



IDEAS BOOKLET

UK Airports Health and Safety Week 2023 (15-21 May 2023)

“UK Airports Health and Safety Week” is supported by the UK regulator, the Civil Aviation Authority (CAA), and brings people together to make learning and sharing of values and experiences compelling in an intuitive and enjoyable way. A good outcome is an airport environment where people experience new ideas to improve and take back to their jobs. A great outcome is where a new initiative is adopted, taking safety performance to the next level.

As an all-inclusive event, all stakeholders and business partners are welcome to participate including staff, passengers and the local community. Airport roles, functions and activities are complimentary, requiring cooperation affiliated with good judgement, experience, and timing. Operations can only be highly effective when they are safe for which taking individual responsibility is a critical component.

Every journey should start and end safely with all staff, passengers and visitors continuing to operate in the safest surroundings, enveloped by a culture determined to deliver this.

Objective

A week demonstrating & embracing UK airport safety culture by creating an environment where everybody can participate in sharing values, beliefs, knowledge and experience, coupled with a vision to develop understanding and learning.

Principal Aims

- Safety Culture Development – creating a climate for sharing and learning
- Inclusive - all stakeholders and business partners feel able to participate and contribute

AOA Objectives, as a flagship event, the AOA’s own objectives are:

To demonstrate collectively UK airports continued commitment to safety culture as a priority.

‘UK Airports Health & Safety Week’ Awards

Please Refer to the ‘Awards Guidance & Entry Pack’.

Awards Basic Description

‘Best approach to improving mental health and wellbeing’

We want to hear about all the things you are doing, both during the health and safety week, and more widely, to support your staff and passengers’ mental health. You should review your objectives and goals and be able to demonstrate how your activities accomplish or go beyond these.

The “UK Airports Health and Safety Week” - outline category for the award. These will be:

- Best approach to improving mental health and wellbeing (Large Airport)
- Best approach to improving mental health and wellbeing (Medium Airport)
- Best approach to improving mental health and wellbeing (Small Airport)

The award will be presented at the next AOA Conference in November. The date for submission will be announced after the event.

Strapline for 2023

‘Never Give Health and Safety A Day Off’

Approved Themes

Items suggested below from the CAA (this is just a guideline), focus for this year's event will be *‘Mental Health and Wellbeing’*. Other themes are optional and can vary to suit participants:

- Adapting to new technologies
- Electric vehicle airside
- Airside Driving
- Aircraft Ground Handling

Example of Timetable of activities

Please note that you can also hold a **single activity rather than having multiple activities during Health and Safety Week.**

Example Event Calendars:

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
08:00-14:00	Introduction CX / MD / COO 9am launch	Flight Deck Safety Briefing	Control Tower Visit	PRM Event Transport Event	Wildlife & Habitat Management	Visit Airport Safety Centre / Safety Bus Tour	Passenger Transportation & Terminal drop off / pick-up
	Occupational Health / Well-being	Airport, ATC, airlines & agencies collaborative event	LIVE DEMO	Airside Driving	Cycling to Work Wellness	Lithium Batteries as Baggage (education) Terminal & Pax	RFFS Station Visit
14:00-23:59	Ground Handling Activity	Safeguarding	Airside Day FOD Walk	Occupational H&S	Landside Car Parking	Maintenance & Engineering	Apron Equipment Parking

	Terminal/Security Dangerous Goods	Air Traffic Control	Terminal Safety	School / college / university	Retail	Aircraft Push-Back Workshop	Monday Summary & Wash Up
23:59-08:00	Airside Night FOD Walk	Passenger Welfare	Blue Light Training Exercise	Airside & Landside Lighting	Cargo Operations	Night Time Operations & Low Visibility	

