COVENTRY FLYING SCHOOL'S SAFETY POLICY

(VERSION 1)

Coventry Flying School Limited
Est 1932

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1. Coventry Flying School's Safety Policy and Objectives: Statement from Club Chair

Safety is a prime consideration at all times within Coventry Flying School.

As the Accountable Manager it is my responsibility to ensure the safety of all our operations and services.

I will ensure that adequate resources and training are provided to manage safety effectively.

We encourage all our staff and stakeholders to report safety events or potential hazards however insignificant they may consider them at the time.

We have an open reporting culture that encourages free and frank reporting through a just culture.

We strive to achieve:

An accident free environment

An effective safety management system and continuous improvement

Full compliance with the statutory national and international regulations that apply to us.

These objectives are for the benefit of Coventry Flying School, its staff and its members. To this end we have a shared responsibility to achieve these aims.

Safety is everyone's responsibility.

Signed

Claire Leadbetter

Chair, Coventry Aeroplane Club

2 Safety Organisation

Safety is of paramount importance at Coventry Flying School and the School's Safety Management System aims to reduce the risk of accidents, provide an open atmosphere within the context of a just culture in which safety concerns can be raised, captured and learnt from and ensure compliance with all relevant legislation.

The SMS is an organized approach to managing safety. It sets out the organisation's structure, identifies the accountabilities and responsibilities of key staff members and documents the policies and procedures to manage safety effectively. The aim is to allow the hazards and risks which could affect the club's activities to be identified, assessed and prioritized so that appropriate mitigation measures can be put in place the reduce the risks to as low as reasonably practical (ALARP).

Safety accountabilities and responsibilities of key roles

The safety responsibilities of the key roles at Coventry Flying School are set out in the School's Operations Manual.

The focal point for managing the SMS and reporting back to the Accountable Manager is the Safety Manager.

It is the responsibility of everyone at Coventry Flying School to be conscious of safety issues and to raise any concerns they may have in this regard at the earliest opportunity.

3 Hazard Identification and Risk Management Process

The safety risk management process at Coventry Flying School starts with identifying the hazards affecting the safety of the organization. The risks associated with the hazards are then assessed in terms of likelihood and severity. Once the level of risk is identified, appropriate remedial action or mitigation measures are implemented to reduce the level of risk to as low as reasonably practicable. The implemented mitigation measures are then monitored to ensure they have had the desired effect.

A **Hazard** is defined as a condition, event or circumstance that has the potential to cause harm to people or damage to aircraft, equipment or structures.

A **Risk** is defined as the potential outcome from the hazard and is defined in terms of the likelihood of the harm occurring and the severity if it does.

In general a hazard exists in the present, whereas the risk associated with it is a potential outcome in the future.

Hazards can only be controlled if their existence is known. Coventry Flying School has established a confidential system of reporting to identify underlying situations or conditions that have the potential to endanger the safety of aircraft operations.

Safety reporting can be reactive (from an event that has happened) or proactive (from a potentially unsafe situation being identified) or predictive (trying to predict what might happen in the future).

All members of Coventry Flying School are urged to participate in the safety reporting system and the internal voluntary reporting of any safety concerns is welcomed.

The reporting system will use the information provided to enhance safety rather then to apportion any blame if genuine errors or mistakes have been made. Coventry Flying School has an open and just culture which is aimed at encouraging reporting without fear of repercussion.

The internal forms on which safety reports can be made are detailed in **4 System of Documentation.**

Risk Severity Classifications

Aviation Definition	Meaning	Value
Catastrophic	**Results in an accident, death or equipment destroyed**	**5**
Hazardous	**Serious injury or major equipment damage**	**4**
Major	**Serious incident or injury**	**3**
Minor	**Results in a minor incident**	**2**
Negligible	**Nuisance of little consequence**	**1**

Risk Likelihood Classifications

Qualitative Definition	Meaning	Value
Frequent	Likely to occur many times (has occurred frequently)	5
Occasional	Likely to occur sometimes (has occurred infrequently)	4
Remote	Unlikely to occur but possible (has occurred rarely)	3
Improbable	Very unlikely to occur (not known to have occurred)	2
Extremely improbable	Almost inconceivable that the event will occur	1

Risk Tolerability Matrix

Risk Likelihood	Risk Severity Catastrophic 5	Hazardous 4	Major 3	Minor 2	Negligible 1
Frequent 5	Unacceptable	Unacceptable	Unacceptable	Review	Review
Occasional 4	Unacceptable	Unacceptable	Review	Review	Review
Remote 3	Unacceptable	Review	Review	Review	Acceptable
Improbable 2	Review	Review	Review	Acceptable	Acceptable
Extremely Improbable 1	Review	Acceptable	Acceptable	Acceptable	Acceptable

Unacceptable: If the risk is unacceptable, the operation or activity should stop immediately or not take place. Major mitigation will be necessary to reduce the severity of the risk if it actually occurs or reduce the likelihood of the risk occurring. Normally it is the likelihood of the occurrence that can be reduced rather than the severity.

