



**ROYAL AIR FORCE GLIDING AND SOARING ASSOCIATION**

**WELCOME PACK**

## BANNERDOWN GC WELCOME PACK

### INTRODUCTION

Welcome to the Bannerdown Gliding Club. This pack has been produced to answer your immediate questions, as well as provide a brief introduction to the Club and the sport of gliding and soaring.

### PACK CONTENTS

- Student record card
- Visitors' safety brief
- Induction brief
- Map of the airfield
- List of Club officials
- Club aircraft data sheets

**Student Record Card** - The Student Record Card documents your progress and enables your instructor to start your next lesson where you left off. Always bring it with you and ensure that your instructor writes on it at the end of your lesson. This will enable the next instructor you fly with to pick up where you left off. If your card is not kept up to date you may end up repeating lessons wasting both time and money.

**Visitors' Safety Brief** - This contains essential information and is produced to ensure your safety during your first few visits to the Club. You must take time to read it and to ask any questions if there is anything you do not understand.

**Induction Brief** - The induction training pack has been produced for your safety and to assist you to settle down quickly as a club member.

**Map of the Airfield** - The map of the airfield will help you to get around safely; it is also useful if you need friends or family to collect you.

**List of Club Officials** - This is a current list of the principal Club officials.

**Membership and flying Fees** - To find out how much it is likely to cost you please visit our website for an up to date list of membership and flying fees.

**Club Aircraft Data Sheets** - A data sheet is included for each of the aircraft owned and operated by the Club.

## INDUCTION BRIEF

### PART 1 - THE CLUB AND HOW IT WORKS

#### THE CLUB

The Bannerdown Gliding Club (BGC) is one of 8 regional clubs within the Royal Air Force Gliding and Soaring Association (RAFGSA). In turn the RAFGSA is affiliated to the British Gliding Association (BGA), the sport's national governing body. The RAFGSA was founded in 1949 to "promote the efficiency of the Royal Air Force by providing an opportunity to indulge in the healthy sport of Gliding and Soaring, thereby encouraging physical fitness and airmanship among all its members". In achieving this aim special regard is paid to bringing Gliding and Soaring within the reach of all members of the Royal Air Force, with priority given to those normally employed on the ground.

The Bannerdown GC was formed at Colerne in 1960; the Club moved to Hullavington in 1976 and then to Keevil airfield in 1992. Flying usually takes place at weekends and on Wednesday afternoons unless the airfield is required for exercises by the RAF or Army. Whilst the Club receives official recognition and is permitted to use some Service facilities, subject to availability and within specific guidelines, it receives no official funding. Money is raised through members' annual subscriptions, flying fees and the occasional grant from sports funds.

#### MEMBERSHIP

The principle aim of the Club is to introduce young service men and women to the sport of gliding and soaring. In the early days of the RAFGSA its membership was almost exclusively service. However, over the years the Association has come to value the contribution made by retired servicemen and other civilians. This, combined with successive reductions in the size of the Armed Forces, has led to an increase in the proportion of civilian members. However, the Charities Commission and Inland Revenue have placed limits on civilian membership of service clubs. Therefore, we generally look for civilians with certain skills who can contribute to the functioning of the Club. We are also required to charge differential rates for membership.

There are 2 broad types of membership: Service and Civilian.

- Service - Serving and ex-Servicemen and women are entitled to full membership of the Club and reciprocal membership of other RAFGSA clubs.
- Civilian - Civilians are granted associate membership of the Club.

On the airfield you will not notice a difference between service and civilian members. All members are valued because of the contribution they make to the successful running of the Club both on and off the airfield.

Membership entitles you to receive gliding instruction and use the Club facilities. If you wish, you can bring guests to the Club to fly at the published rates; however, on a busy day they may have to wait for a while as Club members learning to fly are given priority.

## CLUB ORGANIZATION

The Club Chairman is the Station Commander at nearby RAF Lyneham. The Chairman appoints a senior officer as Deputy Chairman to manage the Club on his behalf. The Deputy Chairman runs the Club with the help of a Committee that includes the Chief Flying Instructor (CFI), Club Technical Officer or Engineering Member, Treasurer and Secretary. Other members are also co-opted to assist with running the Club. You will find a list of Club officials in this pack; if you have any questions about the Club please ask any committee member.