	0900	1000	1100	1200	1300	1400	1500	1600	
Monday	Driving Behaviours OPS	Airport Chaplaincy - Tea, Buns & Info 'Quiet Room' beside Information Desk		Beat Plastic Pollution AFS Training Room	FOD Walk Taxi & Car Hire Area	Pushback Ride-Alongs Main Apron	Beat Plastic Pollution AFS	Emergency Planning Committee visit to AFS & ATC	
Tuesday	Fire & Rescue Service – Fire & Road Safety – Main Concourse								
	Driving Behaviours Police Officers & Vehicles Main Concourse (all day)								
	Driving Behaviours with Police Road Education Officers & Vehicles – Main Concourse								
	Drugs & Alcohol Awareness Main Concourse		RNIB familiarisation visit (Royal National Institute of Blind People) A Journey through the Airport		Lithium Battery & Dangerous Goods Awareness Check-in Area	FOD Walk Cargo Area	Driving Behaviours Police Service Road Education Officers & Vehicles Main Concourse (all day)		
Wednesday	UK Airport visit to Our Airport								
	'Time To Read' Local Primary School	Actions in the Event of a Terrorist Attack Security	Live Fuelling Exercise Airport Fire Service & Refuellers		Safety Aspects Cargo	Lithium Battery &	Accident Scenario (OPS) Reporting & Investigation Equipment Parking Area	Coastguard Helicopter	
Thursday	European Airports visit to Our Airport			Nutritional Talk & Healthy Snacks Charity Partner	Guided Walk Local Park	Dangerous Goods Awareness Check-in Area	WIP - Terminal Reconfiguration Tours	CPR / Defib Demos Departure Lounge	
Friday	Pushback Ride-Alongs Main Apron	Hidden Disability Lanyard Awareness Conference 1	Humanitarian Aspects of an Emergency AFS Training Room	Sleep Clinics – Charity Partner (1200, 1300 & 1500) Analysing sleep behaviour & tips for better sleep - AFS Training Room					
Saturday	Tours of ATC Visual Control Room			OPS Tours of Airfield (5027)		Autism familiarisation visit A Journey through the Airport			
Sunday	Level 3 Inspection Runway	Tours of ATC Visual Control Room			Sign Language Info Desk & Terminal	OPS Tours of Airfield			
		AFS Tours for families of staff & cadets							

Example Areas and People to involve:

Many roles, functions and business partners operate across the airport and some distinctively landside or airside. The list below is generic, UK Airports Health & Safety Week as an inclusive event which is intended for everybody.

Airport General		
Administration	Data Protection	Legal
Airport Development	Development	Maintenance
Airport Planning	Digital	Marketing
Baggage sortation	Directors	Occupational Health
Building	Environment	Procurement / Purchasing
Chaplain / Faith representatives	EHS	Retail / Shopping Mall
Chief Executive (don't forget!)	Facilities	Route Development
Commercial	Finance	Strategy
Communications	Group	Technicians
Concessions	Human Resources	Training
Corporate, Social Responsibility	Information	Utilities
Customer Service	IT / IA	Volunteers
Airport Related	Local Community	Emergency Services
Car park	School, college, university	Police
Cycling	Local council	Local Fire Service
Park & Ride	Local businesses	Paramedic / Ambulance / First Aid /
Transportation (Bus/coach, Car Hire, Taxis, Trams, Trains...)	Charity	Heli-Med / Hospital / Search & Rescue /
	Suppliers	Mountain Rescue / Lifeboat (coastal airports)
Airport Operations		
Air Traffic Control	Contractors	Operations Control
Airlines	Customs	Quality
Aircraft Fuellers	Emergency Planning	Safeguarding
Airport Fire Service	Engineering	Safety
Airside Operations	Environment	Security
Airspace	Fixed Based Operations	Service providers
Business Partners	Ground Handling	Solution providers
Cargo / Freight	Inspection & Maintenance	Survey
Cleaners	Management	Terminal
Construction	MET services	Winter Operations

