



Risk Assessment

Company name: Scottish Gliding Union

Assessment carried out by: Wolf Rossmann, Club Safety Officer

Date assessment was carried out: May 2020, last update January 2022

To be reviewed regularly as government guidance and situation changes

Operations at the Scottish Gliding Centre for Flying under Covid-19 Restrictions

This Assessment covers the risk of contracting Covid-19 when gliding is resumed at the Scottish Gliding Centre. The assessment covers staff, club members and visiting pilots and limited air experience flights

What are the hazards?	Who might be harmed	Controls Required	Additional Details	Action who when
Spread of Covid-19 Coronavirus	Staff	<p>Cleaning</p> <p>Frequently cleaning and disinfecting all areas and surfaces that are touched regularly.</p> <p>Guidance on cleaning aircraft, launch area and vehicles.</p> <p>Cleaning materials available for aircraft launch caravan and vehicles.</p> <p>Workshops to be cleaned before use.</p> <p>Research shows that the risk from surface transmission is much reduced. Cleaning and disinfecting are the responsibility of each member before they touch any surfaces, except for visitors, where aircraft must be disinfected before use.</p>	<p>Online briefing for members on all cleaning requirements for aircraft, vehicles and launch facilities.</p> <p>Sufficient cleaning materials available for cleaning common areas.</p> <p>Signage for cleaning posted at all relevant places</p> <p>Send out updated information to members</p>	WR
	Club members			25-5-20
	Visiting pilots			WR/MP
	Visitors for Air Exp. Flights			28-5-20
		<p>Social Distancing</p> <p>In all areas of the Scottish Gliding Centre, indoors and outside, always keep a distance of at least 2m from each other.</p> <p>Conference calls and webinars to be used for meetings and briefings instead of face to face meetings.</p> <p>Only one person at a time in a tow vehicle. Open mules can accommodate 2 people as long as the passenger sits at the back on the opposite side to the driver.</p> <p>Only one person at a time in the launch caravan.</p> <p>Maximum of 2 people in simulator room, either one or both using the simulator. Masks to be worn.</p> <p>Mask must be worn indoors and while level 2 or above restrictions apply also outdoors when near (2m distance) another person for more than 3 minutes.</p> <p>Restrictions to bubble size according to SGA Guidance and depending on level restrictions for Perth and Kinross.</p>	<p>Limited numbers allowed on the airfield at any one time.</p> <p>members must inform prior to visit (online log or call to office)</p> <p>Signage at launch caravan, vehicles, simulator and club areas.</p> <p>One way system through club facilities and towards toilets</p> <p>Issue guidance to members</p>	WR
				28-5-20
				MP
				28-5-20
				WR
				17-02-21
				WR
				27-04-21

		<p>Hand Washing</p> <p>Hand washing facilities with soap and water in place. Stringent hand washing taking place. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Drying of hands with disposable paper towels. https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</p>	<p>Provide sufficient paper towels and switch off air hand dryers.</p> <p>Provide hand wash facility at launch point</p>	<p>MP 28-5-20</p> <p>Duty Team each day</p>
		<p>Wearing of Gloves</p> <p>Gloves (ideally disposable) should be worn when cleaning aircraft or launch area, assisting at the launch or in the launch caravan. Frequent handwashing before and after touching anything that could be contaminated is a good alternative.</p>	<p>Provide special bins for disposing gloves and masks Staff and members to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	<p>WR/MP 28-5-20</p>
		<p>Flying 2 seater</p> <p>Flying 2 up in a 2 seater when both instructor and student have agreed and have to their knowledge not been in contact with anyone infected with Covid-19 in the last 7 days. Wearing of face coverings is advised unless this restricts visibility (risk of spectacle fogging). Both pilots (or student and instructor) must agree if flying without face coverings).</p>	<p>Additional cleaning and DI checks for separation shield.</p>	<p>RL 30-6-20</p>
		<p>Air Experience Flights</p> <p>Limited air experience flights with pre-booking and limited numbers. Only in K21 with separate cabins or both instructor and passenger to use face covering unless instructor and passenger agree to fly without face covering.</p>	<p>Issue restart voucher flight documents</p>	<p>WR</p>
		<p>Use of Club Rooms</p>	<p>Use one way system</p>	<p>MP</p>

