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1 **Distribution:**
Controlled Master Copy: Head of Assurance
Full Distribution: Glasgow Hub
X Drive: Managing Responsibility System

1.1 **Replacement:**
New Document

1.2 **Endorsement:**
Document Sponsor: Dan Adam
Document Owner: John Stark
Revision Period: 3 Years
Retention Period: 5 Years
Date Approved: 30 April 2018
2. **Glasgow Airport Limited Statement of Health and Safety Policy**

Glasgow Airport Limited (GLAL) is committed to safeguarding the health, safety and welfare of our employees, of others who carry out work on our behalf, our service partners, passengers and members of the public. Our commitment is the elimination of all preventable illnesses, injuries and business losses due to unplanned events throughout our managed operations and premises and the continual improvement of occupational health, safety and welfare management and performance.

To deliver on this commitment GLAL seeks to:

1. Create a culture that is intolerant of accidents, incidents and poor performance.
2. Establish safety as a core business value and promote “safety first”.
3. Make safety important and personal such that it influences people’s choices and behaviours.

In particular, it is the policy of Glasgow Airport Limited to:

- Set a challenging vision for the future via stretching objectives and targets at both business and individual levels;
- Provide visible, passionate and effective health, safety and welfare leadership and behaviours that support and improve the safety culture and engage people at all levels;
- Establish and maintain effective health, safety and welfare management systems, including processes to identify and manage risks to health, safety and welfare;
- Comply with all applicable legislative and industry requirements pertaining to health, safety and welfare, as the minimum acceptable standard;
- Provide sufficient information, advice, training and supervision to ensure that people under our control, are aware of their responsibilities and are competent to undertake their roles and activities;
- Establish channels of communication and consultation which encourage all employees, their representatives and Trades Unions to contribute to improvements in our health and safety performance;
- Embrace a “Just” Safety Culture by recognising and rewarding good health and safety performance and apply established disciplinary procedures to those who deliberately or flagrantly breach our requirements;
- Require a demonstrable commitment to and competence in, the proper management of health, safety and welfare as an essential factor in the selection of business partners and suppliers of services;
- Measure and report health, safety and welfare performance on a regular, consistent and meaningful basis and to benchmark performance against ‘best in class’;
- Establish systems for the audit and review of our systems and the health, safety and welfare performance of those providing services and activities on our behalf; and
- Develop, on an annual basis, plans for the continuous improvement of our performance that include detailed and measurable objectives and targets.

2.1 **Organisation**

The AGS Airports Limited Executive Committee is accountable for ensuring that all Airport operating companies have systems of internal control which provide assurance of effective and efficient operations and legal compliance, including health, safety and welfare. The AGS Airports Limited Board has nominated the Chief Executive Officer as their health, safety and welfare “champion” as recommended as best practice by the Health and Safety Executive. The Executive Committee is responsible for ensuring that AGS Limited operating companies have appropriate health, safety and welfare policies, standards and assurance. The GLAL Managing Director as Chief Executive of AGS Airports Limited, is responsible to the AGS Airports Limited Board for all health, safety and welfare performance issues within Glasgow.
Airport. This includes the provision of all financial, technical and human resources to secure compliance with the AGS Airports Limited Health and Safety Policy. Managers at all levels are responsible for the health, safety and welfare at work, of those under their control and others who might be affected. Managers must allocate resources sufficient to discharge this responsibility, including competent staff, supervision, information and training for themselves and all employees and specialist advice where necessary. All employees have a responsibility for ensuring that their own actions or inactions do not put themselves or others at risk. They must fully co-operate with their managers in this regard, maintain their place of work and their equipment in a tidy and safe condition and must not misuse anything provided in the interest of health, safety or welfare. All employees are encouraged to take an active part in constantly improving health, safety and welfare standards, whether through formal or informal consultation arrangements.

2.2 Arrangements
Glasgow Airport Limited has produced and maintains its own Safety Management System setting out the detail of how health, safety and welfare is managed and how compliance with the AGS Airports Limited Health, Safety and Welfare Policy is achieved. This policy statement is provided to ensure it is at least an equivalent standard to the Group Policy.

The Managing Responsibly System (MRS) is the recognised management system which is based on recognised standards such as HSG 65 and cover the typical elements of Policy, Organisation, Plan, Monitor, Audit and Review (Plan, Do, Check, Act). In particular, it describes the management structure and the role of the various parts of the organisation in achieving the following objectives:

• The provision and maintenance of working practices, conditions and equipment which are healthy and safe;
• The identification and control of risks to health, safety and welfare;
• Securing and developing a well-informed, competent and appropriately supervised workforce;
• Embracing a “Just Safety Culture”;
• Responding to incidents, including reporting and investigation process;
• Effective emergency arrangements; and
• The provision of competent health, safety and welfare advice to assist in the establishment and maintenance of the management system and reviewing its effectiveness.

GLAL will prepare and maintain a strategy and plan of work on health, safety and welfare, detailing the actions they intend to take to further improve performance. Such plans are prepared or updated at least annually and are submitted to the Executive. GLAL includes health, safety and welfare on the agenda of its managing responsibly governance group meetings. Details of other arrangements for the discussion and reporting of health, safety and welfare issues are detailed within the MRS.

3 Control of Contractors Scope
This document is a guide to the purpose and procedures of the Contractors Registration Unit (CRU) at Glasgow Airport.

The following sections will provide the reader with knowledge of the procedures and the requirements which have to be met by all contractors wishing to carry out any works at Glasgow Airport. This includes works within premises operated by third parties, within the airport campus.

30 April 2018
The appendix section A holds some general information as well as the commonly used forms used by the CRU.

This document should be read in conjunction with current HSE legislation and approved codes of practice.

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4  **Control of Contractors Objectives**

Glasgow Airport Control of Contractors aims to minimise the risk posed to airport users from contractor works by enforcing control measures, monitoring performance and promoting a safety culture amongst all contractors.

The reasoning behind this objective is the requirements of regulation 11 of the Management of Health & Safety at Work Regulations 1999 for as “persons in control of certain premises”, Glasgow Airport Ltd. needs to know about work being carried out which may have an impact on persons unconcerned with the work.

More specifically, with control measures in place, for example the permit to work system, we know about the nature of works to be undertaken at the airport and can react accordingly. This allows the appropriate safety precautions to be taken and for any concerned parties to be informed.

The main aim of the CRU is to avoid all accidents and asset damage involving contractors. Further to this the CRU aims to avoid accidental smoke alarm activation by contractor works which can result in time consuming and costly evacuation of the area in alarm.

As a unit which interacts with contractors on a daily basis, the CRU can also be viewed as an ideal means by which to promote a safety 1st culture.

