

Airside Safety

Airside Operational Instruction 07

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AOI Owner - Head of Fire & Airfield Operations



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 colours.
- 2.2 High Visibility garments are to be worn in the outbound baggage dock, on all airside grassed areas, on the runway 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 so as 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 and equipment can expose a person to a level of noise that could damage hearing.

3.2 It is therefore a requirement that all persons should be in possession of hearing protection and that it is worn whilst in the vicinity of aircraft which have their engines / APU's running or any other equipment which may be emitting harmful noise.

3.3 Employers of persons operating airside at EMA must assess the risk to employees hearing and have in place safe 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 assesses 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. Portable Electronic Devices Including Mobile Telephones

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, tablet pc's, radios and any other electronic or electrically operated equipment, are prohibited from any part of an aircraft refuelling zone (3 metre, approx. 10 feet perimeter created 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 Mobile phones / PED's can be a distraction to the user and could potentially cause an accident between the individual using the equipment and an aircraft, vehicle or equipment, due to a lack of awareness and vigilance of the activities going on around them.

6.4 Pedestrians using such devices should also maintain awareness of their surroundings and maintain vigilance especially when using road crossings and within aircraft operational areas.

7. Airside Photography

Photography (including motion picture capture) is not permitted within any airside area at East Midlands Airport without the express permission of the EMA Press Office. Authorisation can be obtained (pressoffice@eastmidlandsairport.com) where there is a genuine business reason for requiring airside images, for example inclusion in staff training packages.

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, or as a refresher for existing personnel, it is a requirement that all personnel undergo an airside safety briefing, in the form of a classroom presentation. This briefing will be entitled “Passport to Operate Airside”, the understanding of which will be measured by the completion of a multiple-choice test.
- 1.2 The candidate will only receive a Passport to Operate Airside (POA) certificate upon successful completion. This certificate is required to be submitted to the EMA Pass Office before an airside security ID card can be issued. Certificates are valid for 6 months from issue date.
- 1.3 The POA 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. POA Presentation Content

- 2.1 The presentation should cover the following basic points.
- 2.2 **High visibility clothing & PPE** - 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 & Electronic devices** - 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.

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- 2.10 Airside Photography – NOT PERMITTED WITHOUT PERMISSION.
- 2.11 Emergency procedures / Incident and Accident Reporting – Emergency Phone numbers internal EXT. 3333 external 01332 818555 Safecall 0800 915 1571
- 2.12 Inclement weather conditions – All personal have a duty of care to themselves and others to remain safe during periods of inclement weather.
- 3. Administration**
- 3.1 Applicants requiring access to 'outside airside areas' (zones - 4, 5, 6 or 7) of the CP must complete a 'Passport to Operate Airside' (POA) course. The original or copy of the POA *certificate* must be submitted to the ID Unit before or upon collection of a new or renewed pass'.
- 3.2 POA training courses are run by the EMA Training Team. Any requests to book 8 or more persons on to a single scheduled course will require a non-refundable deposit of 50% of the training cost per attendee. Any operator who would like to request a bespoke course outside of the published timetable, or to book a place on a course should email training@eastmidlandsairport.com to obtain a quotation and availability.
- 3.3 The POA certificate is valid for 6 months from date of issue. At collection, a POA Permit will be issued to the holder which they must keep on their person whilst operating airside.

SECTION 3 - AIRSIDE SMOKING POLICY

1. Introduction

- 1.1 East Midlands Airport's airside smoking policy covers the prohibition of smoking airside and applies to all staff, contractors and visitors/escorted parties.
- 1.2 Companies must consider and ensure that their 'smoking' policies do not contravene the airside smoking regulations of East Midlands Airport.
- 1.3 Handling agents should ensure, through robust procedures that passengers are aware of 'smoking' related restrictions whilst airside at East Midlands Airport.
- 1.4 Smoking prohibition covers all types of cigarettes (including electronic types)/cigars/pipes.

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'.

Failure to comply may lead to the withdrawal of the airside validation of the individuals Security Identity Card.

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 to the rear of the terminal building. Please note that the ‘first floor’ smoking shelter is for passenger use only.

