Airside Safety

Airside Operational Instruction 07

Content

1. Airside Working Practices and PPE Requirements
2. Airside Safety Briefing
3. Airside Smoking Policy
4. Aircraft Chocking and the Use of Traffic Cones
5. Emergency Contact Points

east midlands airport

PART OF M.A.G

INTRODUCTION

The purpose of this document is to detail the procedures that are in place to ensure that risks to personnel, vehicles, equipment and aircraft are minimised and controlled to an acceptable level.

This document details the procedures relating to Personal Protective Equipment, airside safety briefings, airside smoking, emergency contact points and FOD removal.

SECTION 1 - AIRSIDE WORKING PRACTICES AND PPE REQUIREMENTS

1. Personal Protective Equipment (PPE)

1.1 All employers of persons working airside must ensure that their employees are provided with adequate PPE, the provision of which must be based on the associated risk assessment. In addition, the PPE should be maintained in a relevant manner to remain effective and its use should be monitored and enforced by the employing company if necessary.

2. High Visibility Garments

2.1 All High Visibility Garments should comply with European Safety Standard EN ISO 20471:2013 Class 2 as a minimum (formally EN471:2003 +A1:2007 Class 2). Colour to meet the classification level should be fluorescent yellow however additional colours (orange-red and red) can be used as long as the class of garment is not affected and the surface area in accordance with the class 2 requirement is one of the three acceptable colurs.

2.2 High Visibility garments are to be worn in the outbound baggage dock, on all airside grassed areas, on all runways and taxiways, on and around the aprons including the airside road if it is being used as a workplace. Drivers of vehicles are to wear high visibility garments, whenever they are in these locations, outside the protection of the vehicle cab.

2.3 Persons working in airside offices and/or enclosed work areas need not wear high visibility clothing when proceeding to or from their work areas whilst using the delineated walkways or when inside these areas.

2.4 Passengers need not wear high visibility clothing when transiting between an aircraft and the terminal building using the delineated walkways or when boarding/disembarking a coach, whilst under the supervision of cabin or ground handling staff.

2.5 Aircrew and cabin staff proceeding to or from their aircraft or conducting pre/post flight walkrounds and ground handling or cabin staff supervising passengers are **NOT** exempt from these requirements.

2.6 In order to maintain the required level of conspicuity, the garments must be kept clean, serviceable and be replaced as soon as the high visibility properties deteriorate. High visibility garments must be fastened up to be effective (sleeveless high visibility garments in particular are not effective when viewed from the side or front if they are not fastened).

3. Hearing Protection

3.1 EMA recognises that working in the vicinity of aircraft can expose persons to a level of noise exposure which could damage a person's hearing and in addition that persons could be in the vicinity of other equipment which could be emitting harmful noise.

3.2 It is therefore a requirement that all persons working on the aprons or in the vicinity of the runway, taxiway or maintenance area should be in possession of hearing protection and that protection should be on their person.

3.3 It is a further requirement that all persons wear hearing protection whilst in the vicinity of aircraft which have their engines or APU's running or any other equipment which may be emitting harmful noise.

3.4 Employers of persons operating airside at EMA must assess the risk to employees hearing and have in place systems of work which ensure that this risk is minimised.

4. Safety Footwear

4.1 The Personal Protective Equipment (PPE) at Work Regulation 1992 recommends safety footwear be worn if a need is identified in the risk assessment.

4.2 Steel toecap safety footwear is prohibited at EMA. Non-metallic footwear, for example ceramic and Kevlar, is acceptable as an alternative.

5. Working Practices

5.1 All employers should ensure that their undertakings are carried out in a manner which minimises risks to employees and other persons.

5.2 It is a requirement that each employer assess the risks to their employees and others resultant from their operations and ensure that these risks are minimised by safe systems of work.

5.3 Employers of persons working airside must ensure that their operation is carried out in compliance with legislative requirements and, through co-operation with other employers in a co-ordinated manner.

6. Mobile Telephones and RTF

6.1 The use of hand held mobile telephones whilst driving (including supervising/escorting a non-ADP holder) or otherwise operating a vehicle in any airside area at EMA is prohibited.

6.2 Non-intrinsically safe equipment including portable electronic devices (PEDs), such as mobile telephones, pagers, radios and any other electronic or electrically operated equipment, are prohibited from any part of an aircraft refuelling zone. The refuelling zone can be regarded as a 3 metres (approximately 10 feet) perimeter around an aircraft that is undergoing refuelling. The zone extends radially from the aircraft filling or venting points and from any part of the fuelling vehicle and its equipment, including hoses.

