

Airside Safety

Airside Operational Instruction 07

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A. AMENDMENTS

This document will be subject to a routine review, over a period not exceeding 18 months. The latest version will be included in the annual reissue of the Aerodrome Manual; interim reviews are carried out as deemed necessary.

Only operational related amendments will prompt the issue of a new Version; pertinent amendments being highlighted in green text & indicated by a green bar in the right margin. Indication of any amendment of an administrative nature will be listed below.

B. AMENDMENT HISTORY

REVIEW SUMMARY			
VERSION / REVIEW REF:-	V2.0	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	SEP 16	ROLE:-	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
3.2	Use of mobile devices as a Boarding Pass
5.1	Use of Electronic Cigarettes

REVIEW SUMMARY			
VERSION / REVIEW REF:-	V3.0	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	DEC 17	ROLE:-	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
	New ownership

1. INTRODUCTION

1.1 PURPOSE

The purpose of this AOI 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.

2. PERSONAL PROTECTIVE EQUIPMENT

2.1 PERSONAL PROTECTIVE EQUIPMENT (PPE)

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.

2.1.1 HIGH VISIBILITY GARMENTS:-

All High Visibility garments should comply with European Safety Standard; EN 471:2003. In general, garments should have yellow as the most conspicuous colour.

High Visibility garments are to be worn in the areas listed below, including by drivers whenever they are in these locations, outside the protection of the vehicle cab.

- Outbound Baggage Dock
- All Airside Grassed Areas
- On the Runway and Taxiways
- On and around the Aprons, including Airside Roads if being used as a Workplace.

Persons working in Airside offices and/or enclosed work areas are to wear High Visibility clothing when proceeding to or from their work areas.

Passengers are not required to 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.

Ground handling or cabin staff supervising passengers, or aircrew and cabin staff proceeding to or from their aircraft or conducting pre/post flight walk rounds, are not exempt from these requirements.

In order to maintain the required level of visibility, 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.

Any person operating Airside, observed not to be compliant with these requirements, will be subject to a fine / penalty under the High Visibility Penalty Scheme as detailed in AOI 35.

2.1.2 HEARING PROTECTION:-

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

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 carried by the person.

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

Employers of Airside personnel must assess the risk to employees' hearing and have in place systems of work, which ensure that this risk is minimised.

2.1.3 SAFETY FOOTWEAR:-

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

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

3. AIRSIDE WORKING PRACTICES

3.1 REQUIREMENTS

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

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

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.

3.2 MOBILE TELEPHONES AND RADIO USE

It is prohibited to use a hand-held mobile telephone whilst driving, including when supervising/escorting a non-ADP holder, or otherwise operating a vehicle in any Airside area.

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.

It is acknowledged that modern technology is deployed by many passengers, who use their mobile devices as their Boarding Pass and therefore necessarily, these are in operation for swiping at the Gate and for checking when boarding the aircraft. It is the responsibility of the Handling Agent to ensure that passengers do not use their mobile phones for any other purpose whilst in transit from the Gate to the aircraft.

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.

4. AIRSIDE SAFETY BRIEFING

4.1 INTRODUCTION

To ensure the safety of new employees, who may be unfamiliar with the potential hazards of working within an Apron environment, a basic safety briefing must be undertaken before access to any Apron or aircraft movement area is permitted. This is a mandatory requirement for all staff requiring to operate under a security ID permit, zoned to allow access to Airside areas.

The aim of the briefing is to provide a basic understanding of the specific requirements and potential safety hazards associated with working in Airside areas. It is not designed to replace any company safety training or induction process, which could be quite extensive and which will be subject to regular audits by the Airport Authority. It is implicit that such training requirements are the responsibility of the employer and should be specific to the operating role of the employee.

4.2 BRIEFING CONTENT

The Airside Safety Briefing should cover the following basic topics:-

- High Visibility Clothing
- Noise
- Apron Speed Limit
- Aircraft “No Go” Areas
- Foreign Object Debris (FOD)
- Walkways
- Smoking
- Abuse of Controlled Substances &/or Alcohol
- Use of Mobile Phones

On completion of the briefing, employees will be required to sign a Declaration of Competence to Operate Airside, countersigned by the competent ID holder who has delivered the briefing. The completed Declaration must be submitted to the Security / ID Office with the Security Pass application. An Airside valid ID Pass will not be issued without the correctly completed declaration.