2.4 Airside areas include:

- Runway, taxiways and associated grass areas.
- Aircraft parking stands, apron areas and airside roads
- Equipment parking areas
- Outbound/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 In line with UK legislation, all areas of the terminal building are designated as “NO SMOKING. The landside smoking shelter is the only area in which staff can smoke. Smoking is not permitted outside of the revolving doors, walking between the departures and arrivals buildings or during transit between the terminal and car parks. Staff who choose to utilise the landside smoking shelter must ensure:

- Removal of airport I.D
- Removal of high visibility jacket

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.

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 Control Room on 01332 852973 or ext.2973.

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. As such Service partners operating airside are responsible for the safe control of their staff with regards to substance misuse, together with monitoring and checking of their staff. All services partners operating airside should have a substance misuse and alcohol policy in force within their organisation. This policy should have the following contents as a minimum:
- Any person suspected of being under the influence of alcohol or drugs within the airside areas, will be taken from airside and tested in accordance with a suitable procedure immediately.
 - The maximum alcohol level is to be stated and set as 35mcg per 100ml breath alcohol concentration, which is equivalent to 80mg/100ml blood alcohol concentration. This level should be set as a minimum standard within the policy.
 - Any person taking prescribed or temporary medication that may affect their operations airside should inform their line manager before entering the airside areas.
- 2.3 Airside operations may stop any person they suspect of being under the influence of such substances. They have the authority to remove this person from the airside area and report them to the service partner. A statement should be included within the policy to advise their staff that airfield operations police and monitor these activities and have the authority to remove the person from the airside area.
- 2.4 In the event this does occur it is the service partners responsibility to enforce their policy and procedures to deal with the situation.
- 2.5 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.

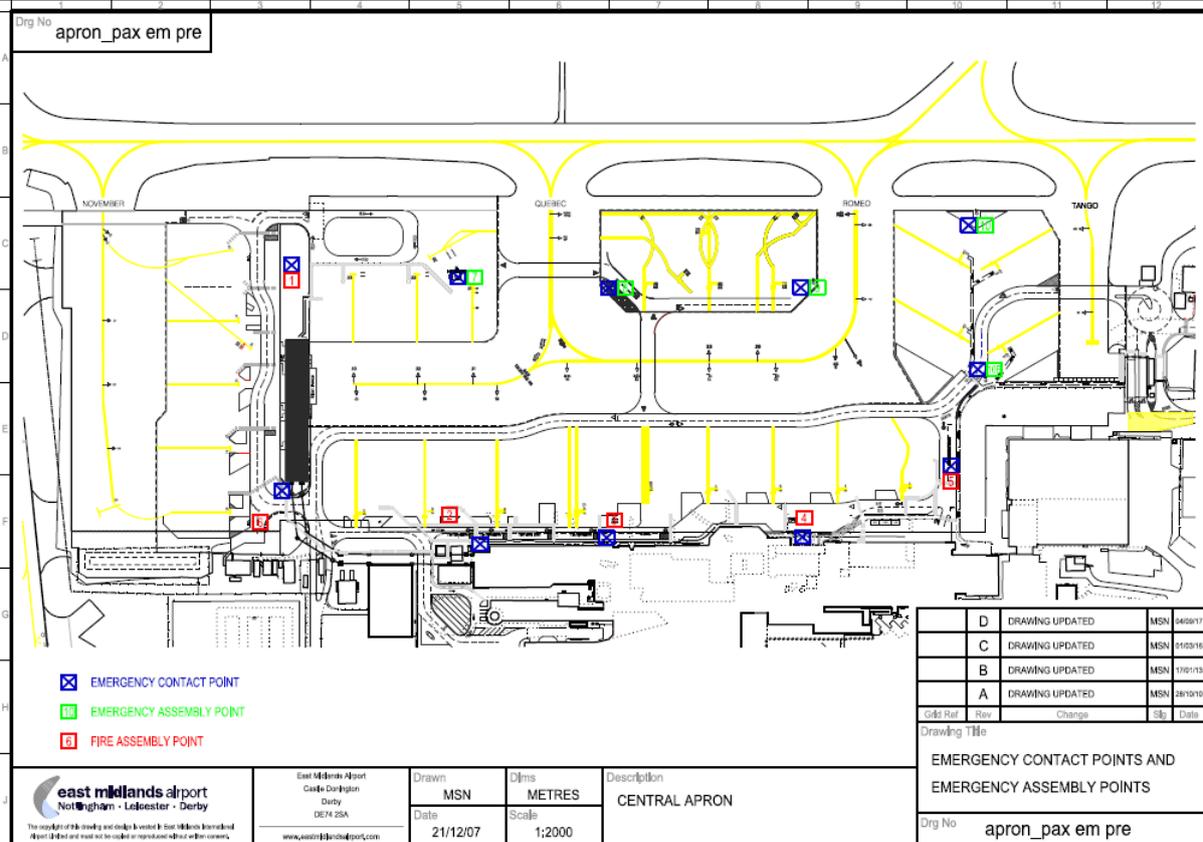
SECTION 5 - EMERGENCY CONTACT POINTS (ECP's)

