



Leeds Bradford[®]
Airport



AIRSIDE SAFETY MATTERS

Issue 17 / April 2017

Welcome to the latest edition of the LBA Airside Safety Bulletin




Here at LBA we are absolutely committed to achieving the highest standards in Airside Safety. This bulletin is designed to provide Airline operators, Airport Service Providers & Ground handlers with informative, up-to-date information regarding Airside Health & Safety at LBA.

Summer 2017 at Leeds Bradford Airport

Passenger numbers at LBA continue to grow into Summer 2017 and as usual the summer season sees an increase in all types of traffic in the airside environment. **More aircraft, more vehicles and more people.** This increase in traffic however **does not need to result in a decrease in safety.**

If all personnel maintain a high level of alertness/awareness whilst operating to correct airside procedures the apron/ manoeuvring area will remain a safe place for staff and passengers alike.

Here are some considerations we should all make in the run up to peak Summer 2017

HAZARD	ACTION
<p>Increased number of vehicles on apron road & passengers using the pedestrian crossings</p>	<p>Use the covered walkway (and not apron road) when moving between stands on foot. Stick to designated footpaths. KEEP SPEED DOWN— 10 MPH ON APRON RD</p> 
<p>Increased aircraft movements / use of Stands</p>	<p>Be considerate. Do not block interstand clearways with equipment unnecessarily. Stow all equipment in marked equipment bays. Stop at all STOP signs. DO NOT drive behind or in front of live or taxiing aircraft. Check aircraft beacons before proceeding. Do not park on stands. Once again—Keep speed down. Never drive or walk behind a marshaller / tailguard</p> 
<p>More aircraft, More vehicles = More NOISE</p>	<p>Wear hearing protection at all times when airside. Remember; even transiting airside exposes you to high levels of noise requiring the highest level of protection.</p> 

ALWAYS THINK SAFETY FIRST

AIRSIDE 101

Apron Road – Rear of stands

The rear of stand sections of apron road remain safety hotspots. Driving behind or in front of live aircraft (aircraft with beacons illuminated) remains the most reported Airside driving related incident at LBA.

Drivers are reminded they must NEVER

- Drive behind aircraft with beacons illuminated on stand
- Drive in front of aircraft taxiing onto stand.

This is basic airside driving.

***The only way you can be certain that it is safe to proceed is to
STOP AND CHECK.***



The necessity to check beacons on remote stands is as vital as it is on contact stands.

We are an engineering base at LBA. Aircraft do frequently carry out engine runs.

We also operate flights from these stands (19, 20A/B, 21A/B/C)

To reiterate.

CHECK THE BEACONS

We cannot stress how important it is to stop at stop bars.

Penalties for non-compliance of airside driving rules range from 3 points on airside driving permit to permanent withdrawal of airside driving permit.

Can you do without yours?



AERODROME MANUAL REVIEW

The Aerodrome Manual at Leeds Bradford Airport is currently being reviewed. We will inform all relevant organisations, departments, individuals when the new Aerodrome Manual has been rolled out.

We hope that the new manual will be easier to use for all at the airport.



Some turboprops start their engines using power from a GPU. Seeing equipment attached to an aircraft doesn't mean it isn't dangerous to drive behind.



Check the beacon, check the beacon, check the beacon

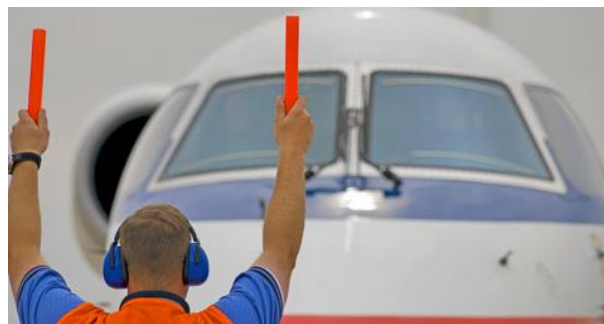
Hearing protection Airside at Leeds Bradford Airport

In accordance with the requirements of the Health & Safety at work act 1974 and the Control of Noise at Work Regulations 2005 the airport regularly monitors noise levels airside to ensure that the correct hearing protection is sourced and provided to those staff that regularly spend the majority of their shift in the airside environment.

