

FOCUS MAGAZINE – AIRPORT SAFETY AND SECURITY

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EMA has issued the Autumn issue of ‘Focus’ safety newsletter.

The intention of this publication is to promote Safety and Security across both airside and landside areas of the airport site.

‘Focus’ is issued on a ‘seasonal’ basis, with key safety topics covered, along with providing information on various operational and customer services departments within the airport.

Contributions for future issues will always be welcome and should be directed to compliance@eastmidlandsairport.com. The deadline for content to be submitted for the Autumn edition is Monday 7th October.

A copy of the new issue is attached to this document, with further copies available at security gatehouses, staff channel and building 34 (reception).

If you have any queries arising from the above, or if you would like copies to distribute to your teams, please email compliance@eastmidlandsairport.com

END**Originator -
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AUTUMN ISSUE

AIRPORT SAFETY FOCUS

WELCOME

Welcome to the Autumn edition FOCUS Magazine, we hope you find it an enjoyable and informative read. There have been some recent changes to the Operations Division at EMA and we would like to introduce the team;

Reporting into the Head of Compliance and Business Resilience, we have:
Auditors – Nic and Gary
Compliance – Ella-Dee, Laura and Lucy
Trainers – Adam and Rob
Analyst – Fiona

Reporting into the Head of Fire and Airfield Operations, we have the Developments and Safeguarding team: Ian, Matt and Bill

Reporting to the Operations Director, we have the Health and Safety and Fire Safety Team Jim and Lisa.

The Aerodrome Manual and Airside Operational Instructions were reissued on the 1st July where you can find further information on the changes.

We wish you all a safe, secure and successful season and look forward to the next edition in November, when we'll reveal the new name!

EMA Operations, Health, Safety and Compliance team

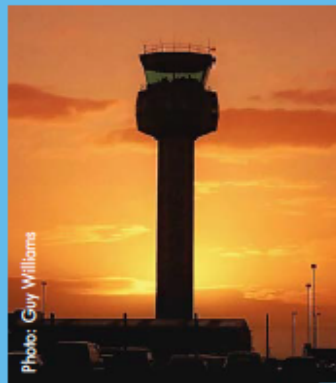


Photo: Guy Williams

STAFF AIRSIDE SMOKING SHELTER

We are pleased to confirm that approval has been given for the airside staff smoking shelter! The smoking shelter will return to the same location, opposite the ATC tower, however will only be available to blue and red pass holders.

The area will be controlled by a pass reader, with regular patrols and pass checks. Please keep an eye out for further communications in the run up to the go live date!

For those holding a green pass an alternative location will be advised, please keep an eye out for further communications. In the meantime, whilst smoking in the landside shelter, please bear in mind this area is also used by guests.



CHANGES TO THE DEMARCATED AREA (MAINTENANCE AREA)

Last year, EMA introduced changes to the common user access points into the demarcated area, known locally as the Maintenance area.

This was to comply with the CAA (Civil Aviation Authority requirements) under the National Aviation Security Programme (NASP). The demarcated area at EMA is now dedicated as airside.

Going forward, the boundary of this airside area will include all hangars and apron areas.

Users of the Demarcated Area shouldn't see any change in the process followed. The only change would be if you entered one of the operator buildings from landside. Should you require access to their airside area, your pass would be checked to confirm authorisation.



As most of you know, Focus is EMA's Airport Safety Magazine, designed to provide information and updates on safety across the site. From this edition onwards, we will also include Security and we would like to rebrand the magazine.

We're looking for suggestions for a new name that is eye catching and would encourage you – our readers – to pick it up! Please send your suggestions by email to: compliance@eastmidlandsairport.com for your chance to win £20 in Love2shop vouchers and be

the face of the next issue. The closing date for entries is Tuesday 1st October 2019.

If you have any ideas or suggestions of articles for the magazine, please let us know at compliance@eastmidlandsairport.com before the 7th October.

We wish you all a safe, secure and successful summer and look forward to the next edition in November, when we'll reveal the new name!

EMA Operations, Health, Safety and Compliance team.

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WALKING AIRSIDE

You may have taken part in a safety survey conducted on the apron, which the Training team complete monthly.

The results of the survey highlighted a lack of awareness when walking airside. Where there is a designated walkway you must use it; this includes inside buildings.

If the walkway is blocked, you should walk along the head of the aircraft stands and NOT in the road.

Never walk through equipment parking areas, unless to access the equipment.