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.

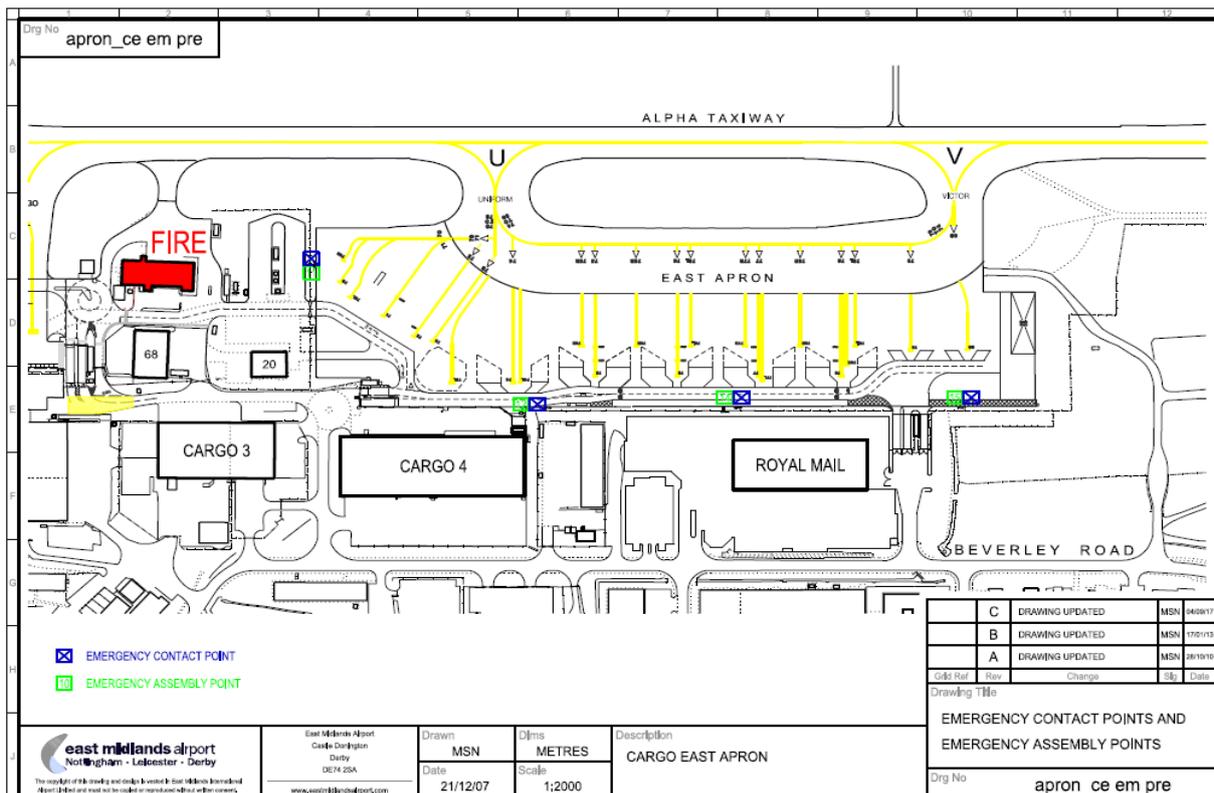
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2. An emergency phone (or a radio linked to the EMA Control Room) is contained within each of the points on the aprons which link directly to the Airport's emergency line (ext. 3333), calls from external telephone numbers can also be made to 01332 818555.
 3. Emergency Contact Points in the Maintenance Area are equipped with radios which link directly to 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.
 6. Eye wash is available in each ECP. If an eye wash bottle is required to be carried in the cab of the vehicle for easy access then it is to be stored either a) in a fixed clamp or b) in a sealed first aid/eye wash kit. Security seals can be arranged through the EMA Security Duty Manager. The eye wash must have the original manufacturer's seal intact. Any open eye wash bottles will not be permitted.
When the vehicle passes through security, the gatehouse personnel will check the eye wash or kit box to ensure that the seal has not been broken. If it is broken then the item will not be permitted entry into the Critical Part. All persons operating these vehicles will be required to have a tools of the trade pass. For persons who do not already hold this type of pass a request should be sent to the EMA Pass Office at emapassoffice@eastmidlandsairport.com.

