

**Scottish Gliding Union – Return to Work Risk Assessment**

<b>Assessor</b>	<b>Job Title</b>	<b>Assessment Date</b>	<b>Review Dates</b>	
Wolf Rossmann	Club Safety Officer	30-6-2020	28-12-2020	

<b>Assessment Location</b>	Portmoak Airfield
<b>Persons at Risk</b>	Employees and Members

The risk assessment and controls/measures below have been put in place to evaluate the risk to staff/contractors and visitors in respect of the Coronavirus and to eliminate/reduce the potential for infected persons entering the premises, contamination of surfaces, and to maintain social distancing practices according to both the premises and tasks undertaken by staff and contractors.

This risk assessment has been completed in accordance with the government’s guidance on managing the risk of COVID-19. Copies of the signed COVID-19 Secure Notice are on display at selected parts of the Location.

<b>Factors Causing Spread of Virus</b>	<b>Existing Controls</b>	<b>Further Measures</b>
Contact with infected persons	Staff and members must book in prior to coming in. Either online or by calling the office. Employees and members who are vulnerable or extremely vulnerable or have: <ul style="list-style-type: none"> <li>any COVID19 symptoms, or</li> <li>been diagnosed with COVID19 at any time during the past 14 days, or</li> <li>had symptoms of COVID19 at any time in past 8 days, or</li> <li>been in close contact with someone who has COVID19 (less than 1m for more than 15 mins or direct physical contact) in the past 14 days,</li> <li>or are required to be quarantined</li> </ul> must stay away from the club and follow the current NHS guidance.	Anyone exhibiting symptoms of Covid-19 must inform the office and not come to the airfield for 7 days after symptoms disappear or after a negative test.  Display the Covid-19 Secure poster  Display information who may not come to the airfield  Display the Health Status Checklist (as shown in BGA guidance document).
Proximity to other staff or members	Social distancing measures of 2m to be maintained wherever possible.	Information signs will be posted throughout the premises

Factors Causing Spread of Virus	Existing Controls	Further Measures
Potentially contaminated surfaces	Hand sanitisers and surface wipes will be provided at suitable locations	All staff and members to clean areas they worked in before the start and after finishing.
Overcrowding	Limiting numbers of members at the airfield at any given day. There is a limited number of staff	

Action Required	Actioned By	Date
No further action required		

Workplace Premises	Controls	Further Measures
Airfield	Observe social distancing of 2m minimum.	
Office	Only 1 person in the office whenever possible. When 2 employees must use the office they should remain 2m apart.	
Clubroom	Limited to a maximum of 3 employees / members at any time. Observe social distancing of 2m minimum.	Clean any surfaces touched before leaving. Hand sanitiser and cleaning equipment available at the office window.
Corridor	One way usage, always enter club premises through front door and leave through back door. Observe social distancing of 2m minimum.	Appropriate signage in corridors.
Workshop	Max 3 employees / members at any time in a workshop. Observe social distancing of 2m minimum.	Clean any surfaces touched before leaving. Take cleaning equipment along before going to the workshop. Follow workshop guidance
Hangars	Maximum of 3 members / employees to move a glider. Observe social distancing of 2m minimum.	Clean areas of hangar doors before touching
Winch	Winch to be used by one winch driver only. Clean all surfaces to be touched before and after use.	
Tug	Tug to be used only by one pilot, unless both pilot and passenger are from the same household. Clean all surfaces to be touched before and after use.	
Tow Vehicles	Only one person in a tow vehicle at any time.	Clean all surfaces before use and in between use by different person. Minimise change over.
Kitchen	Only one person in the kitchen at any time.	Clean all kitchen surfaces and equipment before use and at end of day.
Briefing Room	Not to be used at this stage.	
Simulator Room	Only one person in simulator at a time. An instructor may observe from behind the simulator	Clean all surfaces touched before and after use.
Accommodation	Not to be used at this stage	
Toilets	Only one person allowed in toilet at any time.	Clean after use.

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No further action required		

Workplace Tasks	Controls	Further Measures
Office Tasks	Dedicated use of equipment in office. Office doors will be locked and communication through office window. When a second employee requires access to the office and office equipment, they may not use the office manager's workstation and must clean all areas they touch before and after use.	Limited access to office. Only board members and members with dedicated roles that occasionally require access to the office will have the access code.
Office Deliveries	To be left at the office door. No signature required for deliveries.	
Equipment Maintenance	Where possible, this should be performed by one employee. If 2 employees or an employee and a member are required for a specific task, social; distancing should be observed where possible and areas to be touched should be cleaned beforehand.	
Winch Operation	The winch driver will be the only person to be in and near the winch.	Clean all surfaces to be touched before use, in between use by different winch driver and at the end of day.
Tug Operation	Tug to be used only by one pilot, unless both pilot and passenger are from the same household.	Clean all surfaces to be touched before use, in between use by different tug pilot and at the end of day.
Flying Instruction	Flying instruction only in K21 modified with a separation screen.	Both instructor and pupil to ensure they are ok with flying dual in a modified K21.

Action Required	Actioned By	Date
No further action required		

Approved by	Wolf Rossmann	Approver's Job Title	Club Safety Officer
Approver's Signature:		Date:	