



Committee statement regarding re-starting Club Instruction, Trial Lessons and One Day Courses.

Dated - 28 November 2020

Cotswold Gliding Club Committee is committed to providing a safe environment for both our members and visitors. The Covid Pandemic has given the committee additional challenges in maintaining that safe environment and have therefore undertaken a rigorous risk assessment before being able to deliver flight instruction, Trial Lessons and One Day Courses.

The committee understand that the risks of contacting Covid-19 cannot be entirely eliminated but with adherence to the actions detailed in the risk assessment feel that the risks are mitigated sufficiently to allow a return to delivering flight instruction, Trial Lessons and One Day Courses, albeit on a restricted basis.

Carrying out instruction is a personal choice and some instructors may feel that for personal or vulnerability reasons they are unable to return to instructing at this time, the committee understand this and instructors should not feel that they have an obligation to continue delivering instruction until they are comfortable with the situation.

If further information is required, please contact the Club CFI or Safety Officer.

******* Important ***** From the 2nd of December a 3 Tier Structure will be implemented in England. Although GA flying is allowed in all tiers, there are different rules in each tier. The current Tier allocation means that Bristol, North Somerset, South Gloucestershire, Warwickshire and areas around Birmingham are in the highest level of Tier 3, members who reside in a Tier 3 area are reminded that they should not travel to Aston Down and if they do arrive onsite will be asked to leave.**

If there are any flying operations at Aston Down during the period of the 23-27th December when restrictions are eased for the Christmas period, the club will continue to operate with the Tier restrictions that are in place on the 22nd December.

The committee will review the situation as and when there is updated Government advice.

Cotswold Gliding Club Risk Assessment for conducting Instructional flights, Trial Lesson flights and One Day Courses during the Coronavirus Restrictions.

2-Seater Instruction during the Coronavirus outbreak

Date 28 November 2020

How to use this Risk Assessment

This risk assessment document is for Cotswold Gliding Club (CGC) employees, members and visitors with respect to instructional flying. It identifies that there is a risk associated with flying 2-seater gliders during the Coronavirus outbreak and what measures have been taken to reduce the risk.

Employees, members and visitors must also make their own risk assessment based on their level of vulnerability.

It is recognised that two persons occupying a single cockpit present a significant covid risk. The flight crew will be in an enclosed bubble for varying periods of time and the crew occupy seats within 1 metre of each other. Therefore, we are planning our risk mitigation measures in accordance with the principles detailed by the government for Close Contact Services - <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/close-contact-services>. In following this guidance, we have developed measures to modify aircraft to separate cockpits and/or provide appropriate PPE and other physical measures to limit contact.

In completing this risk assessment, the following references have been used.

BGA GUIDANCE – COVID19 AND GLIDING OPERATIONS – Dated 27/11/20

<https://www.hse.gov.uk/coronavirus/working-safely/index.htm>

<https://www.gov.uk/government/publications/coronavirus-covid-19-general-aviation/coronavirus-covid-19-general-aviation>

Basic Principles

Social Distancing – Close proximity (<2m) should be minimised by doing things on your own (if safe to do so) in the first instance. If assistance is required social distancing protocols shall be adhered to. In the unlikely situation that close proximity is required, additional precautions e.g. face coverings, should be used.

Face Coverings – When working in close proximity to the cockpit (e.g. during the DI and during flight) face coverings shall be worn.

Hygiene – when handling equipment, contact should be minimised in the first instance – equipment required to be touched should be cleaned and sanitised before the first use of the day, at every crew change and then after the last use of the day with appropriate cleaning materials e.g. disinfectant wipes. The regular washing of hands or application of hand sanitiser is encouraged.

Vulnerability Considerations – the vulnerability of the instructor and pupil is recognised. They must understand the risks and whether they can manage those to acceptable levels, if necessary additional mitigations need to be put in place. **Remember no instructor is under an obligation to instruct.**

Consideration should be given to those that will be using the equipment after you.

Prior exposure – All members, Instructors and visitors MUST comply with restrictions by not attending the club for at least 14 days after being in contact with someone with symptoms (who has not had a Covid-19 test), someone who tested positive or if they have had symptoms themselves. Quarantine rules when returning from abroad must also be obeyed.

What are the hazards?	Activity	Who is at risk?	What action do you need to take to control the risk?	Who needs to carry out the Action?
Trial lesson, ODC visitors and club members requesting instruction may have been exposed to Covid 19.	Pre-visit Activities	Duty Instructors	<p>All visitors and club members wishing to fly under instruction must submit a Covid online declaration at least 2 days before travelling to the club for their booked lesson.</p> <p>The declaration to include confirmation that the individual and any accompanying visitors –</p> <ol style="list-style-type: none"> 1) Have not had a positive Covid -19 test in the last 14 days. 2) Have not exhibited Covid-19 symptoms in the last 7 days. 3) Have not been in known contact with anyone with Covid-19 4) Are not self-isolating after returning from a country notified as high risk on the UK Government website https://www.gov.uk/foreign-travel-advice 5) Must scan the relevant bar code using the NHS Covid -19 App for areas visited whilst onsite at Aston Down. 6) Do not reside in a Tier 3 area. 	<p>Webmaster – create an online form and information sheet.</p> <p>Office manager – Confirm receipt and pass received forms and contact details to the Duty instructor.</p> <p>Duty Instructor – review.</p>