## ORGANIZATION ON THE AIRFIELD

On a daily basis the airfield is controlled by a Duty Instructor, who in turn is supported by a Duty Pilot. Each month the Chief Flying Instructor (CFI) produces an agreed duty roster so club members know what is happening. When you arrive on the airfield to fly you should first make contact with the Duty Pilot who will ensure that your name is put on the flying list. Members are placed on the flying list in order of their arrival; so the earlier you can arrive the sooner you will get to fly.

The Duty Instructor supervises the flying activities; he/she is responsible for everything that happens on the airfield. Consequently, the Duty Instructor has the final word. The Duty Pilot ensures that the operation runs smoothly by allocating pilots to aircraft and tasks like winch driving, cable retrieving and log keeping.

## COMMITMENT AND COST

At this stage you might be wondering what level of commitment is needed. Like attaining any other practical skill, learning to fly benefits from regular practise. In the early days frequent attendance is the key to progress. On an average day you will do somewhere between 3 and 6 launches. The majority of people go solo after between 60 to 80 launches.

If your other commitments permit try to spend at least 3 to 4 days a month on the airfield. Plan to try and spend the whole day at the Club; this will increase the return you get for the time invested. Gliding is manpower intensive, it takes quite a few people to get a glider into the air, so there is always plenty to do on the airfield when you're not flying. Indeed if you are not willing to help in the running of the airfield and the Club then gliding is not the sport for you. As you gain in knowledge and experience you will become involved with other aspects of the sport such as: glider maintenance, winch driving, vehicle maintenance and later possibly instructing.

## ASSOCIATED ACTIVITIES

The Club also participates in and supports a broad range of gliding activities. Some examples of these are as follows:

- **Soaring Weeks** - The Club generally hosts one or two soaring weeks during the year. These weeks are very popular with club members and visitors from neighbouring clubs camping on the airfield. They provide an excellent opportunity for concentrated flying enabling pilots to develop or hone their thermal soaring skills.
- **Competitions** - Club pilots participate in a variety of competitions ranging from inter-club leagues through inter-service to national competitions. Even though you may not be qualified to fly in competitions there is always a need for less experienced pilots to act as crew.

- **Expeditions** - The Club undertakes several expeditions each year. These expeditions are usually to gliding sites where special soaring opportunities exist such as mountain lee wave. Places on these expeditions are allocated on a first come first served basis.
- **Navigation and Field Landing Training** - Before pilots are permitted to fly cross-country they are given training in navigation using the Club motor glider. If a pilot flying cross-country can no longer find lift he must land in a field. Field landing is a skill that must be taught, and once again the motor glider is used to provide simulated field landing training and practise.
- **Trial Lesson Evenings** - Most Friday evening during the summer we host groups of about 20 visitors who each take a trial lesson. For many glider pilots this was their first introduction to the sport. It is an important vehicle for recruiting new members as well as generating a positive image of gliding in the surrounding population. We are always in need of helpers at these evenings to explain the sport to our visitors and ensure they have a safe and fulfilling evening.
- **Aerobatics** - Our K21 two-seat training aircraft is fully aerobatic.
- **Social** - The Club frequently holds social events in the club house

#### INDIVIDUAL ACCOUNTS AND PAYMENT OF FEES

The Club operates a computerised flying log and record system called LOGSTAR®. An account will be opened in your name and all your flying will be logged and your fees calculated automatically. At the end of the flying day the Field Treasurer will be in the clubhouse collecting flying fees. He will produce a summary of your day's flying that will enable you to update your pilot's logbook and pay for your flying. Payment by cheque is preferred; you may pay just for your days flying or you may keep your account in credit. If you have to leave before the end of flying give your cheque to the log keeper on the airfield control bus. Accounts should not be allowed to go into debt.

## PART 2 - SAFETY

### VISITORS

When you arrived on the airfield you will have been given a visitors' safety brief; a copy of which is included in the welcome pack for your retention so you can brief friends and relatives who may visit the airfield.