6.3 The main hazard whilst using a mobile phone or RTF is an accident involving the person using the equipment and aircraft, vehicles or equipment. This is due to the person using the equipment not being fully aware and vigilant of the activities going on around them. Utmost care should therefore be taken whilst using mobile phones or RTF whilst airside and transmissions should be kept to as short a duration as is operationally practicable.

SECTION 2 - AIRSIDE SAFETY BRIEFINGS

1. Introduction

1.1 Airport aprons are a hazardous working environment. To ensure the safety of new employees who may be unfamiliar with the Airport environment, it is a requirement that all staff who are issued with an airside security ID card undergo a basic safety briefing before they gain access to any apron or aircraft movement area.

1.2 This briefing is not designed to replace any company safety training or induction course but to give a basic understanding of the specific requirements and safety hazards associated with working in airside areas before more specific training be initiated.

2. Briefing Content

2.1 The briefing should cover the following basic points.

2.2 **High visibility clothing** - High visibility clothing should be worn in the correct manner at all times when airside.

2.3 **Noise** - Aprons are a noisy environment, and hearing protection should be worn at all times

2.4 **Aircraft 'no go' areas** - At no time should anyone approach an aircraft whilst its engines are running. Even when the engines are running down or stopped, the jet intakes or propellers should be avoided at all times.

2.5 **Foreign Object Debris (FOD)** - FOD is a general term which applies to all loose objects which are a danger to the safety and integrity of an aircraft. The basic rules are do not leave any litter on the aprons and if you see any litter, pick it up.

2.6 **Walkways** - At no time should anyone leave the defined walkways on the aprons until such time as they have been briefed in carrying out specific duties that require them to do so.

2.7 **Smoking** - Smoking and the use of any naked flame is strictly prohibited in airside areas (with the exception of the dedicated smoking shelter) and within the Airport buildings.

2.8 **Substance abuse** – It is prohibited for any person to operate airside whilst under the influence of illegal substances and/or alcohol. Any person found or suspected to be under the influence of illegal substances or operating a vehicle whilst over the legal alcohol limit will be immediately removed from the airfield and reported to the Police. (Ref Section 5 of this AOI).

2.9 **Use of mobile phones** - The use of hand held mobile phones whilst driving (including supervising/escorting a non-ADP holder) or otherwise operating a vehicle in any airside area is prohibited.

3. Administration

3.1 The ID Unit will issue the 'Declaration of Competence' form to be completed when issuing an airside security ID pass. The ID holder, and the responsible person who gave the briefing, should sign the declaration on the form to show that a briefing has been given/understood. The declaration must be returned to the Security ID unit within 48 hours.

3.2 If EMA Security do not receive the signed declaration within 48 hours, the holders right of entry will be restricted and access will not be allowed to any airside area. Right of entry will be restored as soon as the signed declaration is received. (Only the right of entry to certain areas will be restricted - at no time will the validity of the security ID be affected).

SECTION 3 - AIRSIDE SMOKING POLICY

1. Introduction

1.1 East Midlands Airport's airside smoking policy applies to all Airport Company employees, tenant companies and airlines using East Midlands Airport. This policy covers the prohibition of smoking airside at East Midlands Airport. It applies to all staff, contractors and visitors/escorted parties.

1.2 Current legislation is placing increasing duties on employers to implement policies on smoking at work. Companies must consider and ensure that these policies do not contravene the airside smoking regulations of East Midlands Airport. In addition handling agents should also ensure, through robust procedures that passenger management meets the requirements of this notification.

1.3 Smoking prohibition covers all types of cigarettes/cigars/pipes including electronic types.

2. Requirements

2.1 East Midlands Airport, Bylaw 3.6 states;

'No person shall smoke or bring a naked light or light any naked light in:
i. Any place where any such act is prohibited by notice; or
ii. Any place within 15 metres of any aircraft or of any place where liquid fuel, gas, explosives or other highly inflammable material is stored or used'.

2.2 CAA CAP 748 "Aircraft Fuelling and Fuel Installation Management" states:

"The circumstances in which a potentially explosive atmosphere might be present in the process of fuel storage management handling and distribution should be established and procedures developed to mitigate associated risks". To this end smoking and the use of naked lights should be prohibited within the fuelling zone (3metres radially from the filling and venting points on the aircraft and the fuelling equipment).

2.3 In addition to the above, East Midlands Airport prohibits all smoking and the use of naked lights airside, beyond any building , unless in designated areas which have been specifically authorised by the Airport Company i.e. enclosed external smoking shelter.