Always ensure you are wearing your 'hi-vis' and that it is securely fastened. Please be mindful when using your mobile phone airside – they can be a distraction and lead to a personal injury.

For further information please refer to Airside operational Instruction 7 – Airside Safety.

EQUIPMENT PARKING

Dedicated on stand equipment parking is provided on each of the aprons, along with remote areas on the Central Apron for specific equipment.

Please remember that all vehicles must be parked in designated equipment parking areas and not left on empty aircraft parking stands or roads (unless prior authorisation has been given by Airfield Operations). Consideration must also be given to access and egress routes for vehicles when servicing aircraft; you must NEVER block the exit route of a fuel tanker.



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FEATURE – DRIVING SAFETY

Driving airside requires high levels of concentration, skill and knowledge. Therefore everyone who holds an EMA Airside Driving Permit is required to attend the appropriate training course for the areas they operate in.

When operating along the head of stand roads, be aware of the speed limit, marshals guiding in aircraft and guests boarding or disembarking aircraft. Where there is a designated crossing, remember that pedestrians always have the right of way and you MUST give way to them.

When operating on the rear of stand road, on the central apron, you must look out for:

- **Inbound aircraft** – aircraft that are taxiing (or under tow) to a parking stand. As a driver, you must check if there is an aircraft entering the apron, look out for equipment at the head of the stand and if a marshal is present. If the marshalling bats are visible to you there will be an aircraft following the signals. It is an offence to drive between the aircraft and marshal – points may be issued to your licence.

- **Outbound aircraft** – aircraft being pushed back from stand. As a driver, you must check if the aircrafts anti-collision lights are illuminated, think – if the doors and holds are closed, if all the equipment has been removed and if there is a pushback tug connected? The aircraft may be awaiting push back clearance. You should not drive behind an aircraft with its anti-collision lights illuminated – points may be issued to your licence.

- **Vehicles on the uncontrolled crossing** – when driving along the rear of stand road, you must give way to vehicles exiting the uncontrolled crossings. When using an uncontrolled crossing, make sure your vehicle and its load are secure. You should not stop or enter the crossing if the exit is blocked.

- **Vehicles exiting the manoeuvring area** – when driving along the rear of stand road, you should be aware of pushback crews returning to the apron and airside road system – you MUST give way to them.



FEATURE – LANDSIDE ROAD SAFETY

The safety of people visiting and working at the airport is our number one priority; you will have seen that red lines and signage are now in place on the landside road network to designate all airport roads as 'red routes'.

This is to improve road safety throughout the site. Stopping on a red route is an offence and any drivers caught doing so – including airport colleagues – will be fined by an external company. The routes are monitored 24 hours a day. We'd hate to see any of you fined, so please do not park on the red lines.



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ANONYMOUS AND VOLUNTARY SAFETY OCCURRENCE REPORTING



If you see a potential hazard, observe an unsafe working practice or notice any other safety related issue or concern whilst you are operating around the airfield, please report it.

Airfield users can voluntarily raise safety concerns (anonymously if required) that can be responded to and investigated further. There are two ways to report:

1. Scan the QR code opposite
2. Visit eastmidlandsairport.com/about-us/operational-documents and click on the

link for 'Anonymous & Voluntary Safety Occurrence Reporting'.

Please fill in the online form – it's totally anonymous and will help make EMA a safer place for everyone!

Look out for more information on 'Safety Occurrences Reported' and actions taken in the edition.



REPORTER OF THE QUARTER

Congratulations to Dean Ramsey from Security, who is the Health and Safety 'Reporter of the quarter'. Dean is one of EMA's First Aiders, who attends to both guests and colleagues when they need assistance.

Dean treats each call with care and professionalism and always ensures that these are reported correctly. Dean was presented with his Gold Values in Practice (ViP) award as a thank you from the Safety team for going above and beyond. Well done Dean and thank you!



FIRE SAFETY AWARENESS

The terminal is a large and complex building equipped with an approved fire and life safety system. This will quickly identify a fire and alert colleagues, guests and others in the building.

It is divided into 17 sectors. Each sector is designed to keep a fire contained within it for at least 30 minutes.

We rely on colleagues in the terminal who are aware of how the fire system operates to safely evacuate the building and manage people who have been evacuated. The Health and Safety team provide evacuation training. This consists of a walk through the

terminal building, explaining the fire system and evacuation plans for each sector. If you would like to attend a training session (which lasts for approximately an hour) please contact either Lisa or Jim on: lisa.kidd@eastmidlandsairport.com or James.Lilley@eastmidlandsairport.com.