### CLUB SAFETY ORGANIZATION

The overall responsibility for health and safety matters at the Bannerdown GC rests with the Commanding Officer of Royal Air Force Station Lyneham who is the Club Chairman. The Officer-in-Charge (OIC) exercises this responsibility on behalf of the Commanding Officer. A Health and Safety Policy Statement has been prepared and issued by the OIC and this can be found on the notice board in the corridor between the first and second Nissen huts. The Health and Safety Policy Statement sets out how the Club discharges its statutory duty of care for its members and visitors.

The Club operates a system of safety training and authorisations. The first step is the visitors' safety brief followed by induction training, of which this document forms a significant part. Each club member has a safety training record card which list those tasks that he/she is trained and authorised to undertake.

Safety at the Launch Point. The launch point is a hive of activity and is full of hazards. Following a few simple rules will help ensure your safety and the safety of other club members.

- Don't handle the winch cables until you have been shown how to do so safely.
- The "not-in-use" winch cables can move suddenly if the cables are crossed further down the airfield; therefore, keep clear them when a launch is in progress.
- If you are helping with glider ground handling on the airfield listen to the club member in charge and keep a good lookout for gliders coming into land.
- Never walk or drive in front of a glider when it has a cable attached it may move without warning.
- If a glider at the front of the launch point has its wings held level this generally means it is about to launch.
- The winch driver follows signals given by lights on the control bus. Whilst the signals are being given an amber rotating beacon on the top of the bus will operate to warn people that a launch is about to take place or a cable is about to move.
- Propeller powered glider tug aircraft and motor gliders often operate from the launch point. Rotating propellers can be difficult to see so always keep well clear when the engine is running. Only approach the aircraft at the pilot's request and approach from behind the wing. Never turn a stationary propeller, the engine could start causing serious injury.
- **Finally, always remain alert at the launch point and on the airfield.**

Driving on the Airfield. The airfield can be a confusing and dangerous place for those unfamiliar with gliders and aircraft. However, sticking to the following simple guidelines will help to keep you as well as other airfield users safe:

- Know where you want to go and how to get there; if in doubt ask.
- Keep your speed down: 30mph by day and 15mph at night.
- Keep a good lookout for aircraft and gliders at all times.
- If you have to cross a runway or grass strip threshold stop before you cross and have a good look for approaching aircraft. Gliders can be particularly difficult to see so take your time and be thorough. When clear cross the runway promptly.

- If possible take a route to where you want to go that doesn't necessitate you crossing the threshold of an active runway.
- In you suddenly find yourself driving on a piece of tarmac that is much wider than the taxiway you've just turned off you are almost certainly on a runway.
- The winch cables run between the winch and the launch point. They are almost impossible to see and are extremely hazardous. When moving the cables will easily cut through sheet steel such as that used in a car.

Only park in an approved location at the launch point and remember to leave your keys in the ignition in case cars have to be moved in an emergency whilst your are flying.

## OTHER HAZARDS

The following additional hazards have been identified at Bannerdown Gliding Club:

Fire. The Club uses a wide range of fuels, chemicals and gases that are flammable. Hazardous areas include:

Liquid Petroleum Gas (LPG) storage tank and compound  
 Diesel storage tank and immediate vicinity  
 Oil and paint store adjacent to diesel tank  
 Nissen huts  
 Hangar  
 Within 20m of parked powered aircraft and gliders  
 Within 20m of LPG powered winches

Fire orders are displayed on the Club notice board; they detail the location of fire alarms and extinguishers and the action to be taken on discovering a fire. Smoking is not permitted in the hazardous areas or in Club aircraft.

Nissen Huts. The 3 Nissen huts contain the aircraft and vehicle workshops; they contain a variety of hazards.

Glider Workshops. You should only enter the glider workshops once authorised or under the direct supervision of an authorised club member.

MT Workshop. Access to the MT workshop, located near the end of the MT Nissen, is prohibited unless you have been specifically authorised by the nominated Club official.

Vehicle Battery Charging Room. Access to the vehicle battery charging room, located near the end of the MT Nissen, is prohibited unless you have been specifically authorised by the nominated Club official.

