

Provision of First Aid

Airside Operational Instruction (AOI) 33

DOCUMENT REVIEW HISTORY		
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VERSION	REVIEW	DATE
V1.0		September 2015
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V2.0		December 2017
	2.1	November 2019
	2.2	May 2024

❖ **AMENDMENTS**

This document will be subject to a routine review, over a period not exceeding 36 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.

❖ **REVIEW / AMENDMENT HISTORY**

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

PARAGRAPH	AMENDMENT
	<i>Nil</i>

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

PARAGRAPH	AMENDMENT
	New ownership

REVIEW SUMMARY			
VERSION / REVIEW REF:-	V2.1	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	NOV 19	ROLE:-	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
3.1	Clarification of departmental responsibilities
5.1	Accident database updated to Oshens
REVIEW SUMMARY	

VERSION / REVIEW REF:-	V2.2	REVIEW COMPLETED BY:-	KEITH JEWITT
DATE:-	MAY 24	ROLE:-	AIRFIELD SERVICES MANAGER

PARAGRAPH	AMENDMENT
3.1	Clarification of departmental responsibilities
5.1	Accident database updated to Oshens

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1. INTRODUCTION

1.1 PURPOSE

This AOI provides information of the availability and provision of First Aid at Bournemouth Airport; and details the current arrangements in place.

The procedures have been established in compliance with CAP 642; Airside safety Management; and with reference to the Health and Safety Executive guidance.

2. RESPONSIBILITY

2.1 EMPLOYERS

Under the Health & Safety (First Aid) Regulation 1981, employers have a Statutory Duty to provide adequate and appropriate First Aid provision for all their staff.

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

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

2.2 MANAGERS

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

3. PROVISION BY THE AIRPORT

3.1 DEPARTMENTAL COVER

First Aid cover is provided to staff, passengers and visitors to the Airport. All departments should have procedures notified for dealing with a medical situation, have a list of their qualified responders clearly displayed and ensure, as much as practicable, they provide an adequate number of First Aid trained personnel on duty. This is particularly relevant for those dealing with members of the public or for those working in a high-risk environment.

3.2 FIRE SERVICE COVER

Staff of the Rescue and Fire Fighting Service (RFFS) are all trained in First Aid. However, it should be noted that their primary responsibility is to Airfield operations and should not routinely be seen as the primary providers for First Aid.

3.3 AVAILABILITY

Airport First Aid trained personnel are not always immediately available; and 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

4.1 AIRPORT STAFF AND VISITORS

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 staff will wait 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.

4.2 AIRLINE PASSENGERS

When a passenger on board an inbound flight is taken ill or is injured, it is the responsibility of the airline to call for an ambulance. Upon arrival at BOH the passenger remains the responsibility of the airline / handling agent until the passenger clears the Border Agency; &/or until the ambulance or emergency services arrive.

If an ambulance is called, the airline / handling agent must notify relevant personnel to enable an escort to be arranged; if necessary, this to be via 222.

When requested, an Airport First Aider, if available, 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.

4.3 AIRPORT TENANTS AND THEIR VISITORS

Assistance from Airport First Aiders will be subject to the limitations noted above; and delivered in accordance with the documented procedure.

BOH is not obliged to provide First Aid cover for tenants; any such assistance as may be provided will be on a voluntary basis, as circumstances permit; typically provided only for genuine emergencies. 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 will be required to explain why they are unable to manage the situation themselves. If the reason is deemed unacceptable, the tenant may be charged for each attendance; except in the case of a genuine medical emergency.

5. RECORD KEEPING**5.1 NOTIFICATION**

All events, that have required the assistance of a First Aider, must be recorded on the Accident Database, accessible via the Oshens reporting system.

Where the incident relates to a third party, the details must be notified to the Operations Director for possible insurance purposes.