

**AIRSIDE SAFETY TRAINING
PART 2
INITIAL TRAINING**

1. INTRODUCTION

1.1 This part of the GAD outlines the basic safety training required before an employee commences work in airside areas at Gatwick.

1.2 In addition, employers must provide appropriate safety training for their employees specific functions.

2. BASIC AIRSIDE SAFETY TRAINING

2.1 Employers are required to provide adequate safety training for all their staff required to work airside. They may do this themselves or they may make arrangements with another company to do this on their behalf. Organisations carrying out airside safety training must keep their existing systems under constant review to ensure they meet the requirements of this Instruction.

2.2 Refresher training should be carried out as appropriate according to individual's experience and work activity.

2.3 There are training aids and programmes commercially available. GAL can advise on suitability and availability.

The CAA publication **CAP 642 - AIRSIDE SAFETY MANAGEMENT** (<http://www.caa.co.uk/docs/33/CAP642.PDF>), gives comprehensive advice on all aspects of airside safety.

3. AIRSIDE SAFETY TRAINING - KEY ELEMENTS

3.1 The basic safety training program should contain the following key elements which should be covered in detail:-

Communications

Company Health and Safety Policy

Sources of information:

Regulations

Security

Air Navigation Order

Gatwick Airport Notices and Directives

Airport Byelaws

CAA Publications

Company Processes

Risk Assessments

Incident/Accident Reporting

Environmental management and Incident Reporting

Bird Hazard Awareness

Fault Reporting

Emergencies

Alerting procedures as described in GADs

Individual's responsibilities

Conduct on Stand

The Turn Round process
Individual/Joint responsibilities
Equipment - condition and storage
Vehicle/Aircraft Signalling
FOD avoidance and clearance
Passenger Safety

Personal Safety

Responsibilities for and awareness of:
Personal Protective Equipment (PPE)
Aircraft noise
Jet blast and Propeller hazards
Manual Handling
COSHH

Airfield Topography

Stand/Taxiway markings
Taxiway crossing procedures
Restricted Areas
Air Navigation Order/Airport Byelaws

Fire Safety

Fire precautions
Main Fire hazards/causes
The requirement to maintain clear exit routes
Misuse of equipment
Refuelling hazard prevention
Correct reporting on discovering a fire
Evacuation procedures

Aircraft

Jet blast/ingestion
Mandatory Occurrence Reporting procedures
Servicing hazards
Movement onto and off stand
Reporting damage to aircraft

Weather

Adverse weather procedures
Snow / ice
Rain / high winds
Low visibility
Night operations
Responsibility of reporting hazardous conditions

4. AUDIT

4.1 GAL places significant importance on the ability and reliability of the employers and training providers to attain and preserve the high standard of airside safety training required. Airside employers and their training providers will, therefore, be audited by GAL. This is to ensure that the standards of initial and regular airside safety training are maintained to the required level, records are kept of the training and that all employees receive safety training before commencing work airside.