![Glasgow Airport Safety First](image)

Please refer to the Control of Contractors Registration Procedures – A.0 [Go to document A.0](#) for further information as this sets out the initial safety requirements and procedures for contractors working at Glasgow Airport and applies to all persons or companies responsible for bringing contractors onto the airport premises or property including the landside road system.

30 April 2018
5 Control of Contractors Process
The Contractors Registration Unit is tasked with making sure that all contractors who are working at Glasgow Airport know exactly what safety requirements they must comply with in order to meet our Health and Safety and Sustainability Policy standards and protect everyone who works at or uses the airport.

In order to do this, Glasgow Airport Ltd. has a Control of Contractors Process which is administered by Derek Haldane, Control of Contractors Officer and Scott Steel, Safe Systems of Work Manager.

The Contractors Registration Unit facility is sited at the Airport Infrastructure & Technical Services Department located between Arran Avenue and Campsie Drive, PA32SG and operates Monday to Friday between 0800 and 1600hrs during normal hours but with reduced availability at all other times.

CRU Location Map – A.3 Go to location map A.3

The primary purpose of the Contractors Registration Unit is to register, vet and to provide assistance to contractors wishing to undertake works on the Airport campus, together with managing the implementation of the control processes and permit to work procedures required to manage the risks introduced by the contractor’s activities.

Guidance is also given to contractors for the control of any waste being generated and the legal requirements for its removal and disposal from Glasgow Airport.

The safety induction briefing consists of a short visual presentation. This presentation also contains information about the various permit to work systems operated at the Airport.

On completion of this short presentation contractors may be asked to complete a health, safety and environmental test to confirm their understanding of the video presentation.

Contractors will also be requested to answer a few questions on the type of work they will be carrying out and the tools and equipment they intend to use or bring to site.

After the safety induction, Contractor ID Passes are issued for the work areas to be visited, including landside roads and building properties. This pass is valid ONLY for the areas shown but should you be required to do work out-with the areas indicated, then a new pass MUST be requested.

All contractors working at Glasgow Airport will be required to display a current and valid Contractors ID Pass at all times.

Managers of companies who may not be directly involved in the on-site works are also encouraged to view the Glasgow Airport safety induction presentation.

It is the duty of everyone at Glasgow Airport to promote the health and safety message to all contractors employed at the Airport and we at the Contractors Registration Unit aim to be of service to you and the company you work for, in carrying forward this message.

Remember that failure to manage contractors has wide implications under the Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999,
Construction (Design and Management) Regulations 2015, Control of Substances Hazardous to Health Regulations 2002.

6 **Contractor Registration**
The CRU requires to know of any contractors working at the airport on a daily basis. This information is required for two reasons, legally and morally.

Legally, because in any client/contractor relationship, both parties will have duties under health and safety law. Similarly, if the contractor employs sub-contractors to carry out some or all of the work, all parties retain health and safety responsibilities.

Morally, because in the event of a fire evacuation or other emergency, we need to know the number and location of contractors working in the airport buildings and on our premises to enable us to issue a fire report to the emergency services.

This will ensure compliance with our “Duty of Care” responsibilities.

This information is captured by the scanning in of the Contractors ID Pass and the completion of the Contractor Registration Log - A.13 Go to A.13

**It is mandatory** that all contractors sign in and scan in before commencing their work and then sign out and scan out when they have finished.

7 **Airport Safety Inductions**
Contractor safety inductions are carried out in the Control of Contractors office sited at the Infrastructure & Technical Services Department.

To avoid any delays, bookings should be made in advance on 0141 848 4295 / 4866. Inductions are normally carried out during Monday to Friday commencing at the following times:

0830  0930  1030  1130  1430.

The induction will take no more than 45 minutes to complete and involves the following before the contractor is issued with a Contractor ID Pass.

- Induction DVD for contractors and airport specific safety briefing.
- Competency and training certification check
- Discussion of any specific safety topics & issue CRU Registration Procedures – A.0 Go to form A.0
- Completion of an Application for Contractors ID Pass - A.4 Go to form A.4
- Completion of Contractor Task Assessment Form (if required) - A.5 Go to form A.5
- Contractor Out of Hours Work Notification Form (if required) – A.7 Go to form A.7
- Contractor Safety Brief Form (if required) - A.8 Go to form A.8
- Contractor Risk Assessment Form (if required) – A.9 Go to form A.9
- Health, Safety & Environmental Induction Test Paper
- Passenger Trolleys - prohibition of use
- Fire Evacuation Procedures – A.12 Go to A.12
- Toolbox Talk on Security of Tools and Equipment - A.24 Go to A.24

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• Reminder of daily registration & contractor permit application process – Go to A.29
• Introduction to Near Miss Reporting & Safety Observation Card – A.40  Go to A.40
• If a contractor is requesting any Life Safety System Isolation then a briefing on the Fire Alarm System Isolation Notification Log will also be necessary – A.41  Go to form A.41
• Issue of the Contractor Health and Safety Leaflet.

8 Contractor Registration Procedures

8.1 Registration Procedures During Normal Hours
Our normal opening times are Monday to Friday between 8am and 4pm excluding public holidays.

Before starting their work, all Contractors are required to attend the Control of Contractors Office to sign in on the Contractor Registration Log then scan in using the barcode on their Contractor ID Pass.

After they have finished their work and before leaving the Airport, all Contractors must return to the Control of Contractors Office and sign out on the Contractor Registration Log then scan out with their Contractor ID Pass.

Please note that the Control of Contractors reception area is open 24 hours and it is only the office area that closes after 4pm and at weekends.

8.2 Registration Procedures Out-with Normal Hours
The procedures for Contractors signing in out-with normal business hours i.e. Monday to Friday between 4pm and 8am and at weekends and on public holidays, are set out below and a Contractor Out of Hours Work Notification Form - A.7 Go to form A.7 must have been submitted beforehand.

Before starting their work, all Contractors are required to attend the Control of Contractors Office to sign in on the Contractor Registration Log then scan in using the barcode on their Contractor ID Pass.
Contractors then contact the Airport Duty Engineer on 07768 723894 to announce their arrival at the airport.

DO NOT proceed until you have spoken to the Airport Duty Engineer.

After they have finished their work and before leaving the Airport, all Contractors must return to the Control of Contractors Office and sign out on the Contractor Registration Log then scan out their Contractor ID Pass before contacting the Airport Duty Engineer again to state that they are now leaving the airport premises.

9 Contractor ID Pass System

9.1 Contractor ID Pass
The Control of Contractors use a computer software programme which is used to produce contractor passes. This type of contractor pass issued to contractors wishing to work within
the boundaries of Glasgow airport can be seen in Appendix A – Application Forms and Further Information - Contractor ID Pass A.2 Go to A.2

Contractor ID Passes will only be issued when an Application for Contractor ID Pass has been fully completed and submitted to the Control of Contractors Office.