2.4 Airside areas include:

- Runway, taxiways and associated grass areas.
- Aircraft parking stands, apron areas and airside roads
- Equipment parking areas
- Outbound and Inbound baggage docks, electrical substations and other ancillary buildings.
- All works areas and construction sites

2.5 This prohibition also applies inside parked aircraft, inside vehicles (whether stationary or parked), or inside temporary buildings.

2.6 The Eastern and Western Departure Lounges within the confines of the building are also designated as “NO SMOKING.

2.7 Operators who rent or lease offices/accommodation in airside areas must ensure that their own smoking policies do not encourage staff to enter areas designated as “NO SMOKING”, i.e. outside the office, in the open.

2.8 (Illicit) smoking presents a safety risk to all staff and passengers airside and as such any occurrences or evidence should be reported to Airside Operations Supervisor on 07880 787543 or EMA Operations Control Room on 01332 852973 or ext.2973.

2.9 Under East Midlands Airport Byelaws, it is an offence to smoke in areas where it is prohibited by notice. Failure to comply may lead to the withdrawal of the airside validation of the individuals Security Identity Card.

SECTION 4 – SUBSTANCE MISUSE

1. Introduction

This section provides information on how East Midlands Airport will deal with personnel suspected to be under the influence of drugs or alcohol and is relevant to all employers and employees working airside.

2. Requirements

2.1 Drug, alcohol and other substance misuse is everyone’s concern. It can lead to accidents at work, reduced productivity and / or time taken off work.

2.2 Employers have a general duty of care under the Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999 to ensure, as far as is reasonably practicable, the health, safety and welfare of their employees.

2.3 East Midlands Airport is a provider of a workplace and in some cases a provider of equipment and therefore has duties of ensure so far as reasonably practicable the health and safety of others who use that place of work.

3. Enforcement Action

3.1 To ensure a safe working environment is maintained on the airfield, any person suspected to be under the influence of drugs or alcohol will be removed from the airfield by EMA Airfield Operations Supervisor and the incident reported to the Police

3.2 The individual’s employer will be advised of the enforcement action taken by the Airfield Operations Supervisor.

SECTION 5 - EMERGENCY CONTACT POINTS

1. Emergency contact points are installed at various locations on the three main aprons and in the Maintenance area. These are to be used in the event of an incident in an airside area and are located at a maximum distance of 100m apart. Plans showing the location of the ECP's on the Central, East and West Aprons, as well as the Maintenance Area, can be found at Annex 1 below.

2. An emergency phone (or a radio linked to the Operations Control Room) is contained within each of the points on the aprons which link directly to the Airport's emergency line (ext. 3333).

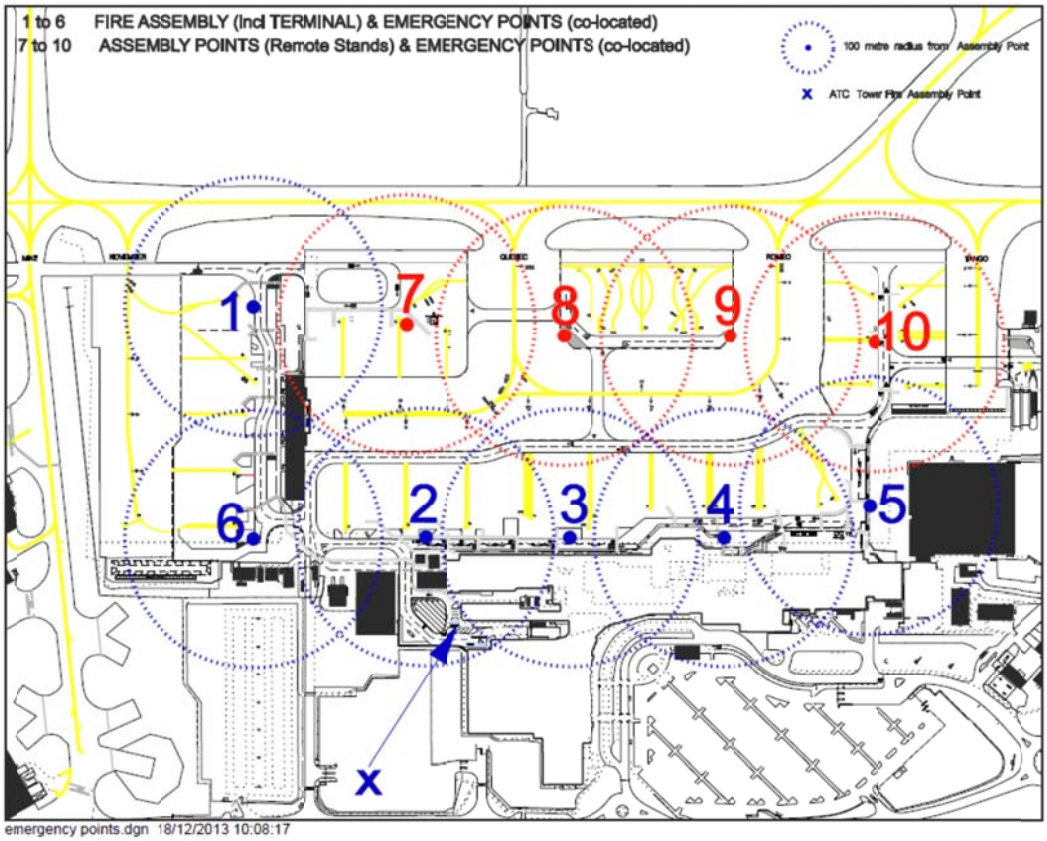
3. ECP's in the Maintenance Area are equipped with radios which link directly to Operations Control Room.