Compressed Air. At the side of the MT Nissen is a large air compressor that provides air for vehicle tyres and brakes as well as air driven tools and spraying equipment. The compressor must only be used by authorised club members.

Compressed Oxygen. The steel cabinet in the far left-hand corner of the parachute room contains oxygen cylinders and associated equipment. Oxygen equipment must only be handled by authorised club members.

MT Nissen. The MT Nissen is used to store and maintain club vehicles and winches. There are a variety of hazards including tripping and slipping; however, a significant hazard is getting trapped between moving vehicles. Always ensure that the driver of a vehicle knows that you're there; remember, if you can't see the driver he probably can't see you.

Main Hangar. The main hangar is used to store gliders, powered aircraft, vehicles and glider trailers. The principle hazards are from fuel vapour, moving vehicles and moving hangar doors. Before opening or closing hangar doors club members must be trained and authorised.

## LIST OF CLUB OFFICIALS

### **Appointment**

Deputy Chairman  
Officer in Charge  
Chief Flying Instructor  
Deputy Chief Flying Instructor  
Engineering Member/Technical Officer/DOIC  
Treasurer  
Secretary  
Membership Secretary  
Safety Member  
Aircraft Member  
MT Member  
Trial Lesson Bookings  
Logstar

### **Incumbent**

Sqn Ldr Arthur Huskie  
Sqn Ldr Jon Arnold  
Mr Oscar Constable  
C/T Richie Arnall  
Flt Lt Carl Peters  
Flt Lt Mike Smith  
Sgt Al Stacey  
Mr Chris Lear  
Mr Andy Miller  
Mr Simon Foster  
Mr Peter Brownlie  
Mrs Ali Arnold  
Mrs Ali Arnold

## VISITORS' SAFETY BRIEF

*The Bannerdown Gliding Club has an obligation under the Health and Safety at Work Act to ensure that, so far as is reasonably practical, visitors do not come to any harm.*

*As a visitor to the Club you also have a legal duty to take care and to avoid harming others by your actions and omissions; please therefore observe the following guidelines:*

*Keevil is an active airfield. Gliders, aeroplanes and helicopters may approach from any direction and land or take off.*

*Comply with instructions given to you by Club members or military personnel.*

*It is likely that your personal and motor insurances will not provide cover on the airfield. You may therefore be personally liable and be sued in connection with any accident that you cause.*

*Stay in the notified areas. One is the clubhouse; the other is the glider launch point. Do not walk in front of gliders and aeroplanes.*

*Ask a club member to accompany you when crossing any part of the airfield.*

*Keep a good look out above, to the front, side and behind. Give way to gliders, aeroplanes and helicopters at all times when walking on the airfield.*

*Control your children and animals; you are responsible for their actions.*

*Do not touch aeroplanes, gliders, launch equipment/machinery or cables.*

## BANNERDOWN GLIDING CLUB - SAFETY TRAINING INDIVIDUAL RECORD CARD

### INDUCTION TRAINING

Rank/Title		Initials, Surname	
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I certify that I have received induction training and that I have had the Club Health and Safety Policy Statement Explained to me and that I understand and accept my Responsibility for my own and others' safety.

		Signature	
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### HEALTH & SAFETY POLICY STATEMENT RE-SIGNING

Edition	Date	Signature

### RECORD OF TRAINING AND AUTHORIZATION TO UNDERTAKE SPECIFIC TASKS

Activity	Signature	Appointment	Date
Safety at the Launch Point		(Instructor)	
Driving on the Airfield		(Instructor)	
Operating the Signal Lights		(Instructor)	
Opening and closing hangar doors		(Instructor)	
Cable retrieving		(Instructor)	
Bus driving		(Instructor)	
Vehicle refuelling		(MT Member)	
Winch driving		(Winch Master)	
Refuelling with LPG		(Safety Member)	
Using Club powertools		(Eng Member)	
Aircraft refuelling		(Aircraft Member)	
Working with oxygen		(Eng Member)	
Using jacking and lifting equipment		(Eng Member)	
Working with hazardous substances		(Eng Member)	

# Keevil Airfield Layout