The maximum duration for any Contractor ID Pass will be 12 months from date of issue, but in general the pass will only be valid for the specified period the holder anticipates to be working at the airport.

A Contractors ID Pass is required for work being carried out in all areas of the airport.

The Contractor ID Pass must be worn and be clearly visible on an outer garment at all times. Anyone found working without a valid Contractor ID Pass will be instructed to stop work and the Contractor and the Airport Company may be subject to further action by Glasgow Airport Ltd.

The Contractor ID Pass is NOT a Permit to Work for which special procedures apply and separate permits and authorisations may be required. For further advice on permits to work please contact the Control of Contractors Office.

All Contractor ID Passes must be returned when the work is complete or when the pass has expired.

The Contractor ID Pass is NOT a security pass and access to restricted areas must be arranged through Glasgow Airport Security ID Centre.

Please speak to your Airport Company Contact if this is the case.

Contractors who are holders of a temporary or permanent security pass are still required to possess a Contractor ID Pass.

9.2 Proof of ID and Competency

The applicant must also produce proof of identity before the Contractor ID Pass will be issued i.e. driving licence, passport or any other official document containing the applicant’s signature, photographic image and date of birth.

Applicants will also be required to provide evidence of their training or competency for the type of work they will be doing, for example CSCS, PASMA, FGAS, JIB, Gas Safe Register etc.

10 Risk Assessments and Method Statements

Risk Assessments and Method Statements specific to tasks being carried out at Glasgow Airport must be submitted for approval at least 3 days prior to commencement of any work. Each new task will require a new RA/MS unless the work can be covered by a generic document e.g. maintenance works or service visits.

30 April 2018
The Risk Assessments and Method Statements supplied will be kept on file for no more than 5 years at the CRU and used for audit purposes or for evidence in the event of any claim or incident by the contractor.

Term contractors are exempt from this requirement as they supply RAMS to their respective Glasgow Airport project leaders, however the CRU can at any time request these to be produced on demand for audit or inspection purposes.

- Method Statements supplied should be clear, concise and accurate and should provide a clear picture of what is to happen, where, when and by whom. It should be a detailed list of what the contractor plans to do and how they plan to do it. It should contain details of the operative’s skills, the equipment to be used, materials and the sequence of events that make up the task to be done.

- Risk Assessments supplied should be a simple and careful examination of the potential harm that the contractors work would cause to themselves or other people and property and should be site specific. Ideally, it should conform to the standard that Glasgow Airport Ltd. adopts under the HSE (Health and Safety Executive) Health & Safety Guidance Document – “Health and Safety Made Simple” online at the HSE website: http://www.hse.gov.uk/pubns/indg449.htm

11 Contractor Processing
The following process generalises the initial steps that are taken when a supplier or contractor seeks permission to work at Glasgow Airport.

The term “Business Partner” refers to all Airport Companies who intend to use the services of a contractor to engage in any work activity on Glasgow Airport premises and includes Retailers, Concessionaires, Airlines and other operators of business including Glasgow Airport project leaders.
GLASGOW AIRPORT CONTRACTOR PROCESS

STEP 1
SCOPE OF WORKS
Works involving Planned Maintenance or New Installations / Service Calls / Emergency Work / Breakdown

STEP 2
BUSINESS PARTNER ACTION
Contact your Contractor and advise of the Glasgow Airport Ltd. Control of Contractor Process

STEP 3
BUSINESS PARTNER / CONTRACTOR ACTION
Contact Glasgow Airport Control of Contractors and advise of scope of works and timescales
Tel: 0141 848 4295 or 0141 848 4866

STEP 4
CONTRACTOR ACTION
Forward Risk Assessment & Method Statement to Business Partner for initial approval

STEP 5
BUSINESS PARTNER / CONTRACTOR ACTION
Forward Risk Assessment & Method Statement to Glasgow Airport ITS Dept.
Allow a minimum of 3 working days notice for review & final approval of this documentation
E-mail derek.haldane@glasgowairport.com Or scott.steele@glasgowairport.com

STEP 6
GLASGOW AIRPORT ITS Dept. ACTION
Forward feedback to Business Partner, if any amendments or further information are required from Contractor refer back to Steps 4 and 5

STEP 7
CONTRACTOR ACTION
Attend Glasgow Airport Control of Contractors Office only when final approval for work to proceed has been given

STEP 8
GLASGOW AIRPORT ITS Dept. ACTION
Safety Briefing & Induction, Permits to Work & Issue of Contractor ID Pass

STEP 9
CONTRACTOR ACTION
Report to your Business Partner Contact

STEP 10
BUSINESS PARTNER ACTION
Ensure all Contractors under your control have been issued with a Glasgow Airport Contractors ID Pass before allowing any work to commence

30 April 2018
12 Contractor Processing Notes

12.1 Emergency Callouts
Contractors who are called out to emergency repairs may not have a pre-authorised Risk Assessment and Method Statement. In such cases the CRU will ask the Contractor to fill out either the Contractor Task Assessment Form - A.5 Go to form A.5 or the Contractor Safety Brief Form - A.8 Go to form A.8 together with the Contractor Risk Assessment Form A.9 Go to form A.9
Form A.5 is more suitable to assess a very low risk type work (broken safe key, leaking water pipe etc.). Whereby form A.8 asks for more detail and is used to assess work of a higher complexity (gas pipe leak, tripping of electrical circuits etc.).
The Contractors Risk Assessment Form A.9 must be completed together with this form.

12.2 Refurbishment Works
For contractor works to other Glasgow Airport property out-with retail units with the exception of major works to retail units i.e. refurbishment, the RA/MS must be endorsed by the Glasgow Airport Project Leader responsible for the works. They will then inform the CRU of the nature and timing of the work and will arrange for the contractors to attend the CRU.
If no Glasgow Airport Project Engineer has been assigned to the work, then the organisation requesting the work will be required to seek RA/MS approval from the CRU directly.

12.3 Asbestos Register
For any contractor activity that may disturb asbestos containing materials or ACM’s, the contractor must request information from Glasgow Airport’s Asbestos Register available at the Infrastructure & Technical Services Department, complete the Asbestos Safety Check Form – A.15 Go to form A.15 and be given instruction on the Asbestos Contingency Plan – A.16 Go to A.16
Further information can be obtained from the Control of Asbestos Regulations 2012 online at the HSE website.
http://www.hse.gov.uk/asbestos/regulations.htm

12.4 Working at Height
Works which include any working at height needs to be carefully managed to comply with the Work at Height Regulations 2005. The Regulations apply to all work at height where there is a risk of a fall liable to cause personal injury.
It is also advisable to consult the HSE’s guidance on working at height.