4. In the event of an incident which requires an emergency response (i.e. personal injury or aircraft incidents) these points should be used by any member of airside staff to activate the Airport's emergency procedures.

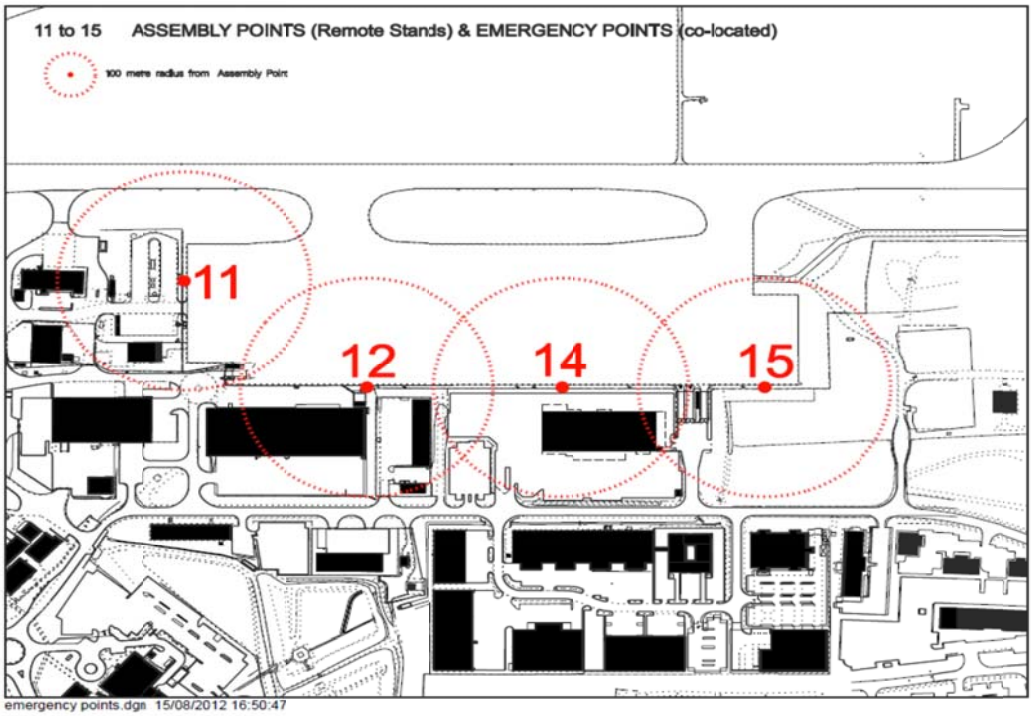
5. For all airside accident or safety occurrence reporting which does not require a response, the procedures for airside accidents, as detailed in AOI 09 'Incident Reporting and Investigation' should be followed.

