book is checked for maintenance and possible unserviceability issues; however it is not used as a daily check.

Pilots trained in the general operation and DI of the winch is encouraged to take the opportunity to participate in the guillotine scheduled maintenance, testing/re-setting in order to acquire the necessary skills. All scheduled maintenance must be recorded on the sheet provided for that purpose in the winch.

How is training on the operation of winches and other vehicles delivered and recorded? Is the BGA ground training record card template utilised?

To drive the winch you must first be a solo standard pilot. Only pilots who have been trained and signed-off by an examiner approved by the CFI may operate the winch. Each winch operator is trained and encouraged to provide a briefing to the tractor drivers during each tow out of the cables. There is ample guidance within the flying orders to support this area.

Airfield

How is access controlled?

Access for the public is limited to a single gate and two stiles for a public right-of-way that crosses the field. Access is not controlled, but warning and advisory signs are displayed at the main entrance, at the access point from the car park to the hangar apron, and access points to the public right-of-way.

What safeguards are in place to avoid conflict with other airfield users?

BFGC is the only user of the airfield.

What public rights of way exist on the airfield?

A public right-of-way crosses part of the airfield. Warning signs are positioned at the stiles leading onto the path.

Members are reminded in the flying orders of the responsibility of duty managers, launch marshals, winch drivers and any member appropriately located on the field during flying operations to ensure the safety of members of the public using it (F.O.s 2.14.1).

What safeguards are in place to protect the public?

BFGC is the only user of the airfield. Appropriate signs are displayed and members are encouraged by means of the flying orders to welcome and assist visitors and to take all precautions to ensure their safety (see below)). Children are only allowed on the airfield and adjacent areas if under the control and supervision of an adult.

What obstacles or hazards, including rough ground, (temporary or permanent) exist on the airfield? How are these marked?

Any areas of rough ground deemed unsafe, are clearly marked by white crosses. Any areas deemed unfit for landing are raised during the daily Duty instructor's pilot briefing where appropriate.

Pilots

How is pilot training recorded? Are the BGA training record card templates utilised?

Yes. Content laid down in pre-solo white cards issued to all pilots at the commencement of their flying training. There after cards reflect the pilots progress and are aligned with the BGA standards.

Has the club a post-Bronze / post-licence development training programme?

Yes. Members progress through a series of stages designated by issue of coloured cards (F.O.s 3.3 and appendix 1) that state required proficiencies for progression to next card.

Winter lecture series, and bronze lectures open to all, enable members to develop their theoretical knowledge of appropriate topics including safety aspects of gliding.

A programme of lectures and information on local turning points is provided to allow members to develop their cross-country skills at a rate related to their experience level.

Are visiting pilots given a site briefing?

Visiting pilots are required to familiarise themselves with the flying orders. The DI decides on the need for a site familiarisation flight and/or a launch failure check, taking into account their flying experience and currency.

Are members required to seek CFI approval for ownership of a new type?

Yes (F.O.s 3.19.1)

Is aircraft conversion advice provided for new owners?

Yes, by D.I.s.

Operations

What supervision is provided at the launch point?

Duty instructor has overall responsibility for all operations on the field. Control and supervision of ground operations is the direct responsibility of the Duty Manager acting

under the supervision of the DI (F.O.s 1.4). The club has prepared a "PowerPoint" presentation covering the responsibilities of, and good practice by Duty Managers.

What circuit procedures are employed for both gliders and powered aircraft?

Standard circuits are required with the proviso that gliders may have to join at any point and can land anywhere on the field. There is no preferred circuit direction. Once a circuit is commenced thermaling is not permitted (F.O.s 3.7). No powered aircraft operate at BFGC.

What R/T procedures are employed?

Full guidance on the use of radios in the air is included in CAP413. A copy of this is kept in the clubhouse lecture room or available via the CAA website. The call sign for air operations is "Chipping Base". Pilots wishing to communicate with the launch-point or other pilots flying in the Chipping area should do so on 130.10.

Downwind calls can be made as a useful guide to others but all pilots must be mindful of the fact that many aircraft fly without a radio therefore silence does not mean there are no other gliders in the circuit. When making a downwind call the format is "Chipping Traffic, *glider call sign*, downwind left-hand (or right hand)".

No acknowledgement is required or expected.

Pilots using any frequencies other than those allocated for gliding or emergency must ensure that they have a valid Radio Telephony Operator's Licence (RTOL).

The club gliders have individual licences held by the secretary. Owners of private gliders must ensure that they too have an appropriate licence for the set installed.

For ground operations a Citizen Band (CB) radio is used to communicate between the launch-point, winch, cable retrieve tractor and other vehicles such as the L200 4x4.

Visitors

Is there a recognised system for receiving and dealing with visitors?

Signs are provided to direct visitors safely to the clubhouse and then if no-one are available to contact the launch point by phone. A member is then sent to meet them. Signs state that visitors are not to progress beyond the clubhouse unescorted.

The information sent out to visitors enquiring about visiting the club contains appropriate instructions and this is also clearly presented on the club website under visitors.

Are there signs at the airfield entrance guiding visitors safely to a reception area?

Yes, visitors are directed to car park and then into clubhouse.

Who is responsible for supervising visitors and briefing them regarding appropriate behaviour on the airfield?

The D.M. An introductory video informs visitors of behaviour expected on the airfield.

Emergencies

Is the club disaster/accident plan up to date and readily available to club members at both the launch point and at the clubhouse?

Yes.

Is the emergency equipment checked?

Clubhouse – defibrillator and First Aid Kit

Launch point – first aid kit and fire extinguisher.

Winch – first aid kit.

How often and by whom?

At three monthly intervals. By the safety officer or a delegated person/volunteer

Do the emergency services know how to get to the airfield?

Emergency plan contains information to be given by telephone for locating the site. Experience has shown that the emergency services have had no trouble in finding us.

Has the club a list of members who are first-aid trained displayed at the launch point and in the clubhouse?

No. It is believed that formal first aid training with specifically trained individuals is inappropriate.

However winter lectures have been given on emergency treatment and resuscitation, and information is provided in the clubhouse, and at the launch point, as well as in the incident/accident plan available to members on the club website.

A list of suitable trained individuals has not been dismissed and may yet be implemented.

Is a check carried out at the end of flying to ensure that all aircraft are accounted for?

Yes, it is the responsibility of the Duty Instructor and the Duty Manager to oversee the activity necessary at the cessation of flying operations.

On mid-week days, when no Duty Manager is officially assigned from the rota, it is the responsibility of all members present to undertake this activity jointly.