12.5 Waste Management
In line with waste regulations, any contractor who generates waste must carefully dispose of it themselves offsite except, with prior arrangement with Glasgow Airport, when they have permission to site a waste skip on the airport premises or use our own waste streams. For further information see the Contractor Waste Management Form – A.19 Go to form A.19

12.6 Refrigerant Gas
It is a legal requirement that a record of refrigerants, halons and associated equipment should be kept in the Infrastructure & Technical Services Department to assist in the management
and monitoring of the substances in use at Glasgow Airport. Contractors must therefore complete the Glasgow Refrigerant Register – A.21 Go to form A.21 when performing work during the procurement of new, maintenance of existing and decommissioning of redundant refrigeration and air conditioning equipment.

Further guidance references:-

EC Regulation No 842/2006 on Certain Fluorinated Greenhouse Gases

The Fluorinated Greenhouse Gases Regulations 2015 (310)

The Ozone Depleting Substances Regulations 2015 (SI 168)

12.7 Personal Protective Equipment
The contractor’s risk assessment and method statement must highlight the required PPE for the task to be done. E.g. Hard Hats, eye protection, overalls/work wear, hi-vis tabards, gloves, safety footwear etc. In some areas within the Airport head protection in the form of bump caps is advisable as determined in the risk assessment. All PPE must comply with British standards. Contractors must ensure and maintain suitable standards of appearance within public areas. If they are working airside, the safety footwear should be of the Kevlar-reinforced type rather than steel-reinforced type. Safety footwear must always be worn.

For further guidance from the HSE - www.hse.gov.uk/pubns/indg174.pdf

12.8 Ceiling Tile Removal
Anyone carrying out work which requires the removal of ceiling tiles or part of a suspended ceiling must be suitably trained and competent to do so. A process must be in place to prevent injury from anything falling and notification of any work on suspended ceilings must be made in advance to the CRU. Gloves must be worn when removing all ceiling tiles. Fire Alarm isolation may be required (due to dust) before removing ceiling tiles.

12.9 Security of Equipment and Tools
It is very important for contractors to know that when working anywhere at the airport, their tools, materials and equipment can pose a security risk when these items are left unattended and unsecured in public areas, (anywhere on the airport premises is deemed a public area). This is more critical when the contractor is working in an airside location or post security.

Lockable Site Tool Safes must always be used if tools are to be left unattended. These must be locked over when not in use.

See Security of Equipment & Tools in Public Areas – A.11 Go to A.11 and Tool Box Talk on Security of Tools and Equipment – A.24 Go to A.24 for further guidance and for information on the temporary loan of tool safes issued free of charge from Glasgow Airport.

Provisions are also made for any contractor who may request to use any specialist fixing tool i.e. nail or bolt guns at Glasgow Airport and this would be granted based on the information provided on their Risk Assessment and Method Statement. As long as the requester provides proof of training on their application, the required tool categories permitted for the pass holder will be printed on the Contractor ID Pass.
12.10 Miscellaneous
All contractors’ operatives must be competent and possess sufficient technical knowledge and experience to carry out their works in a safe and effective manner.

Airport baggage trolleys are for passenger use and must not be used for transporting contractor tools or equipment.

All contractor & security passes must be returned to the Contractors Registration Unit on completion of work. For security reasons, every effort should be made to ensure that passes are not lost or stolen.

13 Working in Sole Occupancy Buildings
A Contractors ID Pass and registration procedures are required for work being carried out in all areas of the airport except in sole occupancy buildings (e.g. a building leased out to a company who are requesting the work and to which the general public do not have access to).

Contractors who have been requested to work within a sole occupancy buildings are exempt from the controls imposed by the CRU except under the following circumstances:-

The requirement for:-
- Hot works
- Working at height
- Confined space entry
- Excavations
- Fire wall breach
- Work on fire alarm systems
- Work on fire main system
- Crane operations
- Airside working

In such cases approval must initially be obtained from Glasgow Airport Property Department.

Following approval, the Infrastructure & Technical Services Department must be contacted (via the CRU) to arrange the appropriate works authorisation permit(s).

Note that a Risk Assessment and Method Statement will have to be accepted by a Glasgow Airport Ltd. Authorised Person prior to any permit issue.
**Authorisations and Permits to Work**

Prior to any Permit to Work / Work Authorisation being issued, the contractor applying must be in possession of a valid Glasgow Airport Contractors ID Pass.

Hot Works, Confined Space, Life Safety Systems, Service Clearance Permits etc. are issued by a Glasgow Airport Ltd. Authorised Person (AP) or authorised Airport Duty Engineers. Details on the process for obtaining permits / authorisations can be found in the Application for Permit Form – A.28 Go to form A.28 and the Application for Permit Guidance Notes - A.29 Go to A.29

For general information see below which details the common permit types and contact details for the permit AP (Approved Person).

The application for permit requirements is of paramount importance, whether applied for by Principle Contractors, suppliers or by airport managers directly.

Compliance with these systems is considered essential and instances of non-compliance are taken very seriously.

Suppliers need to:-
- Identify an airport specific permit matrix covering:-
  - The application of permits,
  - Appointed Persons with the responsibility for raising and requesting,
  - Authorising bodies,
  - Timescales for submission and approval
- Establish weekly progress reporting to determine programme for permit applications and third party briefing, and to be co-ordinated with your airport contact for each area effected.
- Establish permit procedures for site specific and airport systems.
- Determine safe systems of work in accordance with current legislation, ACOPs and Glasgow Airport local operating procedures.
- Establish safety training applicable to specific permit working, ensuring that resource is trained before the actual work takes place.
- Determine specifically what permits are required.
- Monitor through management controls providing competent management resources to rigorously apply airport and site standards.
- Monitor compliance to standards, permits, airport instructions, method statements, risk assessments and safe systems of work.
<table>
<thead>
<tr>
<th>PERMIT TYPE</th>
<th>AIRPORT 1st CONTACT</th>
<th>AIRPORT 2nd CONTACT</th>
<th>NOTICE REQUIRED</th>
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<tr>
<td>Service Clearance</td>
<td>Scott Steel</td>
<td>Cliff Anthony</td>
<td>5 Working Days</td>
</tr>
<tr>
<td></td>
<td>0141 848 4866</td>
<td>0141 848 4844</td>
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</tr>
<tr>
<td>Hot Works</td>
<td>Scott Steel</td>
<td>Derek Haldane</td>
<td>3 Working Days</td>
</tr>
<tr>
<td></td>
<td>0141 848 4866</td>
<td>0141 848 4295</td>
<td></td>
</tr>
<tr>
<td>High Voltage</td>
<td>HV Authorised Person</td>
<td>HV Authorised Person</td>
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<td>Airport Duty Engineer</td>
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<td></td>
<td>0141 848 4528</td>
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<tr>
<td>Fire Fighting Systems</td>
<td>Airport Duty Engineer</td>
<td>Cliff Anthony</td>
<td>3 Working Days</td>
</tr>
<tr>
<td></td>
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<td>0141 848 4844</td>
<td></td>
</tr>
<tr>
<td>Confined Spaces</td>
<td>Scott Steel</td>
<td>Cliff Anthony</td>
<td>3 Working Days</td>
</tr>
<tr>
<td></td>
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<tr>
<td>Isolation Of Machinery</td>
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<tr>
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<td>John Stark</td>
<td>Scott Steel</td>
<td>3 Working Days</td>
</tr>
<tr>
<td></td>
<td>0141 848 4005</td>
<td>0141 848 4866</td>
<td></td>
</tr>
<tr>
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<td>3 Working Days</td>
</tr>
<tr>
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<td>0141 848 4295</td>
<td></td>
</tr>
<tr>
<td>Cable Wayleave</td>
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<td>10 Working Days</td>
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<tr>
<td>Airside Works</td>
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<tr>
<td>Crane Operations</td>
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<tr>
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<td>John Stark</td>
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<tr>
<td></td>
<td>0141 848 4176</td>
<td>0141 848 4005</td>
<td></td>
</tr>
</tbody>
</table>

