

# Safety Clothing and Equipment

## Airside Operational Instruction 35

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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			
<b>VERSION / REVIEW REF:-</b>	1.1	<b>REVIEW COMPLETED BY:-</b>	CATHY WILLOUGHBY-CRISP
<b>DATE:-</b>	SEP 16	<b>ROLE:-</b>	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
	<i>Nil</i>

REVIEW SUMMARY			
<b>VERSION / REVIEW REF:-</b>	V2.0	<b>REVIEW COMPLETED BY:-</b>	CATHY WILLOUGHBY-CRISP
<b>DATE:-</b>	DEC 17	<b>ROLE:-</b>	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
	New ownership

## **1. INTRODUCTION**

- 1.1** The procedures detailed in this AOI have been generated to formalise the procedures for the provision and wearing of high visibility clothing, whilst Airside 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. SAFETY REQUIREMENTS**

- 2.1** It is the policy of Bournemouth Airport to operate a safe working environment, both Landside & Airside, using the current best practice principles and guidance provided in the CAP 642 and ICAO Annex 14 as the minimum safety standards.

Safety must be a primary consideration of everyone working Airside and employers of people working Airside must ensure that all their operations are carried out in full compliance with all relevant CAA and HSE requirements.

## **3. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- 3.1** All employers of persons working at Bournemouth Airport must ensure that their employees are provided with adequate PPE when working Airside; the provision of which must be based on the associated risk assessments.

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.

This AOI will continue to operate alongside and in support of AOI 14; Airside Safety Regulation Scheme.

## **4. SUPERVISION AND AUDIT**

- 4.1** The Air Traffic & Operations Manager (ATOM), Airport Duty Managers (ADM), Airport Fire Officers (AFO) and Airport Security Officers (ASO) have the responsibility and the authority to enforce the published safety procedures, regarding operations carried out within all Airside areas.

It is the responsibility of the ATOM, ADM, AFSs and ASOs to plan and co-ordinate the supervision and enforcement of safe Airside operations.

Any unsafe operation being observed within Airside areas, are to be brought to the attention of the ATOM or ADM.

## **5. AIRSIDE SAFETY DISCIPLINE**

**5.1** All personnel carrying out operations Airside are to be aware of their own responsibilities under the provisions of the Health and Safety at Work Act.

All personnel working Airside are to wear the appropriate safety clothing / equipment, as relevant for the task undertaken; this includes but not limited to:-

- High Visibility Clothing
- Ear Defenders
- Safety Footwear
- Overalls / Gloves

## **6. HEALTH AND SAFETY**

**6.1** The health, safety and welfare of all employees, whilst at work, are protected by law.

Employers have a duty under the law to ensure, so far as is reasonably practicable, that they protect their employees' health, safety and welfare at work and keep all informed about health and safety matters.

Employees have a responsibility to look after themselves and others; problems should be discussed with the employer or safety representative, where established.

## **7. PENALTIES**

**7.1** By issue of this AOI, Bournemouth Airport instigates the following penalties in the event of failure to comply with the required high visibility clothing safety requirements.

Any person found to be working outside of the footprint of a hanger, office or aircraft and identified as not wearing the required high visibility clothing, will be subject to a £40.00 fine payable to Bournemouth Airport.

## **8. OPERATION OF THE SCHEME**

**8.1** Responsibilities for Airside safety regulation are delegated through the Air Traffic & Operations Manager (ATOM), Airport Duty Managers (ADM), Airport Fire Officers (AFO) and Airport Security Officers (ASOs).

The ATOM is responsible for the administration of the scheme, achieved through active monitoring of all Airside areas.

**8.2** On observing or receiving notification of an offence, the following action will be taken:-

- a) A member of the ATC, Fire or Security team will proceed to the area and make immediate contact with the offending individual.

- b) The enforcing member of staff will identify themselves through display of their BOH Airside Security Pass and inform the individual of the breach of regulation and that this will result in the issue of a Non-compliance Ticket.
- c) A copy of this ticket will be copied to his/her employer and will result in the issue of a £40.00 fine to the individual concerned. Failure to pay this fine within 30 days of issue will result in the revocation of authority to operate Airside.
- d) Repeat offending within six months will result in a 1-month suspension of Airside access authority. Further offending may result in the permanent removal of Airside access authority.

**8.3** For each formal notification of non-compliance that is issued, the ATOM will notify the offender's employer in writing. The notification letter will include a copy of the Notification of Non-compliance Form that was issued at the time of the offence and whether the offender's Airside Operating Authority or Airside ID Pass has been, or is to be withdrawn.

On receipt of written notification of non-compliance against an employee, the employer is required to advise of what remedial action has taken place to prevent any future re-occurrence. This must be produced in writing within 14 days of receipt.

All non-compliance notices will remain on record indefinitely.

## **9. APPEALS**

**9.1** Appeals against a fine or suspension/withdrawal of authority to operate Airside must be submitted to the BOH Air Traffic & Operations Manager, in writing, within 14 days of the issue of the notice.

Details to be included in the appeal notification are:-

- The Name, ID Number and Company of the person making the Appeal
- The Non-Compliance Number, as shown on the Non-Compliance Form
- The Date and Time of the Incident, as shown on the Non-Compliance Form
- The Grounds on which the Appeal will be based

The BOH Safety Executive will assess all appeals. The Appeal may be attended by at least one member of management from the company involved, together with the person making the Appeal.

## **10. ENQUIRIES**

**10.1** Any enquiries regarding the content of this AOI should be addressed to the Managing Director on telephone number 01202 364174.