



## Cambridge University Gliding Club

### SAFETY POLICY

<i>Record of Amendments</i>			
<i>Issue and Details</i>	<i>Date</i>	<i>Author &amp; position</i>	<i>Safety Officer &amp; date of review</i>
<i>Version 1</i>	<i>August 2019</i>	<i>Eszter Olah (President)</i>	<i>Chris Barrott 24/09/2019</i>
<i>Version 2 – complete review in line with new Sports Service guidelines</i>	<i>September 2020</i>	<i>Charlie Brooker (President)</i>	<i>Matthew Wang 30/09/2020</i>
<i>Version 3 – minor update of personnel information</i>	<i>October 2022</i>	<i>Brooke Ma (Co-Captain)</i>	<i>Matthew Wang 22/10/2022</i>

#### *Statement of General Policy:*

Cambridge University Gliding Club (CUGC) is strongly committed to encouraging our members to take part, whilst seeking to ensure that the health, well-being, and safety of everyone is managed effectively, and that the safety of all external parties is considered and managed. CUGC works closely with the Cambridge Gliding Centre (CGC) and their Safety Officers.

#### *Safety Responsibilities and Arrangements:*

<i>Responsibility</i>	<i>Officer Responsible</i>	<i>Specific Safety Arrangements</i>
<b>General oversight of club safety management</b>	<b>Safety Officer</b>	Undertake regular, recorded risk assessment of CUGC operations, in line with CGC risk assessments where appropriate, and all activities undertaken by the club.  Create a safe environment by putting health and safety measures in place as identified by the assessment.  Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness (as a minimum once per year).
<b>Clear communication with CUGC members on safety matters</b>	<b>Secretary, as guided by the Safety Officer</b>	Ensure that all members are given the appropriate level of training, both at CGC and at CUGC organised events, by regularly assessing individual ability depending on age, maturity and development.



		<p>Ensure that all members are aware of, understand and follow the club's health and safety policy.</p> <p>Ensure that club members are able to raise safety concerns.</p> <p>Ensure that normal operating procedures and emergency operating procedures are in place and known by all members.</p>
<b>Effective continuous management of safety arrangements</b>	<b>Safety Officer</b>	<p>Appoint a competent club member to assist with health and safety responsibilities.</p> <p>Review safety procedures, arrangements, and information at committee meetings.</p>
<b>Provide appropriate mitigation control measures for injuries</b>	<b>Safety Officer</b>	<p>Provide access to adequate first aid facilities, telephone and qualified first aider at all times (provided by CGC at Gransden Lodge Airfield).</p> <p>Report any injuries or accidents sustained during any club activity or incidents that may have led to injury/ill health whilst on the club premises to the Sports Service and investigate when necessary.</p>
<b>Uphold a culture that supports the safety policy</b>	<b>All club members</b>	<p>Take reasonable care for your own health and safety and that of others who may be affected by what you do or not do.</p> <p>Co-operate with the club on health and safety issues.</p> <p>Correctly use all equipment provided by either CUGC or CGC.</p> <p>Not interfere with or misuse anything provided for your health, safety or welfare.</p>
<b>Ensure that Equipment is safe</b>	<p><b>Equipment Officer</b></p> <p><b>Every pilot</b></p>	<p>Maintain equipment inventory.</p> <p>Ensure that statutory equipment inspections are carried out, and that pre-use inspections are carried out and recorded. All flight equipment must be inspected as part of the Daily Inspection,</p>



		<p>DI, and all pilots must perform pre-flight checks in accordance with the BGA training syllabus.</p> <p>Ensure that all damaged equipment is marked and or quarantined and disposed of as soon as possible.</p> <p>Work with the CGC workshop to maintain the serviceability and airworthiness of all flying equipment and any equipment associated with the ground operation of our CUGC glider, 'CU'.</p>
<b>Clear communication with CGC on safety matters</b>	<b>President, as guided by the Safety Officer</b>	<p>President sits on the CGC Management Committee and must regularly attend meetings or appoint a deputy to attend in their absence.</p> <p>Maintain professional relationships with both the CGC Flying Safety Officer and CGC Ground Safety Officer.</p> <p>CGC Safety Officers 2022/23:</p> <ul style="list-style-type: none"> <li>● Flying Safety Officer:             <ul style="list-style-type: none"> <li>○ Mark Lawrence-Jones</li> <li>○ mark@lawrence-jones.net</li> </ul> </li> <li>● Ground Safety Officer             <ul style="list-style-type: none"> <li>○ Peter Warner</li> </ul> </li> </ul>
<b>Medical compliance</b>	<b>Every pilot</b>	<p>It is a personal responsibility of each pilot to comply with aviation medical fitness laws as applicable to their flying.</p>

*Details of First Aid Provision at CGC:*

At CGC there is a First Aid Kit always in the office, in addition there is also a defibrillator located at the main east door to the clubhouse, details of how to use it can be found here: <http://www.camgliding.uk/how-to-use-an-automated-external-defibrillator-aed/>

*Reporting Health and Safety Concerns:*

In the case of accidents on Gransden Lodge Airfield, CGC must ensure the necessary report has been submitted to the AAIB/BGA: usually by delegation to the CFI, Chief Flying Instructor, or to one of the CGC Safety Officers. In all other cases, the pilot in command involved in the accident must ensure reporting is undertaken through CGC.



In the case a concern of a CUGC member arises with regards to an activity held solely by CUGC (almost exclusively social events), this concern can be raised with the CUGC Safety Officer or Welfare Officer where appropriate.

In the case of accidents/safety concerns on any other Airfield (i.e.: during expeditions), any concern should be raised both with the CUGC Safety Officer as well as the CFI of the host Club. If the CUGC Safety Officer is not available, the concern should immediately be addressed to the President or any other committee member present at the time who will be able to take further steps necessary.

*Additional Details:*

Several sections of the above table are covered by the Safety & Equipment Officer, but the roles are shared out as much as is practicable and effective within the club CUGC Committee, to avoid a single point of failure and overloading individuals and to ensure appropriate input from individuals.

The policy above is modified from the Health and Safety Executive and Sport England Guidance on developing a safety policy document and follows the template provided by the Cambridge Sports Service for 2020/21.

A handwritten signature in black ink, appearing to be the Chinese characters '王天厚' (Wang Tianhou).

**SIGNED BY THE SAFETY OFFICER: TIANHOU WANG**

**DATE: 22/10/2022**