

# Provision of First Aid

## Airside Operational Instruction 33

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DOCUMENT REVIEW HISTORY		
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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. REVIEW / AMENDMENT HISTORY**

REVIEW SUMMARY			
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PARAGRAPH	AMENDMENT
	New ownership

## 1. INTRODUCTION

- 1.1 The information detailed in this AOI has been generated to formalise the procedures for the provision of First Aid at Bournemouth Airport.

The procedures have been established in compliance with CAP 642 and with reference to the Health and Safety Executive guidance on risk management.

## 2. REQUIREMENTS

- 2.1 This AOI seeks to clarify the position of Bournemouth Airport in regard to the provision of First Aid cover and details current arrangements in place.

Tenant Companies are advised to review their current arrangements in accordance with this notice to ensure that effective and appropriate arrangements are in place.

It is an Employer's Statutory Duty, under the Health & Safety (First Aid) Regulation 1981, to provide adequate and appropriate First Aid provision for all their staff.

## 3. FACILITIES PROVIDED BY BOURNEMOUTH AIRPORT (BOH)

- 3.1 BOH provides the following First Aid cover:-

- First Aid cover for its own staff in accordance with the above regulations
- First Aid cover for passengers and visitors to the Airport
- First Aid cover as set out above is currently provided by:-
  - BOH Rescue and Fire Fighting Service (BOH RFFSS)
  - First Aid trained personnel (within specific sections) for BOH staff only

- 3.2 It should be understood that the Airport Security, First Aid trained personnel are not always immediately available and that they are limited to the level of assistance they are qualified to provide.

For any medical emergency, it should be considered desirable or prudent, to call directly for an ambulance prior to dialling the Airport Emergency No. (Ext. 222).

The First Aider will only provide basic First Aid cover, prior to the arrival of an ambulance or other suitably qualified personnel.

## 4. ALERTING PROCEDURE FOR VISITORS TO BOH (AND PASSENGERS PRIOR TO EMBARKATION AFTER CLEARING HM CUSTOMS)

- 4.1 In the event of a visitor or member of BOH staff requiring medical attention, the following action should be taken:-

- Dial 999; inform the Emergency Services that the First Aider will have staff waiting at the Airport Main Entrance to escort them to the exact location

- Dial the BOH Emergency Number, 222 or 364222; State:-
  - The Nature of Illness or Injury
  - The exact location of where assistance is required
  - Your Name, Contact Number, Department or Company Name
  - If appropriate, who will meet the medical attendee and where

All 222 calls are treated as high priority and will initiate a First Aid response from the BOH RFFS trained personnel, if operations permit.

## **5. AIRLINE PASSENGERS**

- 5.1** Where passengers on inbound flights are taken ill or are injured, it is the responsibility of the airline (discharged as appropriate) to call for an ambulance. Upon arrival at BOH the passenger remains the responsibility of the airline (discharged as appropriate) until the passenger clears the Border Agency &/or until the ambulance or emergency services arrive.

If an ambulance is called, the airline (discharged as appropriate) must notify BOH Ext. 222 to enable an escort to be arranged.

If BOH are notified and if requested, an Airport First Aider will be dispatched to assist the airline's First Aider. Airlines should be aware that aircrew are generally qualified to provide a higher level of medical care than BOH First Aid trained personnel. The aircrew will also be better informed as to the condition of passenger and the circumstances surrounding the emergency. It is therefore in the best interests of the passenger that the responsible aircrew does not abdicate their responsibility for the passenger until the emergency services arrive.

## **6. AIRPORT TENANTS, STAFF AND VISITORS TO TENANTS**

- 6.1** Assistance will be provided on a voluntary basis, subject to the limitations and in accordance with the procedure set out above.

BOH is not obliged to provide First Aid cover for tenants; any such assistance as may be provided will be voluntary, only for genuine emergencies and as circumstances permit. This limited provision does not remove the obligation on all tenants to make appropriate provision for their own staff and visitors.

Tenants requiring First Aid services, when they are obliged by law to have their own First Aid trained personnel, will be required to explain the reasons. If the reason is unacceptable (commercial reasons are not acceptable), the tenant may be charged for each attendance (except in the case of a genuine medical emergency).

In the event of any apparent breach of Health & Safety legislation, BOH will co-operate fully with any investigation by the regulatory authorities.

**7. REPORTING**

- 7.1** Every occasion, that has required the assistance of a First Aider, must be notified on the Accidents database accessible via Lotus Notes. Where the incident relates to a third party, the details must be notified to the Environment and Health & Safety Manager for possible insurance purposes.

**8. COMMUNICATIONS**

- 8.1** All Health & Safety Notice boards should display an up-to-date list of First Aiders, together with their contact details. The First Aiders are responsible for maintaining in-date First Aid kits in each location, and these are inspected and replenished on a regular basis.