

# Airside Safety

Airside Operational Instruction (AOI) 07

## Content

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3. Airside Smoking Policy
4. Substance Misuse

AOI Owner - Airfield Operations



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## INTRODUCTION

The purpose of this document is to detail procedures that are in place to ensure that the risks to personnel, vehicles, equipment, and aircraft are minimised and controlled to an acceptable level.

In addition to this AOI employers of persons working airside must ensure:

- their operation is carried out in compliance with legislative requirements.
- their undertakings are carried out in a manner which minimises risks to employees and other persons.
- a risks assessment is carried out to assess the risk to their employees and others resultant from their operations.
- that any risks identified are minimised by safe systems of work.
- they co-operate with other employers in a co-ordinated manner.

## SECTION 1 - AIRSIDE SAFETY BRIEFINGS

### 1. Introduction

- 1.1 The Airside environment can be hazardous, to ensure the safety of new employees or to refresh existing personnel, it is a requirement that all personnel applying for an Airside Security ID requiring access to 'outside airside areas' (zones - 4, 5, 6 or 7) of the CP must undergo an Airside Safety Briefing,
- 1.2 The briefing will be entitled "Passport to Operate Airside", the understanding of which will be delivered in the form of a classroom presentation and measured by the completion of a multiple-choice test.
- 1.3 The candidate will only receive a Passport to Operate Airside (POA) certificate upon successful completion.
- 1.4 The POA is not designed to replace any company safety training or induction course but to give a basic understanding of the specific requirements and safety hazards associated with working in airside areas before more specific training be initiated.
- 1.5 The POA is valid for 3-years and must be renewed.
- 1.6 Airfield Operations will conduct random spot checks of personnels Passport to Operate Airside on a random basis. If a spot check identifies the POA has expired, the individual will be escorted landside and their airside privileges to operate airside revoked, until a valid POA has been reinstated.

### 2. POA Presentation Content

- 2.1 The presentation should cover the following basic points;
- High visibility clothing & PPE
  - Noise
  - Aircraft 'danger' areas
  - Foreign Object Debris (FOD)
  - Walkways

- Smoking
- Substance abuse
- Use of mobile phones & Electronic devices
- Airside Photography
- Emergency procedures / Incident and Accident Reporting
- Inclement weather conditions

### 3. Administration

- 3.1 POA training courses are run by the EMA Training Team, to book a place on a course, please email: [training@eastmidlandsairport.com](mailto:training@eastmidlandsairport.com)
- 3.2 If you require to book 8 or more persons on to a single scheduled course a non-refundable deposit of 50% of the training cost per attendee must be paid.
- 3.3 If you would like to request a bespoke course outside of the published timetable, please email the Training Team to obtain a quotation and availability.
- 3.4 The POA certificate is valid for 6 months from date of issue. This certificate is required to be submitted to the EMA Pass Office before an Airside Security ID card can be issued.
- 3.5 A POA *Permit* will be issued to the holder which they must keep on their person whilst operating airside. Penalty points can be issued against the POA Permit as a result of failure(s) to comply with airport regulations, as detailed in AOI 14 Airside Safety Regulation Scheme.
- 3.6 The POA must be retaken after more than 6 months of absence or when a pass is parked for over 6 months, procedures for the refresher training programme are contained within the Aerodrome Manual, Part B, Section 4.

## Section 2 – AIRSIDE WORKING PRACTICES AND PPE REQUIREMENTS

### 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. High Visibility Garments

- 2.1 All High visibility Garments should comply with European Safety Standard EN ISO 20471:2013 Class 2 as a minimum and should be one of the three colours of fluorescent material approved in these standards; fluorescent yellow, orange, or red.
- 2.3 High Visibility garments must be worn in all airside areas including inside the baggage docs. The only exceptions are:
- Within the cab of a vehicle, providing it is fully enclosed.
  - Within airside offices and / or enclosed work areas.
  - Whilst using delineated walkways, including passengers.

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- 2.4 Aircrew and cabin staff proceeding to or from their aircraft or conducting pre/post flight walk rounds and ground handling or cabin staff supervising passengers are NOT exempt from these requirements.
- 2.5 In order to maintain the required level of visibility High visibility Garments must be:
- kept clean
  - Fully fastened to provide 360 degree visibility.
  - replaced as soon as the high visibility properties deteriorate
- 2.6 All High Visibility Garments must be fastened to be effective and visible from every angle.