Review: If the risk falls into the review category, the severity or likelihood of occurrence is of concern; measures to mitigate the risk to as low as reasonably practicable (ALARP) should be sought. Where the risk is in the review section after this action has been taken, it may be that the cost of actions required to reduce the risk further are too prohibitive. The risk may be accepted provided it is understood and has the endorsement of the Accountable Manager.

Acceptable: If the consequence is either so unlikely or not severe enough to be of concern, the risk is acceptable. However consideration should be still be given to reducing the risk further.

If the level of risk falls into the unacceptable or review categories, mitigation measures will be required to reduce it to as low as reasonably practicable (ALARP).

Mitigation measures are actions or changes, such as changes to operating procedures, equipment or infrastructure to reduce either/both the severity and/or the likelihood of the risk and they generally fall into three categories:

1. Avoidance: The operation or activity is cancelled because the safety risk exceeds the benefits of continuing the activity.
2. Reduction: The frequency of the operation or activity is reduced or action is taken to reduce the magnitude of the consequences of the risk.
3. Segregation: Action is taken to isolate the effects of the consequences of the risk or build in redundancy to protect against them

4 System of Documentation

The procedures which Coventry Flying School uses to deal with safety issues are set out in this document and its Operations Manual.

There are several categories of safety reports which the SMS is designed to capture:

Accident and serious incident reports

In the UK, aircraft accidents and serious incidents are investigated by the Air Accidents Investigation Branch (**AAIB**) under the Department of Transport (**DfT**). Definitions for aircraft accidents and incidents can be found in the Operations Manual and in [Regulations (EU) 996/2010](). Aircraft accidents and serious incidents should be reported directly to the AAIB.

1.20.7.1 of Coventry Flying School`s Operations Manual sets out how any pilot involved in an accident or serious incident should also inform the school immediately and the person receiving the call will then inform the HOT/CFI.

Occurrence Reports

An 'occurrence' is any incident that is not a notifiable accident. Occurrence reporting is covered by European legislation and [Commission Implementing Regulation (EU) 2015/1018]() lays down a list classifying occurrences in civil aviation to be mandatorily reported.

Reports are made to a European web portal, the ECCAIRS portal.

1.20.9.4 of Coventry Flying School's Operations Manual sets out how a copy of any such report should be provided to the HOT/CFI at the time it is submitted.

Occurrences and safety issues which are not captured by the above procedures

Coventry Flying School has a Safety Occurrence Report Form which needs to be completed at the request of the HOT/CFI in the case of internal safety reports regarding issues which do not have to be mandatorily reported. The school also encourages all pilots to use a Safety Issue Report for any proactive or predictive safety reporting. Internal safety reporting forms are available on the Coventry Aeroplane Club website and when completed can be emailed to the Safety Manager or handed to the Safety Manager or a Duty Member in person.

All safety information collated through this reporting system will be captured in a Hazard Log. The log includes each identified hazard, the associated risks, the results of risk assessment taking into account any current mitigation measures, further risk mitigation measures if required and a reassessment of the risk once the mitigation measures have been implemented to assess whether they have achieved the outcome desired. The Hazard Log will be regularly reviewed by the Safety Manager and any new entries will be reviewed at each monthly meeting of Coventry Aeroplane Club's General Committee.

A Hazard Log Risk Assessment Form will be completed by the Safety Manager for each safety report Coventry Flying School receives for inclusion in the Hazard Log.