Contact from handling currency.	Payment	<p>Club members and Office staff.</p> <p>Club members</p>	<p>7) If tested positive for Covid-19 within 14 days of their lesson commit to registering with NHS Track and Trace and include Cotswold Gliding Club as a contact.</p> <p>Temporary membership forms will be available online and must be completed prior to the visit and should include any voucher numbers.</p> <p>Joining instructions to include a reminder on current Covid-19 requirements (social distancing, masks, sanitising etc) also information on use of club facilities and limitations on access (Bus, Winch, club vehicles etc).</p> <p>For visitors requiring trial lessons or One Day Courses, payment should not be paid in cash but made by phone using a credit/debit card prior to the visit.</p>	<p>Webmaster</p> <p>Office manager</p> <p>Office manager</p>
Unnecessary contact with members	On site arrival of Trial Lesson and ODC visitors.	CGC members and Staff.	<p>Duty Instructors to call the visitors in sufficient time to prevent unnecessary travel and exposure in the event of unsuitable weather or other issues that will prevent the activity.</p> <p>Visitors should call the bus/ instructor's mobile 15 minutes before arriving to be directed to a location to be met by the Duty Instructor/ Duty Pilot.</p> <p>Visitors will be asked to wear face coverings and sanitise their hands before proceeding to the launch point.</p>	<p>Duty Instructor</p> <p>Duty Instructor/ Duty Pilot.</p>

Accompanying visitors may have been exposed to Covid 19		CGC members and Staff.	Limit accompanying visitors to one per course member/visitor plus their supervised children of under 12 years of age. Ensure that any accompanying visitors have received and understood site requirements sent to the course member. Accompanying members should be asked to maintain social distance requirements.	Duty Instructor/ Duty Pilot.
Exposure between Cockpits		Instructor and Pupil	The K21s are modified by installation of polycarbonate shields between cockpits in accordance with EASA Minor Change Approval 10073517. Masks are not required but the instructor or pupil may make an assessment to wear a mask or face covering based on individual vulnerability. The screens must be checked for security and sealing before flight and at regular intervals during the day. For gliders where It is not possible to provide a barrier between cockpits or provide sufficient sealing, FFP3 masks must be worn by both pilots. Important Note – For FFP3 Masks to seal correctly they require that the face should be clean shaven or with minimal facial hair. Government advice on Facial Hair and FFP3 masks can be found at – https://tinyurl.com/FFP3Beards	Duty Instructor
	Pre-flight activities which include: -preparing the site and aircraft. – removing gliders from the hangar, preparing the gliders, e.g. batteries, parachutes, daily inspection.	Instructor and Pupil	Minimise the number of people involved in each operation. Ensure hands are sanitised before handling equipment. Sanitise surfaces touched after manoeuvring the gliders from the hangar, this may include wing tips, inside the nose of fuselage, and cable release. When carrying out the Daily Inspection of a K21, check that the dividing barrier is secure and all barrier seals are in place. Ensure that the canopies and Polycarbonate barriers are clean. Wear a face covering and gloves. To maintain social distancing only one person can be on a buggy. Hands should be sanitised after handling equipment.	Instructor and Pupil Ground Crew

	<p>Pre-flight activities – including briefing, preparing cockpit, and access.</p>		<p>Briefings shall be conducted outside the launch bus. If an instructional flight for a club member, the pupil should read any requested information from their logbook. The instructor should not handle the pilot’s log book directly.</p> <p>As there are difficulties in sanitising parachutes, pilots should sanitise their hands following donning a parachute.</p> <p>If practical, the instructor should consider reserving one parachute for their own use for the day, or use a personal parachute.</p> <p>Pilots shall cleanse with disinfectant wipes all items potentially touched by previous pilot including wiping the hard-internal surfaces, canopy frame, controls, handles, instruments etc.</p> <p>To ensure social distancing during this activity it needs to be done in sequence unless those involved are wearing face coverings. Care to be taken on entering the glider to preserve social distancing where possible. It is recommended that the front seat pilot enters the glider first.</p> <p>Face coverings appropriate for the aircraft being flown must be worn in flight.</p> <p>Canopies and DV panels must be closed before the ground crew approaches to attach the launch cable.</p>	<p>Instructor and Ground Crew</p>
	<p>In Flight Instruction</p>	<p>Pilot and Pupil</p>	<p>K21 – Ideally a communication system should be used between the cockpits. If not, the Instructor should establish before and early in the flight that there is adequate communication capability between the cockpits, if not, the flight should be terminated. Possible reasons could be lack of the pupil’s hearing ability or a DV panel left open.</p>	<p>Instructor</p>

			<p>Flights should be limited to a maximum of 30 minutes in the K21s and 15 minutes in the DG500 or K13.</p> <p>To minimise contact an instructor should only conduct instructional flights for a maximum of four different pupils per day.</p> <p>In the event of airsickness, the flight should be terminated safely. A higher standard of PPE may be required to clean/sanitise the cockpit. Trial Lesson and ODC instruction should not be booked or take place at times when canopy misting/condensation may occur.</p> <p>Approaches in low sun conditions should be avoided in the modified K21s.</p>	
	Visibility Issues.			
	Post-flight activities including – egress from aircraft, retrieving aircraft and preparing aircraft for next pupil/crew and de-briefing		<p>Care to be taken on exiting the glider to preserve social distancing where possible. It is recommended that the rear occupant exits the glider first.</p> <p>The buggy driver retrieving a glider must wear a face covering when approaching the cockpit.</p> <p>After flight the pilots must cleanse with disinfectant wipes all items potentially touched including wiping the hard-internal surfaces, canopy frame, controls, handles, instruments etc.</p> <p>Debriefing shall take place outside e.g. outside the launch bus, chairs may be available but must be sanitised after use.</p> <p>Logbook comments (including Trial flight temporary logbooks) following the flight should be dictated by the instructor and the logbook entry completed by the 2nd pilot.</p>	Instructor and Pupil

Notes:	
REVIEW OF THIS ASSESSMENT Having used this risk assessment and reviewed the activity, please pass any information that could improve this or other risk assessments used by CGC to the CFI or Safety Officer.	
	APPROVED BY: Date: