

Safety Clothing and Equipment

Airside Operational Instruction (AOI) 35

DOCUMENT REVIEW HISTORY		
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VERSION	REVIEW	DATE
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V2.0		December 2017
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	2.2	April 2022
	2.3	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			
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PARAGRAPH	AMENDMENT
	New ownership

REVIEW SUMMARY			
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1. INTRODUCTION

1.1 PURPOSE

The procedures detailed in this AOI have been generated to formalise the procedures for the provision and wearing of high visibility clothing and use of safety equipment, whilst Airside at Bournemouth Airport.

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

2. SAFETY REQUIREMENTS

2.1 POLICY

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. HEALTH AND SAFETY

3.1 AIRSIDE PROTOCOL

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 appropriate for the task undertaken; this includes but not limited to:-

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

3.2 RESPONSIBILITY

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.

4. PERSONAL PROTECTIVE EQUIPMENT (PPE)

4.1 PROVISION

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.

4.2 AUTHORISATION

The following people have the authority to enforce the published safety procedures, regarding operations carried out within the Airside areas:-

- Airfield Services Manager (ASM)
- Airport Duty Operations Managers(ADOM)
- Fire Service Manager (FSM)
- Airport Security Officers (ASOs)

It is the responsibility of all personnel, working Airside, to be alert to any unsafe practice; and to report any observation to the ASM, FSM or ADOM in a timely manner.

4.3 PENALTIES

This AOI operates alongside and in support of AOI 14; Airside Safety Regulation Scheme.

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 penalty fine of £40.00, payable to Bournemouth Airport.

5. AIRSIDE SAFETY REGULATION SCHEME

5.1 Process

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

- a) A member of the Operations, Fire or Security team, as noted in Para 4.2, will proceed to the area and make immediate contact with the offending individual.
- b) The enforcing member of staff will identify themselves 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 the ticket will be sent to the 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.

5.2 NOTIFICATION

Any Non-Compliance Ticket issued must be advised to the ASM, who will notify the offender's employer in writing. The notification letter will include a copy of the Notification of Non-compliance Form issued and whether the offender's Airside Operating Authority or Airside ID Pass has been or is to be withdrawn.

On receipt of the notification 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.

5.3 APPEALS

Appeals against a fine or suspension / withdrawal of Airside authority to operate must be submitted in writing, to the Airfield Services Manager (ASM) 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 ASM will review the Appeal and gather further information as relevant; a recommendation will then be made to the Operations Director for sign-off. When deemed necessary, the Appeal will be assessed by at least 3 members of the BOH Safety Executive to agree a collective decision; this session may be attended by at least one member of management from the company involved, together with the person making the Appeal.