COVENTRY FLYING SCHOOL SAFETY OCCURRENCE REPORT FORM

Date and time of occurrence:

Reported by:

Description of occurrence:

CFI/HOT comments (to be completed by the CFI/HOT):

Assessment of risk (to be completed by Safety Manager):

Action to be taken to reduce future risk (to be completed by the Accountable Manager):

Entered into hazard log.   Signed   Safety Manager.   Date

COVENTRY FLYING SCHOOL SAFETY ISSUE REPORT FORM

Date:

Reported by:

Description of safety issue:

CFI/HOT comments (to be completed by the CFI/HOT):

Assessment of risk (to be completed by Safety Manager):

Action to be taken to reduce future risk (to be completed by the Accountable Manager):

Entered into hazard log.   Signed   Safety Manager.   Date

Coventry Flying School Hazard Log Risk Assessment Form

Date:

Incident or issue raised:

Date reported:

MOR filed:

Identified Hazard	Associated Risk (consequences)	Existing Mitigation Measures in Place	Current Level of Risk	Further Mitigation Measures	Revised Level of Risk	Action By and When

Risk reduced to ALARP   Signed   Safety Manager   Date

Accountable Manager Date

5 Safety Assurance

The Safety Manager monitors the performance and effectiveness of the Safety Management System and reports to the Accountable Manager, but the system's overall effectiveness will also be annually reviewed by the General Committee.

The compliance monitoring function will include

- A review of how the organization complies with the published requirements for an SMS.
- Verification that the mitigations and controls that have been put into place to control identified hazards are robust and effective.
- An assessment of the effectiveness of the procedures and processes in the SMS and how they are implemented and practiced.

Performance Monitoring

In order for safety performance to be managed effectively, Coventry Flying School uses a number of Safety Performance Indicators to measure the performance of the system:

- The number of major risk incidents involving Coventry Flying School Aircraft
- The number of MORS
- The number of safety occurrence reports made
- The number of safety issue reports made

Sources of Safety Data

Sources of safety data that can be used as safety performance indicators

- AAIB and MOR reports
- Safety Occurrence Reports made
- Safety issue reports made
- Customer surveys

Performance Indicator	Objectives	Performance											
		1	2	3	4	5	6	7	8	9	10	11	12
		Qtr 1			Qtr 2			Qtr 3			Qtr 4		
Number of major risk incidents	1 or less												
Number of MORs	3 or less												
Number of internal reviews	1												
Number of findings per review	2 or less												
Number of occurrence reports	2 or less												
Number of safety issue reports	10 or more												
Number of safety messages issued	4												

6 Management of Change

The operation of Coventry Flying School is dynamic and changes will frequently occur such as the introduction of new equipment, new aircraft or changes to facilities or key staff members.

Procedures for managing change include

- Ensuring that all staff and members are made aware of and understand change.
- Reviewing evaluating and recording the potential safety hazards from the change or its implementation and ensuring that the risks associated with the intended change will not have an impact on the organisation's current and future activities.
- The change management process will follow the normal risk assessment process outlined in this policy.

7 Emergency Response Plan.

The emergency response plan describes the action to be taken by staff in an emergency. It is expected that an accident or incident involving a school aircraft will in the first instance be notified to Coventry Flying School by telephone to the Duty Member's desk. The person receiving the call will notify by the quickest means available:

A. The HOT/CFI
B. The Accountable Manager/Chair
C. Flight Instructors on duty
D. The Safety Manager

The ERP is to be initiated by the Duty Member on duty until relieved by a duty flight instructor or any member of the management team.

Roles and Responsibilities

The HOT/CFI will coordinate the response to any emergency.

The Accountable Manager/Chair will support the CFI/HOT.

The Safety Manager will use the SMS to analyse the emergency and the response to it once the ERP has been terminated.

The Duty Member will initiate the ERP if necessary and then be given instructions by the HOT/CFI.

EMERGENCY RESPONSE PLAN CHECKLIST

An outline of the actions to be taken staff in the unlikely event of an aircraft being overdue or an incident occurring.

1 Remain calm

2 If an aircraft is overdue:

- Check the aircraft technical log or the booking out sheet for further information
- Seek assistance from a duty flight instructor
- Contact the air traffic tower to seek further information
- If concerns still remain about the safety of the aircraft then contact the HOT/CFI or any other contact listed on the ERP

3 If an aircraft is involved in an incident, notify by the quickest means possible:
- The HOT/CFI
- The Accountable Manager/Chair
- A duty Instructor
- The Safety Manager

3 The following details should be taken if a call is received from anyone involved in an incident involving a club aircraft:
- Aircraft registration and type
- Pilot in command
- Names of any passengers
- Information on whether has anyone has been injured
- The location of the incident
- The state of the aircraft
- Whether the police and the AAIB have been informed
- Details of the caller

Should any calls be received from the media then no comment is to be given to any of their inquiries.

8 Safety Promotion

It is important that all staff members are competent to carry out their safety roles and responsibilities. Safety training given to staff should cover the SMS, safety policy, safety responsibilities and how individuals can contribute at all levels. Safety training should include periodic refresher training and a a record of any training should be kept.