Full details of the Briefing content are contained on the Declaration Form as contained at Appendix 1.

See also Part B; Section 2 of the Aerodrome Manual

5. AIRSIDE SMOKING POLICY

5.1 INTRODUCTION

Bournemouth Airport's Airside smoking regulations apply to all Airport Company employees, tenant companies and airlines using the Airport. This policy aims to remove any ambiguity concerning where people may smoke Airside.

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 Bournemouth Airport.

The Airport's Smoking Policy applies also to electronic cigarettes. See AOI 40; Electronic Cigarettes, Terminal and Airside Areas.

5.2 REQUIREMENTS

Bournemouth Airport requires are that "No person shall smoke or bring a naked light or light any naked light in:-

- Any place where any such act is prohibited by notice
or
- 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".

5.2.1 FUEL MANAGEMENT:-

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, noted as 3metres radially from the filling and venting points on the aircraft and the fuelling equipment.

5.2.2 SMOKING AREAS:-

In addition to the above requirements, Bournemouth Airport prohibits all smoking and the use of naked lights Airside, except in the designated area within the Terminal structure. (Departures Smoking Area)

Operators who rent or lease offices/accommodation in Airside locations must ensure that their own smoking policy does not encourage staff to enter areas designated as "No Smoking". eg outside the office, in the open.

Certain Airside areas, contained within the confines of the building are also designated as “No Smoking”. These are:-

- The Inbound Baggage Dock
- The Outbound Baggage Dock

These Airside Smoking regulations are subject to the penalties as promulgated in the Airside Safety Regulation Scheme, detailed in AOI 14.

APPENDIX 1

 Bournemouth Airport <small>Part of Regional & City Airports</small>	DECLARATION OF COMPETENCE TO OPERATE AIRSIDE AT BOURNEMOUTH INTERNATIONAL AIRPORT
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The Airside environment can be hazardous. To ensure the safety of operators, the relevant elements listed in this Brief must be fully explained before any activity Airside is undertaken. On completion of the Brief, sign and date the Declaration to confirm that the safety brief has been provided and is understood.

The completed form must be submitted to the ID Office along with your ID application. An Airside ID Pass will not be issued until confirmation of completion of this brief has been received.

ELEMENT	DETAIL	Y OR N/A
HI-VIS CLOTHING	Hi-Vis clothing must be worn at all times when outside in Airside areas; Jackets must be done up	
NOISE	Hearing protection must be worn at all times when working on the Apron	
SPEED LIMITS	The speed limit when driving on an Apron is 5 mph	
AIRCRAFT "NO GO" AREAS	Personnel must not approach an aircraft whilst its engines are running; When the engines are running down or stopped, the jet intakes / propellers should be avoided at all times	
FOREIGN OBJECT DEBRIS (FOD)	FOD is a general term relating to all loose objects, which are a potential danger to the safety and integrity of an aircraft; Do not leave litter on the Aprons and if you see any, pick it up	
WALKWAYS	Personnel must not stray from the clearly defined walkways on the Aprons, until such time as they have been briefed in carrying out specific duties requiring them to do so	
SMOKING	Smoking and the use of a naked flame is strictly prohibited Airside	
ABUSE OF CONTROLLED SUBSTANCES / ALCOHOL	It is prohibited for any individual to operate Airside whilst under the influence of any illegal substance &/or alcohol. Any person found to be, or suspected to be under the influence of such a substance, or operating a vehicle whilst over the legal alcohol limit, will be escorted out of the Airside area immediately and reported to the Police	
USE OF MOBILE PHONES	The use of a mobile phone is prohibited whilst driving or operating a vehicle in any Airside location; Compliance with the relevant AOI is required at all times	

DECLARATION:-

<i>I have received and understood the Safety Briefing covering the relevant elements as outlined above</i>			
SIGNATURE:-		DATE:-	
PRINT NAME:-		ID NUMBER:-	

<i>The named employee has received the Safety Briefing covering the relevant elements as outlined above</i>			
SIGNATURE:-		DATE:-	
PRINT NAME:-		ID NUMBER:-	