SECURITY AWARENESS

A gentle reminder that when operating in an airside area, your ID must be prominently displayed at all times:

- At chest height
- On an outer garment
- On the front of the body or sleeve (safety exemption)
- Photograph forward
- Correct way up.



FOD (FOREIGN OBJECT DEBRIS)

FOD stands for 'Foreign Object Debris', which is another name for litter, or anything left where it shouldn't be. FOD has the potential to cause damage to a vehicle, equipment, or aircraft.

It can be ingested or blown by an aircraft engine, causing damage to the aircraft and potentially injury to personnel.

FOD is a major hazard associated with airside operations and it is **EVERYONE'S** responsibility. You can play your part in reducing FOD by:

- Ensure vehicle loads are safe and secure
- Ensure your vehicle remains FOD free
- Check stands for FOD pre and post aircraft movement
- Reporting persistent FOD issues
- If you identify FOD that is too big to move, or in an area you cannot access, please report it immediately to Airfield Operations.

UNATTENDED BAG PROCESS

If you spot an unattended bag, either landside or airside, please remember the following process:

Contact the EMA Emergency Line: 01332 818555 / internal ext. 3333 to inform them that a bag has been found unattended.

The Control Room will ask for:

- Type of bag
- Colour of bag / distinguishing features
- Location within the airport
- Name / job title of the person reporting it

Please do not touch or move the bag until a member of Security arrives and advises you that it is safe to do so.

CONTACT US

EMA Emergency line
01332 818555 / internal ext. 3333

Safecall
0800 915 1571

Airside Operations Supervisor
07880 787 543

EMA Control Room
01332 852 973 / internal ext.2973

If you wish to contribute to the newsletter, please email: compliance@eastmidlandsairport.com

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HEALTH AND SAFETY AUDITS AND INSPECTIONS



The Health and Safety team regularly carry out H&S and fire safety audits and inspections, which EMA colleagues are welcome to be part of.

If you are interested to find out more, please contact either Lisa or Jim on: lisa.kidd@eastmidlandsairport.com or James.Lilley@eastmidlandsairport.com.



INTERNATIONAL STANDARDS ORGANISATION (ISO) 45001



Late in 2018, ISO launched a new international health and safety standard. The aim was to create a standard that all companies could be measured against.

The standard is designed to ensure that the processes and culture of an organisation maintain the health, safety and welfare of its employees and others who encounter it.

As a group, MAG has decided that it wants to meet this standard and be accredited to it. EMA will be audited in October and the Health and Safety team is currently working to ensure we meet this standard. This cannot be achieved without your assistance, so some of you may be asked to help EMA to achieve this prestigious certification. Thank you in advance for your support.

AOA AIRPORTS SAFETY WEEK – ‘YOUR SAFETY, OUR SAFETY’

Early May brought the AOA ‘Airports Safety Week’ to EMA. The theme this year was ‘Your Safety, Our Safety’ which also coincided with Mental Health Awareness week. We took the opportunity to put the spotlight on mental health... literally! The Air Traffic Control tower was illuminated with the ‘green ribbon’ mental health awareness logo throughout the week.

Many activities took place over the course of the week. These included practical training on spotting early warning signs of mental health. Guests and staff were surprised with green ribbon wearing teddy bears in the terminal and entertained by Rock Choir, the world’s largest contemporary music choir and flash mob, who raised money for a local mental health group, Derbyshire Mind.

Leicestershire Fire Service attended with simulator goggles, giving colleagues the opportunity to learn more about road safety. The airport Fire team offered practical fire training, fire walks and training in defibrillation use. North Air gave interesting talks on refuelling safety. Finally, the week was rounded off with a Community family day at the Aeropark.



The week was a great success and was attended by more than 500 colleagues across the site. It was even featured in the local press! There were some fantastic prizes to be won throughout the week, so well done to anyone that received a prize in the draw.

The Safety team at EMA would like to say a huge ‘thank you’ to everyone who supported the week or took time to attend events and sessions. If anyone would like to get involved in Airports Safety Week 2020, watch out for future communications or contact: lisa.kidd@eastmidlandsairport.com or ella-dee.beer@eastmidlandsairport.com



CAA AUDIT

At the beginning of July, we had our annual Civil Aviation Authority (CAA) audit, where the Security and Compliance team were monitored and measured against the National Aviation Security Programme (NASP).

We are pleased to confirm that the audit went well. It also provided us with some great learnings going forward. The CAA praised EMA for their hospitality and welcoming approach, so thank you to everyone who was part of the audit.