- If a contractor is found carrying out works which require a specific Permit to Work and it is not in place, the work will be stopped immediately until one is in place. This would also be recorded as non-compliance and entered into Glasgow Airport’s Contractor Non – Compliance Tracker.

14.1 Authorisations and Permits to Work Application Process
Information on the process for obtaining permits and authorisations can be found in the Application for Permit Guidance Notes - A.29 Go to A.29

These include the most common permit requests such as:-
- Life Safety System Isolation using Application for Life Safety System Isolation Form
1.32. Go to form A.32
- Crane Authorisation with reference to Airport Operating Instruction 008 The Approval and Issue of Crane Permits Go to document and Go to Crane Application Form A.49
- Airside Works with reference to Airport Operating Instruction 014 The Issue of Airside Authorisation Permits
- Hot Works using Application For Hot Work Permit Form – A.35 Go to form A.35
- Fire Barrier Re-instatement using Fire Barrier Breach Permit A.52 Go to form A.52
- Permit to Dig using Services Clearance Permit A.58 Go to form A.58
- Confined Spaces

- Below is a typical permit application process.

**Typical Permit Application Process - Glasgow Airport CRU**

14.2 Services Clearance and Excavations (Permit to Dig)
Works involving any excavation, drilling, piling or any other activity into the ground surface will require prior approval from Glasgow Airport Ltd. In order to protect existing services and to comply with Health and Safety legislation, and the requirements of Statutory Undertakers and others, it is necessary for any person intending to carry out works of the type specified below to obtain full Services Clearance.

This applies to:
- Work taking place on or adjacent to a service whether below ground or above
- Project and Maintenance work
- Essential emergency work
- All work carried out by Glasgow Airport Ltd or their agents
- Third party work carried out on Glasgow Airport sites.

The purpose of this approval process is to ensure that the integrity of existing services in a work area are adequately considered and protected and that no dangerous situation occurs as a result of the work activity.

Therefore, a process is in place at Glasgow Airport for contractors to:
- Identify all services within the perimeter of a work site and facilities served
- Adequately assess the risks to existing services caused by the work activity
- Mitigate risks and develop safe systems of work to the satisfaction of the owners of the identified services
- Obtain clearance to carry out work
- Record and feedback changes to services or details of unrecorded services.

The risks to services within the work area shall be assessed in relation to the following considerations:
- Health and safety of staff and public.
- Business continuity.
- Safe systems of work.
- Design / Maintenance standards compliance.

Refer to the publication Avoiding Danger from Underground Services.
http://www.hse.gov.uk/pubns/books/hsg47.htm

30 April 2018
14.3 Hot Works
Hot Works are defined as works that generate heat, sparks, flame or smoke. A Risk Assessment must determine the level of risk caused using equipment that produces any one or combination of those four hazards.

This is applicable to the following types of hot work equipment, although this list is not definitive or exhaustive.
- Hot air guns / blowers
- Bitumen heaters
- Thermal lance equipment
- Arc welding
- Grinding
- Brazing
- Drilling

Please note that oxy-acetylene cylinders are not authorised to be used for any hot work operation and a suitable, safer alternative will need to be used instead.

All contractors undertaking any hot working on the airport premises shall assess the risks associated with their work activities in context to the following:-

- The health and safety of all staff and public
- Implications to the airport operation
- Requirements of "operating" licences and bylaws
- Requirements of a safe system of work (SSoW) and Method Statements.

All contractors carrying out Risk Assessments shall have received the appropriate training, and shall record all Risk Assessments undertaken.

Consideration shall be given to providing a SSoW. A site specific Risk Assessment and Method Statement shall be produced in support of the Application for Hot Works Permit.

If the hot works operation is in an airside location then additional precautions are required if the work is within 16 meters of an aircraft or fuel store and special prior authorisation from Airside Operations must be applied for.

All hot works are subject to audit procedures and this is used to report and correct any discrepancies that may arise.

All documentation related to hot working shall be auditable to check the following aspects of work undertaken.

For example:-
- Contractor training. Checks on the competency of those engaged in the work, including fire training.
- Risk Assessment. Suitability for the work.
- Method Statement. (site specific) showing a safe system of work which should include public/staff protection measures, personal protection equipment and the name and contact telephone number of the person (on site) in charge of the work.
- Contingency plan. Including additional measures to be taken due to isolation of fire detection and fire suppression systems
- Firefighting equipment. Up to date inspection and test certificates.
Any representative of Glasgow Airport Ltd. who observes any failure in the hot works process has the authority to suspend works and notify the nominated representative. Further action may be taken subject to an investigation and a report prepared by the nominated representative.

A Hot Works Authorisation is a written instruction (hot works permit) giving a named skilled person authority to undertake defined hot work tasks subject to the following conditions:-

- All hot works must be planned in advance and no works shall commence without a valid hot work authorisation.
- A hot work authorisation is valid for a maximum period of 28 days and will be processed via a nominated representative. This person can be an employee of Glasgow Airport Ltd. or a Glasgow Airport Ltd. approved person, (eg a Construction Manager or Glasgow Airport supplier) who can be nominated by a Senior Engineer, or Project Manager.
- For third party minor works/breakdowns of equipment, the skilled person undertaking the Hot Works can go directly to the Authorising Authority for the issue of the Hot Work Authorisation.
- The skilled person undertaking the work must be a named individual employed by the company undertaking the hot works.
- The skilled person and the nominated representative are each responsible for ensuring compliance with the Hot Work Authorisation process.
- Before applying for a Hot Work Authorisation, the nominated representative must be satisfied the work can proceed safely and comply with the Hot Work Authorisation process.

