

APPENDIX 1 TO BGA SMS - EXAMPLE CLUB SAFETY REVIEW

If assistance in carrying out a club safety review is needed, please contact the BGA Safety Committee via the BGA office.

When complete, please submit a copy to the BGA office.

Name of Club:

Name(s) of Person(s) carrying out the Club Safety Review:

Date of Club Safety Review:

Review previous Club Safety Review findings

Consider progress with previous findings and associated club-agreed actions.

Club Management Structure

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

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

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

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

Information for Pilots

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

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

Where is safety information on display?

Are local and regional air maps available?

Are current NOTAMs and Met reports available?

How are pilots briefed before flying commences?

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?

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

How could club pilot safety education be improved?

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

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

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

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?

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

Aircraft

Are all club gliders equipped with energy absorbing cushions?

Are energy absorbing cushions encouraged in private gliders?

Are glider ballast weights readily available for club gliders?

How are they secured in the aircraft?

Are all club gliders provided with audio varios?

Are all club aircraft equipped with FLARM?

Winches and other Vehicles

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

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

Are appropriate ground warning signs provided?

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

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

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

Airfield

How is access controlled?

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

What public rights of way exist on the airfield?

What safeguards are in place to protect the public?

What obstacles or hazards, including rough ground, (temporary or permanent) exist on the

airfield? How are these marked?

Pilots

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

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

Are visiting pilots given a site briefing?

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

Is aircraft conversion advice provided for new owners?

Operations

What supervision is provided at the launch point?

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

What R/T procedures are employed?

Are aerotow ropes and assemblies fit for the purpose, used with appropriate weak links, and inspected before use?

Visitors

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

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

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

Is the emergency equipment checked?

How often and by whom?

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

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

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

Findings and agreed follow up actions (if required)