The latest noise survey was completed in June 2015 and a number of airside staff were fitted with noise dosimeters for the duration of their shift. During the survey it was highlighted that in some areas staff have become complacent and are not wearing hearing protection provided and putting their own hearing at risk. Even transitting airside exposes you to high levels of noise that require protection.

For example-

1. Aircraft coming in and off stand.
2. Running of APU'S and GPU's.
3. Taxiing aircraft.
4. Generators running.
5. Vehicles transitting the apron road.
6. Driving airside with windows down.



You are reminded that you have a duty to take care of your own Health & Safety whilst at work and use any safety equipment provided.

Supervisors and Managers are to lead by example and ensure their own staff adhere to rules regarding hearing protection.

If you are escorting visitors airside you are also to ensure they are provided with hearing protection.

Earmuffs They should totally cover your ears, fit tightly and have no gaps around the seals. Don't let hair, jewellery, glasses, hats etc interfere with the seal. Keep the seals and the insides clean. Don't stretch the headband – the tension is crucial to protection. Helmet-mounted earmuffs can need particular care to get a good seal around your ears.

Earplugs They go right in the ear canal, not just across it. Practise fitting them and get help if you are having trouble. Clean your hands before you fit earplugs, and don't share them. Some types you use only once, others can be re-used and even washed – make sure you know which type you have.

Semi-inserts/canal caps These are held in or across the ear canal by a band, usually plastic. Check for a good seal, every time you put them on. Follow the same general advice as for earplugs and make sure any band keeps its tension.

Don't put your hearing at risk

Speak to your Manager to find out if you should be using hearing protection as part of your daily duties.

Safety & Reporting

Are you aware of the reporting channels provided by LBA?

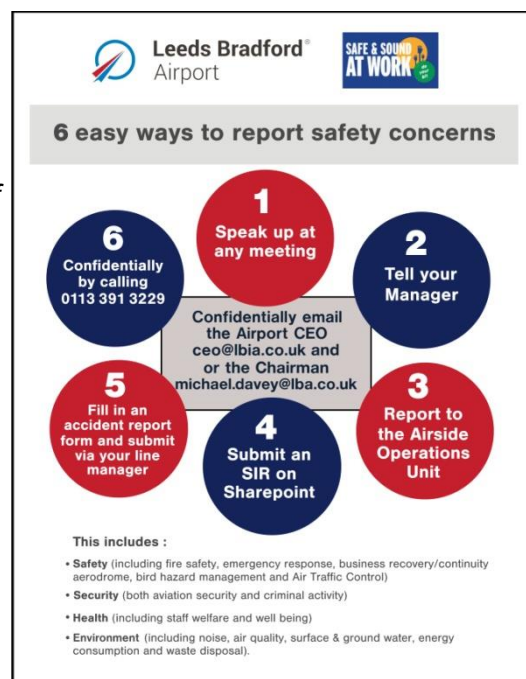
You should be.

Leeds Bradford Airport operates a **Safety Incident Reporting (SIR)** system to track, review and mitigate any possible safety related incidents occurring on the premises. The airport has '*absolute commitment to the establishment and maintenance of safe workplaces and practices*' and it is the individual's responsibility to ensure that they are fully aware of all the reporting channels provided by LBA when reporting safety concerns.