ANNEX 1 – EMERGENCY CONTACT POINT LOCATIONS

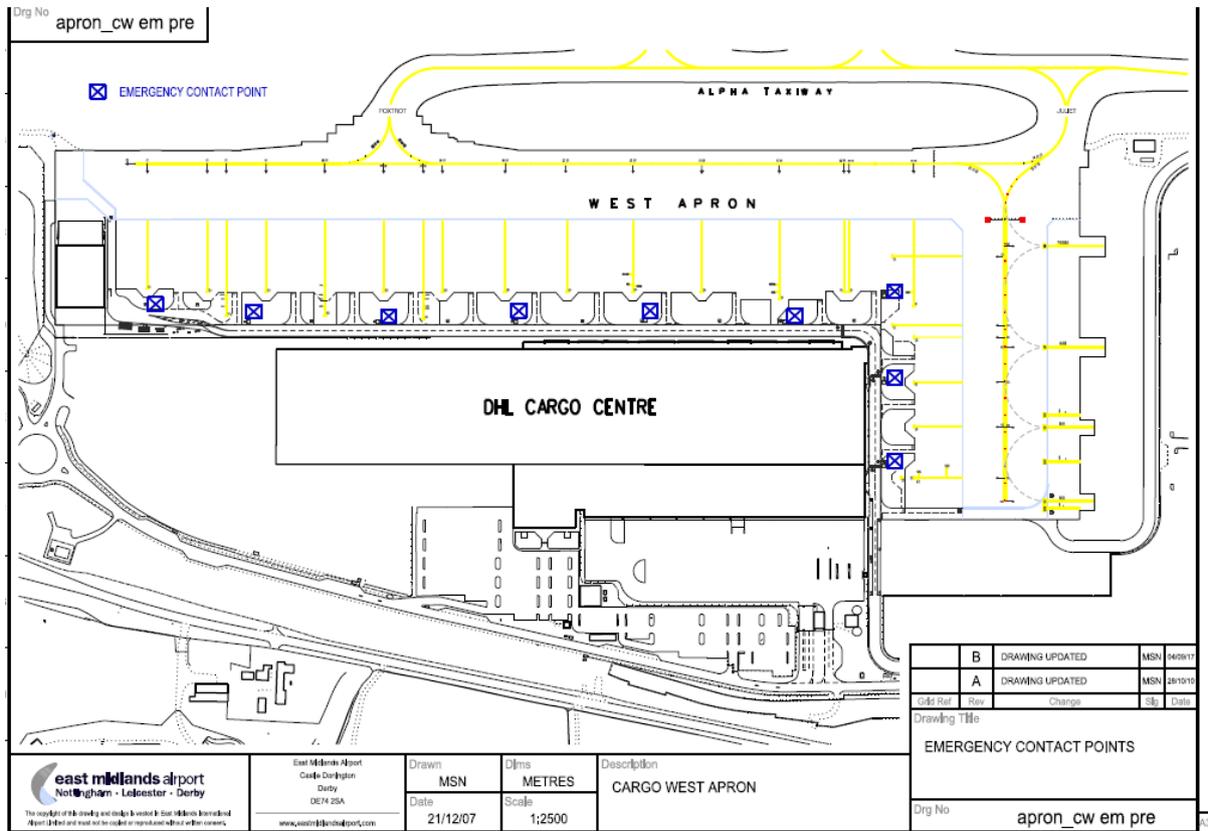
Central & Central West Apron's



East Apron



West Apron



Maintenance area