### **3. Hearing Protection**

- 3.1 It is recognised that working in the vicinity of aircraft and equipment can expose a person to a level of noise that could damage hearing. It is therefore a requirement that all persons should be in possession of hearing protection and that it is worn whilst in the vicinity of aircraft which have their engines / APU's running or any other equipment which may be emitting harmful noise.
- 3.2 Employers of persons operating airside at EMA must assess the risk to employees hearing and have in place safe systems of work which ensure that this risk is minimised.

### **4. Safety Footwear**

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

### **5. Portable Electronic Devices Including Mobile Telephones**

- 5.1 Pedestrians using such devices should maintain awareness of their surroundings especially when using road crossings and within aircraft operational areas.
- 5.2 Non-intrinsically safe equipment including portable electronic devices (PEDs), such as mobile telephones, tablet pc's, radios and any other electronic or electrically operated equipment, are prohibited from any part of an aircraft refuelling zone. The refuelling zone is 3 metre radially from the aircraft filling or venting points and from any part of the fuelling vehicle and its equipment, including hoses.
- 5.4 It is recognised that handheld tablet devices and phones may induce inattentive blindness or deafness, therefore these devices are not recommended to be used in any airside area, unless purely for operational purposes.
- 5.3 The use of handheld mobile telephones whilst driving (including supervising/escorting a non-ADP holder) or otherwise operating a vehicle in any airside area at EMA is prohibited, carries a 12 point non compliance penalty which will result in the removal of the drivers ADP and a resit of the permit.

### **7. Airside Photography**

Photography (including motion picture capture) is not permitted within any airside area at East Midlands Airport without the express permission of the Press Office which can be obtained by emailing the [pressoffice@eastmidlandsairport.com](mailto:pressoffice@eastmidlandsairport.com) This includes any staff taking airside photography in airside locations.

## SECTION 3 - AIRSIDE SMOKING POLICY

### 1. Introduction

- 1.1 Smoking is only permitted in designated smoking areas airside. East Midlands Airport's smoking policy covers the prohibition of smoking airside and applies to all staff, contractors and visitors/escorted parties.
- 1.2 No person shall smoke or bring a naked light or light any naked light in:
  - i. Any place where any such act is prohibited by notice; or
  - ii. 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'.
- 1.3 Failure to comply with legislation relating to smoking will result in the Airside Safety Regulation Scheme AOI 14 processes being activated.
- 1.4 Smoking prohibition covers all types of cigarettes (including electronic types)/cigars/pipes.

### 2. Requirements

- 1.5 Companies must consider and ensure that their 'smoking' policies do not contravene the airside smoking regulations of East Midlands Airport.
- 1.3 Handling agents should ensure, through robust procedures that passengers are aware of 'smoking' related restrictions whilst airside at East Midlands Airport.

### 3. Reporting

Any reports or concerns in relation to smoking or the use of a naked light airside should be reported to the Airside Safety and Compliance Officer on 07880 787543 or EMA Control Room on 01332 852973 or ext.2973, in the event of an Emergency dial 3333 (01332 818555).

## SECTION 4 – SUBSTANCE MISUSE

### 1. Introduction

- 1.1 Individuals must not perform any duties whilst under the influence of alcohol or psychoactive substances.
- 1.2 Alcohol must not be consumed, and psychoactive substances must not be misused during a duty period.

### 2. Requirements

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- 2.1 Employers have a general duty of care under the Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999 to ensure, as far as is reasonably practicable, the health, safety and welfare of their employees.
  - 2.2 All services partners operating airside should have a substance misuse and alcohol policy in force within their organisation.
  - 2.3 For MAG/EMA colleagues the Substance Misuse and Dependency Policy procedures apply.
  - 2.4 Any person working airside who takes prescribed medication or is temporary prescribed medication that may influence their ability to operate safely should inform their line manager before entering the airside areas.

### **3. Reporting**

Any person who suspects a member of staff working airside to be under the influence of alcohol or psychoactive substances must contact the Airfield Safety and Compliance Officer on 07880 787543, or in the event of an Emergency, call 3333 or (01332) 818555.

### **4. Enforcement Action**

- 4.1 EMA Security may stop any person they suspect of being under the influence of such substances from entering the Critical Part.
- 4.2 Any person operating airside who is suspected to be under the influence of drugs or alcohol airside will be escorted Landside.
- 4.3 Where there is a concern relating to driving the incident will be reported to the Airport Police.
- 4.4 The individual's employer will be advised of the enforcement action taken and will be responsible for enforcing their company policy and procedures to deal with the situation.
- 4.5 Failure to comply with legislation relating to substance and alcohol misuse will result in the Airside Safety Regulation Scheme, AOI 14 processes being activated, and the Passport to Operate Airside being removed.