On each occasion where hot works are suspended or completed, the skilled person shall ensure that for a minimum period, as determined by the authorising authority and noted on the authorisation, a fire watch is maintained. The site of the hot works and adjacent areas are manned and any smouldering fire observed will be reported as laid down in the contingency plan.

This fire watch period determined by the authorised person is usually a minimum of 1 hour.

Upon completion of any fire watch period, the skilled person shall notify the authorising authority the fire watch period is complete and the site is safe for reinstatement of the fire detection and suppression systems and restore to full operation.

The skilled person in charge of the work shall return the Hot Works Authorisation to the authorising authority for cancellation.

### 14.4 Confined Spaces

In accordance with the HSE, The Confined Spaces Regulations 1997, entry into confined spaces is to be avoided if possible.

These regulations contain the following key duties:

- avoid entry to confined spaces, e.g. by doing the work from the outside;
- if entry to a confined space is unavoidable, follow a safe system of work; and
- put in place adequate emergency arrangements before the work starts.
The Management of Health and Safety at Work Regulations 1999 Require employers and self-employed people to carry out a suitable and sufficient assessment of the risks for all work activities for the purpose of deciding what measures are necessary for safety. For work in confined spaces this means identifying the hazards present, assessing the risks and determining what precautions to take.

Those areas traditionally defined as confined spaces have the potential for risk, to the extent that any person working in them could suffer ill health or injury.

A confined space is defined as a place which is substantially (though not always entirely) enclosed and where there is a risk that anyone who may enter the space could be overcome by gas, fumes, vapour; be affected by an oxygen rich or deficient atmosphere, or buried under free flowing solid (e.g. waste) or drowning; injured due to fire or explosion, or over commit to high temperature. It can also be an area which has no top and/or is relatively shallow, for example “Excavations”.

Therefore known high risk confined spaces can include any chamber, tank, vat, silo, pit, pipe, sewer, flue, well or similar space, culverts, trench or shallow duct.

The identification of a confined space should be undertaken by the Authorised Person (CS). Names, location and contact numbers for the AP(CS) shall be readily available, on a register, to all staff working within confined spaces.

All persons having to work in areas which they suspect to be confined spaces must call the AP(CS) if in doubt or when the location/area has not been defined as a confined space before.

There may be instances when the location/area changes to what may be considered to be a confined space, in these instances the AP(CS) must be called immediately to confirm whether confined space entry requirements apply.

If in doubt treat entry as if a confined space.

When a potential confined space is identified and the Authorised Person (CS) has been called, the Authorised Person (CS) must assess the risks involved in the work to be undertaken at the site.

When the assessment has been undertaken and suitably recorded, a copy must kept on site by the “person in charge” [this may be either the Authorised Person (CS) or the Skilled Person (CS)] as agreed on site, until the work is complete.

The AP (CS) must consider the Risk that may be posed by “sharps” found in specific work environments.

If in doubt about how to deal with sharps seek advice from your own local occupational health department or safety advisor.

All Risk Assessments shall indicate the level of risk, graded High, Medium or Low.

When defining a safe system of Work the following four criteria should be observed:

- Identify the right people to do the job. Assess competency levels for each job.
- What equipment is required and being used, and are staff competent to use it.
- What are the materials required.
• And where is that work being undertaken, what is the environment and the external influences which could affect it, what is the work being undertaken and when is the work to be undertaken.

All works shall be undertaken in accordance with the agreed SSOW (Safe System of Work).

PROCEDURES FOR ENTRY INTO AND WORK WITHIN CONFINED SPACES

1. Work to start in potential confined space
2. Call Authorised Person (CS)
3. Confined Space?
   - Yes: Risk Assessment to be co-ordinated by AP(CS)
   - No: Entry does not require AP(CS)
4. Risk Assessment form counter-signed by AE becomes the Permit to Enter.
5. High Risk?
   - Yes: Proceed with entry
   - No: Separate Permits To Work must be obtained for specific works to be carried out in the Confined Space, i.e Electrical isolation, HTHW, Hot works etc.
6. Risk Assessment revised and changes signed
   - Yes: Carry out equipment checks, de-brief staff, and consider post entry hygiene, for staff.
   - No: Entry complete and Risk Assessment logged.

Training undertaken, and/or competencies assessed. Licence to work (Certificate) issued and logged.

Authorising Engineer (AE) confirms team are licensed to work in confined space.

Carry out equipment checks.
14.5 Reinstatement of Fire Barriers (Fire Barrier Breach)
There are specific responsibilities and standards that must be maintained to ensure that fire containment/compartmentalisation within a building remains intact.

It applies to all parties including GLAL staff, concessionaires, utility companies and contractors who may be required to form openings for services through any type of fire barrier or fire rated wall to ensure openings are sealed as required by the Technical Standards for Compliance with the Building Standards (Scotland) Regulations 1990.

Work carried out by any company will only use approved materials.

All Glasgow Airport buildings are individual compartments which are sub-divided into dedicated fire containment areas by means of fire barriers or fire rated walls.

In order that these fire containment areas perform as they were designed, it is vital that they remain intact and that regular surveys of their condition are undertaken.

It is essential that the person responsible for any work undertaken on fire barriers, which requires any opening to be formed in a fire barrier, reinstates the integrity of the fire barriers on completion of the work to the standards of EN 1363 : Part 1 : 2013.

The Project/Construction Manager will ensure that all contractors (including Tenants, Concessionaires, Contractors and Utility Companies) will before any work commences, have ascertained the position of any fire barriers in relation to their works area.

Should any penetration through these barriers be required, an assessment of the fire risk after penetrating the barrier and a detailed method statement of reinstatement of the compartmentalisation will be submitted for approval before work starts.

On completion of reinstatement works the Engineering Manager or their Nominated Representative must be notified for inspection and acceptance.

Any person or company found responsible for creating breaches in the fire barriers, and not making good on completion, will be held liable for the subsequent costs incurred for the repair and a review will be undertaken to assess the suitability of this company for any future work at the airport.

It is the responsibility of anyone who discovers a breach in any fire barrier or fire rated wall to report it, via the Fault Reporting System, as a matter of urgency on telephone extension 625555 or 0141 848 4555.

It is essential that the person responsible for any proposed works in cutting holes must obtain written authorisation from the Facilities Manager prior to work commencing.

It is the applicant’s responsibility to comply with the following procedure:
- ascertain from Airport Infrastructure & Technical Services Department the location of fire barriers
• where the work requires cutting through a fire barrier, make an application to Airport Infrastructure & Technical Services Department using form Fire Barrier Breach Permit A.52 for authorisation to proceed Go to form A.52

• Provide detailed risk assessments and method statements with the application form


• Notify Airport Infrastructure & Technical Services Department on completion of the reinstatement works for their inspection, acceptance and cancellation.