If you do not know how to report a safety incident. As soon as possible:

Speak to your line manager

Speak to Airside Operations (AOU Office – Stand 5)



Fire Marshall and Fire Awareness & Extinguisher training - Upcoming Course Dates 2017

May

Tuesday 16th Fire Awareness and Extinguisher course

Tuesday 30th Fire Marshal course

June

Wednesday 7th Fire Marshal course

Tuesday 27th Fire Awareness and Extinguisher course

July

Tuesday 11th Fire Marshal course

Thursday 21st Fire Awareness and Extinguisher course

August

Thursday 10th Fire Marshal Course

Wednesday 16th Fire Awareness and Extinguisher course

September

Tuesday 5th Fire Awareness and Extinguisher course

Tuesday 19th Fire Marshal Course

October

Friday 13th Fire Awareness and Extinguisher course

Monday 23rd Fire Marshal Course

All courses take place at the Fire Station and commence at 09:30hrs.

Are you up to date on your fire training? Courses can now be booked and enquiries made by emailing

FireAwarenessMarshalCourses@lba.co.uk



Safety Issues – In Brief

On passenger escort duty? Remember

It is often safer to stop traffic than to stop passengers crossing a pedestrian crossing.

Please do not pull passengers back from apron road once they have started crossing.

Allow them to complete their crossing. Traffic will stop.

DO

- Feel confident enough to make vehicles wait. Our passengers are the priority.
- Prioritise pedestrian traffic for reasons of passenger safety & comfort. (E.g. if large groups of pax are gathering / if it is raining.)
- Maintain situational awareness. Is there a large queue of vehicles? Are passengers unsafely grouped together? If so; take control and do something about it.

DON'T

- Pull passengers back to the side of the road once they've started crossing.
- Forget that you have more control over the situation than just finding gaps in traffic.

If you are unsure about anything please speak to Airside Operations (Office on stand 5 or Ext 3231). We are happy to help.

DRIVING PAST THE FIRE STATION?



It's for your OWN SAFETY.

Please check the red lights EVERY time you drive past them. If they're flashing; STOP. Simple.

A siren test is not an acceptable excuse for failing to stop at red lights.

AOA
THE VOICE OF UK AIRPORTS



UK AIRPORTS SAFETY WEEK

8-14 MAY 2017

TAKING PLACE AT
OVER 50 UK AIRPORTS

Leading the way in Airport Safety



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Leeds Bradford Airport are organising a number of events to support the UK Airports Safety Week 8-14 May 2017. LBA together with the AOA and several other UK airports have been part of a small working group producing guidance documentation with the aim of ALL UK Airports taking part this year. Please take time to look at the "UK Airports Safety Week" website following the link below.

Please print off the attached poster and display in your offices and crew rooms. Details of events taking place at LBA will be announced in due course.

<http://www.ukairportssafetyweek.org.uk/> **#ukairportssafetyweek**

SAFETY REPORTING – NEAR MISSES

Here at LBA we use the Safety Incident Reporting systems (SIR) for reporting any LBA/Business partner incident for subsequent investigation and most importantly the implementation of preventative action wherever possible.

LBA would like to remind everyone that near misses are just as important for investigation purposes as actual incidents. Collecting near-miss reports helps create a culture that seeks to identify and control hazards, which will reduce risks and the potential for harm.

A NEAR MISS TODAY IS AN ACCIDENT WAITING TO HAPPEN

REPORT ALL NEAR MISSES BEFORE IT'S TOO LATE

GOT A QUESTION? – SPEAK TO AIRSIDE OPERATIONS

In Airside Ops we have been encouraged by the amount of people who have approached us either on the apron or in our office with questions relating to Airside Safety.

If you have any questions at all please get in touch with us.

Whether you've been here for 25 years or 2 weeks come and see us. We will be very happy to help.

Our office is located adjacent to Gate 50 / Stand 5. We can also be found on the apron in our Fire Operations vehicle. We look forward to hearing from you.



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Always dial 2299 or 9999 in an emergency

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Al Siddoway *ATC Manager* Alan.Siddoway@lba.co.uk

Airside Operations Unit (*Duty Officer*) Ext 3231 or 07813 817314

Thank you for reading.

Please contact George Graham (AOU) with any feedback, future content suggestions or distribution issues.

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