ANNEX 1 – EMERGENCY CONTACT POINT LOCATIONS

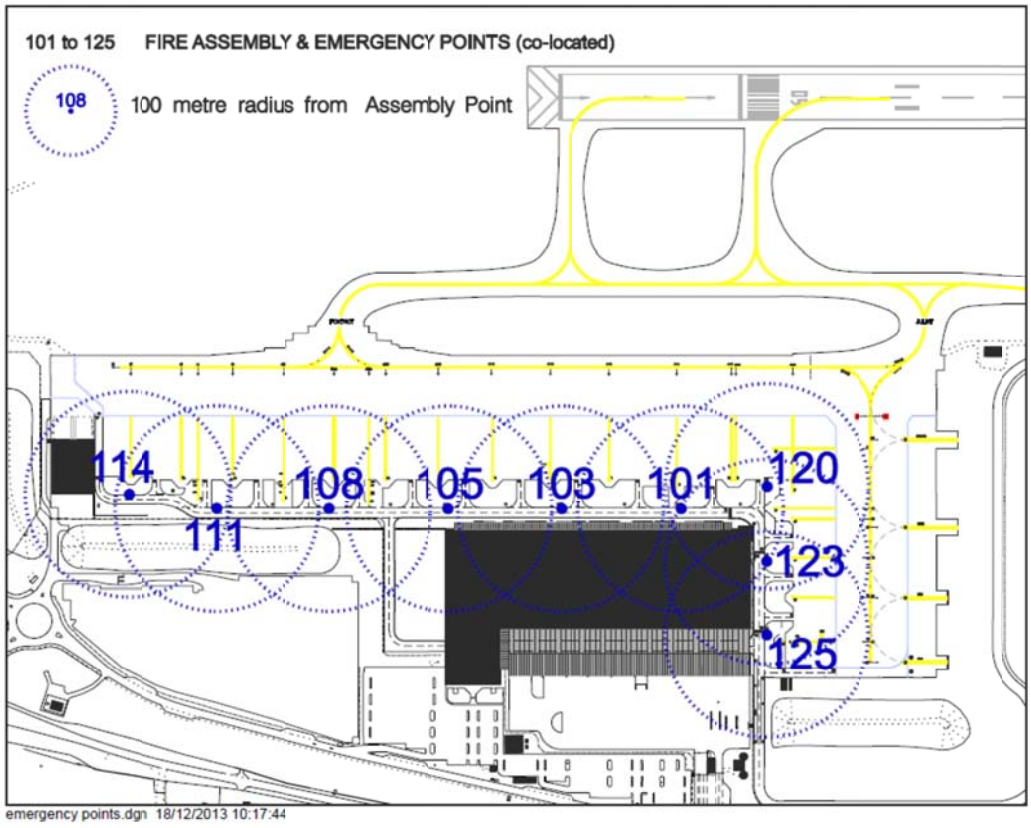
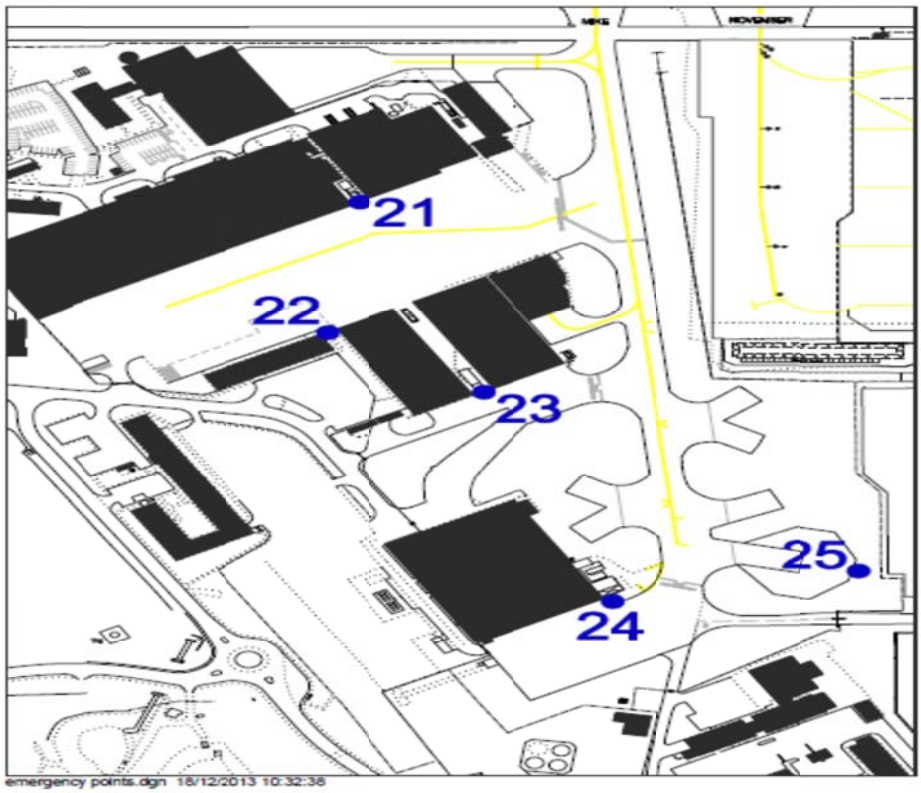
Central Apron



East Apron



West Apron



Maintenance area