All reinstatement works are to comply with the Technical Standards for Compliance with the Building Standards (Scotland) 2004.

http://www.gov.scot/Topics/Built-Environment/Building/Building-standards/techbooks

The reinstatement works shall be of a fire rating no less than the fire rating of the fire barriers being worked upon.

The materials used on remedial works are to be compatible with the fire barrier material and are to be compatible with all other cables, pipes and ducting with which they come into contact.

The materials shall be used in accordance with the manufacturer's instructions.

No materials are to be used which may compromise the safety or welfare of other users within the work vicinity.

Care must be exercised when breaking open areas where asbestos or other hazardous materials may be concealed.

These precautions are detailed in HSSE-HEA-LOP-012 V1.0 (Internal Document) https://hub.glasgowairport.com/depts/engineering/MRS/Operational%20control/Documents/Local%20Operating%20Procedures/HSSE-HEA-LOP%20001%20Hazardous%20Material%20Asbestos.doc
14.6 Cranes and Other Tall Construction Equipment

All cranes and other tall construction equipment such as piling rigs which are being operated within the airport boundary as indicated on the map shall require a permit to work. Additionally, a permit to work will also apply if the crane or equipment is operating within 6 kilometres of the airport reference point and its height exceeds 10 metres or that of existing surrounding structures or trees or higher.

Airport Operating Instruction 008 – The Approval and Issue of Crane Authorisation Permits

- Introduction

This Airport Operating Instruction describes the process for application of use of cranes or other tall equipment on or in the vicinity of Glasgow Airport Ltd (GLAL). The attached guidance leaflet provides further information for crane operators.

- Background and Process

British Standard 7121, “Code of Practice for the safe use of cranes”, Part 1 states that “The appointed person should consult the aerodrome/airfield manager for permission to work if a crane is to be used within 6 km of the aerodrome/airfield and its height exceeds 10m or that of surrounding structures or trees, if higher “.

NOTE: The Air Navigation Order makes it an offence for a person to act recklessly or negligently in a manner likely to endanger aircraft.”

Application must be made to the Airport if a crane or other piece of tall construction equipment is intended to be used on the aerodrome (see Appendix 1) or within 6 Km vicinity of the
aerodrome and at heights of more than 10 metres above ground level or that of surrounding structures.

This initial contact should be made at least one month before the intended commencement of crane/equipment operation as, in certain circumstances, it may be necessary to involve other organisations such as the Civil Aviation Authority (CAA) and National Air Traffic Services (NATS).

Crane Authorization Permits will be issued by the GLAL Control of Contractors Office on behalf of the Airside Operations department. The site contractor (and not the crane company) or appropriate GLAL department (for on airport developments) must apply for permission to operate cranes and other lifting devices by completing Section 1 of the approval form attached at Appendix 1.

- Application
  Completed applications must either be:
  - Faxed to Contractor Registrations Office on 0141 848 4301; or
  - Posted to Contractor Registrations Office, Glasgow Airport, Engineering Department Arran Avenue, Paisley PA3 2ST; or
  - email to: cranes@glasgowairport.com

The following details will be required:
- The exact location of the crane/equipment, as an OS Grid reference (to at least 6 figures for each of easting's and northings), or marked on a map showing the OS Grid;
- The maximum operating height of the crane, jib, etc. in metres Above Ordnance Datum (AOD) or, failing that, Above Ground Level (AGL) providing ground levels are also provided, or shown on an OS map;
- The type of crane/equipment (e.g. Tower Crane, Mobile Crane, etc.);
- The radius of the jib/boom etc. of a fixed crane;
- The area of operation of a mobile crane;
- The intended dates and times of operation;
- Name and contact details of the applicant including on site contact details. It is of critical importance that this information is accurate.

NOTE: Heights “Above Ordnance Datum” are those shown on Ordnance Survey maps as “above mean sea level” (amsl).

To enable assessment of whether the crane will infringe any of the runway protected surfaces or Instrument Flight Procedures safeguarded surfaces, the Control of Contractors office will conduct a safeguarding analysis and may consult with NATS in the event of infringements into the protected surfaces. The conclusion drawn from any infringement depends on the surface infringed and the scale of the infringement.

Once these details have been considered, it will be determined whether the operation can proceed and what restrictions, if any, will apply.
As a general guide, any crane or other operation required to operate at a particular height in a critical location i.e. close to a runway, below the approach or departure tracks to a runway or in close proximity to an airfield navigational aid, will require very careful assessment. Once details have been approved, Section 2 of the form will then be completed by the Control of Contractors Office or Airside Operations Department and returned to the applicant. Note that the Permit is only valid once Section 2 has been completed and signed.

A copy of the completed “Authorisation Permit for Cranes and Other Tall Construction Equipment” must remain with the crane/equipment for the duration of its operation. The permit must be produced for examination on request by a Police Officer or Airport Official.

If a crane is found to be operating without authorisation or outside the authorised parameters, the operation will be stopped at once. Offenders are liable to be prosecuted under the Air Navigation Order.

- Airport Requirements
In addition to the standard requirements for the safe operation of a crane, any of the following may be imposed to ensure the safety of aircraft:
- restrictions on crane operating height;
- the fitting of obstacle lights
- restrictions on crane operating times;
- crane operations dependent on the runway in use;
- restrictions during low visibility (whether caused by fog or low cloud).

Applicants are responsible for ensuring that any operational restrictions are adhered to by the crane operator. Applicants must also ensure a copy of the completed “Authorisation Permit for Cranes and Other Tall Construction Equipment” is passed to the crane operator.

All approvals are granted on an “as detailed” basis, therefore any change to the operating height of the jib or location of the crane/equipment will invalidate the approval. The Control of Contractors office must therefore be advised of any changes in circumstances so that a fresh appraisal can be made.

The Airfield Operations Department or the Control of Contractors office reserve the right to cancel or to suspend the lifting operation at any time if they believe it represents a danger to aircraft. The operator must cease operations immediately on request.

If specified on the permit, the Airfield Operations Department must be contacted by telephone on 0141 848 4511/2 prior to the commencement of, and at the end of, all approved lifting operations.

Wherever practicable, the jib of a crane must be lowered when not in use or when requested by an airport official, such as during periods of low visibility (whether caused by fog or low cloud).

- Airside Requirements
If a crane is to be operated airside at the airport, the company sponsoring the hiring of the crane must:
  • arrange for escorts when using airside roads, etc. by suitably qualified members of staff;
  • check whether all staff involved with the crane operation have Permanent Security ID cards with appropriate airside access, or arrange for the issue of temporary ID passes.
  • Check that they are in possession of a valid Contractors Pass issued by the Control of Contractors office.