	<p>Club room may be used in line with government restrictions. Main use to get snacks or drink for takeout and temporary seating with limited occupancy.</p> <p>Face Coverings must be worn in club rooms, unless seated and consuming food or drink</p>	<p>Guidance of limits and restrictions posted on door and in room</p>	
	<p><u>Use of Workshops</u></p> <p>Maximum of 3 employees / members at any one time</p> <p>sign in / out</p>	<p>Rules and guidance published</p> <p>Signage and Guidance displayed</p> <p>disinfectant wipes available</p>	WR / MP
	<p><u>Use of Briefing rooms</u></p> <p>Maximum of 8 people wearing face covering can use the briefing room at a time for approved courses only</p> <p>Avoid touching surfaces or clean before touch.</p>	<p>Limit time in briefing room</p> <p>Keep 2m apart where possible.</p> <p>Briefing room policy</p>	WR 3-5-21
	<p><u>Use of accommodation by visiting pilots</u></p> <p>Visiting pilots can use accommodation. A limit to the number of rooms occupied at the same time will be set by the office manager.</p> <p>Contract cleaning before use unless left empty for more than 5 days.</p>	<p>Visitors must fill in contact details online before arriving</p> <p>see also "Visitor Guidelines" document, sent to visitors</p> <p>policy document for use of accommodation</p>	WR/MP 10/5/21
	<p><u>Landout</u></p> <p>Retrieve crew bring cleaning materials to clean areas needing touched before derigging</p> <p>Follow social distancing rules when derigging glider</p>	<p>Go with multiple cars</p> <p>Retrieve crew bring cleaning materials</p> <p>Wear PPE (gloves, facemasks) where distancing not possible during derig</p> <p>On return journey have pilot in rear seat of car</p>	
	<p><u>Accident on the airfield</u></p> <p>Follow post-accident procedure (emergencyactionplan-nov21)</p> <p>Follow social distancing rules as far as possible</p>	<p>No crowds at accident site</p> <p>Wear PPE (gloves, facemask) when assisting injured pilot</p>	

		<p><u>Simulator Use</u> Clean controls and touch areas before use. If 2 people use simulator, masks must be worn.</p>	<p>Guideline poster at simulator wrap keyboard and mouse in clear plastic</p>	<p>WR/MP 28-5-20</p>												
		<p><u>Caravan Site</u> Caravans only to be used when restrictions allow Only one person + family members in a caravan Owner is responsible for cleaning</p>	<p>Toilet block to be cleaned by user after use plus weekly contract cleaning Info sent out to caravan owners Water tap to be cleaned before and after use</p>	<p>WR/MP 28-5-20 DT 3-7-20</p>												
		<p><u>Contact Tracing</u> Maintain log of who has been at the airfield on any given day. Use ClicknGlide or CheckInScotland.</p>		<p>MP / online ongoing</p>												
		<p><u>Vulnerable Persons</u> Members vulnerable to Covid-19 or with a vulnerable family member in the household are advised not to visit the airfield</p>														
		<p><u>Symptoms of Covid-19</u> If anyone becomes unwell with a new continuous cough or a high temperature they will not be allowed on the airfield and be advised to follow the stay at home guidance. If advised that a club member or a member of staff has developed Covid-19 and were recently at the airfield, the management team will identify people who have been in contact with them and will take any actions and precautions necessary. Current (24.6.2021) Symptoms in order of prevalence</p> <table border="0" data-bbox="645 1177 1310 1361"> <thead> <tr> <th>Fully vaccinated</th> <th>Single vaccination</th> <th>Not vaccinated</th> </tr> </thead> <tbody> <tr> <td>headache</td> <td>headache</td> <td>headache</td> </tr> <tr> <td>runny nose</td> <td>runny nose</td> <td>sore throat</td> </tr> <tr> <td>sneezing</td> <td>sneezing</td> <td>runny nose</td> </tr> </tbody> </table>	Fully vaccinated	Single vaccination	Not vaccinated	headache	headache	headache	runny nose	runny nose	sore throat	sneezing	sneezing	runny nose	<p>Online booking in for members and Check in Scotland app</p>	
Fully vaccinated	Single vaccination	Not vaccinated														
headache	headache	headache														
runny nose	runny nose	sore throat														
sneezing	sneezing	runny nose														

		sore throat	sore throat	fever		
			persistent cough	persistent cough		

Notes: MP – Martin Phillimore, WR – Wolf Rossmann, CH – Colin Hamilton, RL-Richard Lucas, DT – Douglas Tait

Date	Name of Assessor / Reviewer	Signature
22-5-2020	W Rossmann	
5-7-2020	W Rossmann	
15-7-2020	W Rossmann	
31-8-2020	W Rossmann	
14-9-2020	W Rossmann	
2-1-2021	W Rossmann	
17-2-2021	W Rossmann	
12-03-2021	W Rossmann	
2-5-2021	W Rossmann	
10-7-2021	W Rossmann	
2-1-2022	W Rossmann	