<p>Occupational Health, Welfare and Wellbeing, Health & Safety (H&S)</p> <ul style="list-style-type: none"> • Drink and drugs awareness roadshow - Showcasing how drink and drugs can affect performance and how substances can remain within bloodstream • Manual Handling • Supervision of Children • Control of Contractors • PRM handling • Shift Working - sleeping and eating, maintaining optimal health around shift work • Workplace inspections – departments undertaking workplace inspections on other areas of the business and providing feedback. • Incident ‘mock-up’. incident scene management and investigation • Manual handling • Safety culture workshops • Safety Talk – (using an external specialist) • Safety Ambassadors • Behavioural safety • Holding a first aid training exhibition • Practical first aid demos including use of the defibrillators • Office Safety - specific company safety campaign 	<p>Local community, Young People, the Public</p> <ul style="list-style-type: none"> • Safety poster competition with local schools. Winner will be published. • Presentation to apprentices on airfield safety, drones, lasers & FOD • School visit to airport • Competition to design the airport fire service badge • Design a safety poster • Invite college / university to help plan your event • Safeguarding presentation to your local planning authorities (LPA’s) 	<p>Passengers</p> <ul style="list-style-type: none"> • External messages to passengers regarding safety in and around the airport. • Escalators use and safety learnings, behaviours • Car parks/bussing - speed checks • Passengers with Reduced Mobility (PRM) • Hidden disabilities • Security to explain the rules and procedures, liquids, laptops • Video demos of training and an interactive demo of a new Safety Hub E-learning 	<p>Airport Transport</p> <ul style="list-style-type: none"> • Tram • Buses & Coaches • Trains / Metro • Cycling to work • Car Parks • Taxi, Private Hire • Airside buses, • Crew & staff transport • Airside vehicles
	<p>Airport Experience (examples)</p> <ul style="list-style-type: none"> • Runway inspection • Baggage system overview • Tug pushback of an aircraft • Visit control tower • Tour fire station • Time with airport paramedics / medical team • Time with the airport duty manager • Visit to aircraft cockpit • Extinguishing a fire • Discussion of track monitoring • Aircraft fuelling – safety demo • Engagement themed week working with a training organisation and insurance company 	<p>Airlines, Air Traffic Control</p> <ul style="list-style-type: none"> • Get a base captain in for a briefing • Air Traffic Control Manager for a briefing / ATCO safety talk • Cabin Crew – safety professionals at work • Air traffic engineering • Line engineer manager - turnaround activity / inspections etc. • ATC engineer – demo of VCCS, radar, etc equipment in use • Network operations • Drones • Infringements 	<p>Items suggested below from the CAA:</p> <p>This is just a guideline), focus for this year's event will be 'Mental Health and Wellbeing'. Other themes are optional and can vary to suit participants:</p> <ul style="list-style-type: none"> - Adapting to new technologies - Electric vehicle airside - Airside Driving - Aircraft Ground Handling

<p>Airfield and Topography</p> <ul style="list-style-type: none"> • Familiarisation Tours of airfield. Look at stands, equipment areas etc. • Experience Airfield at night • Pushback workshop • Safety buses – displaying various themes • Runway incursion awareness • FOD inspection walk / Runway walks • Aircraft fuelling – presentations on filtration, fuel facility, H&S etc. • runway safety workshop / with visits • Familiarisation and briefings on Snow Equipment and Habitat Management equipment • Senior Management provide guidance through airside tours. • Coaches, tugs, fire appliance, PRM, snow vehicles, driver simulator (Police). • Obstacle course with tug and dollies. • Speed gun activity. • Safety talk to airfield users and key people on site (+communication representatives) • FOD awareness / wildlife risk management – campaign with leaflets /company TV channel • Airfield visit – awareness for non-frequent users • Hazard perception and identification, root cause, communications around pushback • Marshalling techniques • Standardisation of turnaround processes 	<p>Airport Rescue & Fire Fighting Service (RFFS)</p> <ul style="list-style-type: none"> • A mock-up of a RTC involving a 3rd party vehicle • Focus on seatbelt compliance • Mobile phones usage whilst driving • Extinguishing a fire - practical • Drinking/drugs and driving • RFFS Open Day with BBQ • A stand with relevant safety courses offered at the RFFS • Station open morning, presentation on roles/vehicles • RFFS - safety event / stalls / exhibits • 	<p>Stakeholder and Partner Events</p> <ul style="list-style-type: none"> • Ground handlers invite members of staff to sit in pushback tugs and plug into the headset while undertaking an aircraft push. • Ground handler will invite people to shadow the despatcher while on a turnaround. • Air Traffic Control (ATC) safety brief • Construction site safety. • Permits to work - education. • Contractors presentation - review meeting on work in progress, crane permits, FOD. • Aerodrome Safeguarders event for Local Planning Authorities (LPA's) • Contractor safety forum & runway walk • Work out the correct load and balance exercise for the aircraft (win free airline tickets) • Read the various articles posted on the stall, walk around and answer the prepared questions – win a prize 	<p>Quizzes, Tests and Questionnaires</p> <ul style="list-style-type: none"> • Send out quizzes to all airport stakeholders, for completion and return to an area at the stands with a prize of shopping tokens. • Quizzes will cover topics such as airfield/ airport signage/ markings. • ‘Guess the weight of FOD swept’. Collecting FOD, weigh-in on the last morning. Offer a prize for best guess. • Safety Champions Event (finalists in clay pigeon shoot) • Drop in open sessions. Whiteboard / “post-its”, for people to write concerns on. • Gift prizes • FOD walk (apron). Strategically placed items (recorded) to be found Safety related quizzes, questionnaires, safety videos • Terminal passenger safety quiz
	<p>Retail</p> <ul style="list-style-type: none"> • back of house safety, retail corridors. • Delivery • Introduce retail to non-retail activities 		

<ul style="list-style-type: none">• Raise awareness amongst flight crews on safety performance			
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