Prior to the works, discussion and agreement on issues such as access routes, parking and crane erection will also be necessary to minimise disruption to other airside users.
All works airside, including lifting operations, require prior approval and an Airside Works Authorisation Permit.

  • Obstacle Lights
Any crane which cannot be lowered at night/during low visibility, may be required to be fitted with obstacle lights, details of which are as follows:

With a working height less than 45 metres above ground level:-
A steady red light mounted at the highest part of the crane or, in the case of a tower crane, at the end of the boom and top of the tower. The light is to be omni-directional with a vertical coverage of at least +5° to +8°. The minimum intensity should be 200 candelas. However, there are no known lights meeting this requirement for use on mobile cranes; therefore, the best available solution should be used.

With a working height greater than 45 metres above ground level:-
Flashing red lights mounted should be provided at the highest point of the crane and at intermediate levels not exceeding a spacing of 45m. The lights must be omni-directional with a vertical coverage of at least +/- 4°. The intensity must be 2000 candelas (+/- 25%) with a flashing rate of 20 to 60 per minute. For a tower crane, additional lights mounted at the end of the boom will also be required.

The obstacle lighting must be switched on for the period 30 minutes before sunset through to 30 minutes after sunrise, and in periods of reduced visibility. It is recommended that they be illuminated at all times, particularly if switching is a problem.

Unserviceable obstacle lights should be replaced as soon as possible and in any event within 24 hours. Therefore, for steady red lights, a pair in each position is recommended in case of failure.

Application for Crane and Other Tall Construction Equipment Permit A.49 Go to form A.49

14.7 The Issue of Airside Authorisation Permits
To comply with the Health and Safety at Work Regulations 1992 and the CDM Regulations 2015 an Airside Works Authorisation Permit is required for all activities taking place in the areas designated below which form part of the movement area.
These designated areas are all airside areas out-with the terminal building but inside the perimeter fence and those areas just outside the perimeter fence including where runway approach lighting is installed.

Airport Operating Instruction 014 – The Issue of Airside Authorisation Permits

Introduction
This Airport Operating Instruction sets out the minimum levels of safety and the standards of conduct for any work on the airfield, which will be acceptable to the Operations Department of Glasgow Airport Limited.

When an airside Works Authorisation Permit is required
All airside areas out with the terminal building but inside the perimeter fence. Those areas just outside the perimeter fence including where runway approach lighting is installed.

When an airside Works Authorisation Permit is NOT required
Works permits will not be issued if the work is of a major nature covered by a MDN/MDD or other written instruction.
A works permit is not necessary in the following instances:-
- Routine runway and taxiway lighting maintenance carried out by Glasgow Airport works team with R/T cover.
- Emergency repairs carried out by a Glasgow Airport works team, e.g. repair of a broken pit cover.
- Maintenance or inspections carried out by Glasgow Airport works team on approach lights.
- Maintenance of navigational aids and communications equipment at existing sites by NATS Telecommunications Engineering (Tels).
- Work specifically exempted by the Operations Duty Manager

Application Process for Works
All work must be approved by the Airside Operations Manager or Airside Safety and Standards Manager before a works permit will be raised by Control of Contractors.

Notification should be given as far in advance as possible but a minimum of 5 working days is required.
This allows for working practises/ instructions to be updated an all appropriate parties to be contacted, minimising the effects on the operation of the airfield.

All applicants must submit an Airfield Operations Works Approval Form – A.59 Go to form A.59
This may require a Risk Assessment and/or Method Statement (RAMS) if deemed appropriate. After approval the details will be forwarded to Scott Steel (Safe System of Works Manager) who will then raise a permit for collection at Control of Contractors Office.

Applications must be submitted by e-mail to ian.wilson@glasgowairport.com or louise.hurst@glasgowairport.com
Once approved the permit can be collected from Scott Steel from the Control of Contractors office. Contact may be made by e-mail at scott.steel@glasgowairport.com on 0141 848 4866 between 08:00 and 16:00, Monday to Friday.

Issue of Airside Works Authorisation Permits
Airside Works Authorisation permits will only be issued by GLAL Safe System of Work Manager or by Airfield Operations (in exceptional circumstances).
A works Authorisation permit and ATC clearances are still required by Term Contractors who have been trained and authorised to operate independently.

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They must ensure that all activities are safeguarded, works are co-ordinated and that radio communications are in place.
A 3 monthly blanket permit will be issued by CoC Office for those contractors who have been authorised. All individuals or groups working under the blanket permit must have a copy with them at all times.
If significant changes are made to work methods, Airfield Operations must be informed allowing a review of existing safety measures.

**Additional Permits**
Additional permits are required for activities which are subject to Engineering Safety Instructions. These include working in confined spaces or hot works.
Application for these permits should be made directly to the Maintenance Team Manager on 07768723894. The issue of a works permit does not automatically allow work to take place on cabling, pipe work, etc.

A hot works permit is required when carrying out work with;
- Welding
- Tar Boiling
- Any work involving a naked flame or significant heat output.

Before starting hot works the Operations Duty Manager 07768176362 must be contacted. They will ensure that the location is clear of aircraft for the duration of the works.

Worksite supervisors will ensure that all personnel are aware of these requirements and how to contact the Fire Service in an emergency.

**Start of Works**
Collection of the works permit is from the Control of Contractors Office. All contractors are required to attend the Safety Induction training with GLAL’s Control of Contractors Department.

When the contractor is ready to start working, he must contact the Airfield Operations Duty Manager (AODM) on 07768176362 and arrange to meet at the work site. This allows the ODO to ensure that site safety can be assured and the contractor can meet the safety instructions of the permit.
The AODM will sign on the permit once they are happy this has been achieved.

**Completion of Work**
The contractor will contact the AODM, who will arrange to have the work site area inspected. If appropriate, they AODM will advise the ATC Watch Manager if and when the area will be fit for operational use.
The permit will be signed off at this stage.
On completion of the works the contractor’s supervisor must return the completed permit to Control of Contractors or Maintenance Team Manager out of hours.

**General Rules**
A works Authorisation Permit and Lookout are required for every job unless stated otherwise.
An Authorisation permit must be obtained prior to any work taking place.
All permits contain safety instructions which must be adhered to at all times.
Airfield Operations staff and the CSCO will make periodic visits to the site.
If safety instructions are not being followed the permit can be revoked at any time.
This may also be the case for operational reasons.

**Airfield Operations Responsibilities**

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It will be Airfield Operations Responsibilities to ensure;
Occasional issuing of works authorisation permits.
Briefing the works supervisor concerned on:
a) the layout protection
b) the marking and lighting of the works area, by day and/or by night
c) any other safety issues affecting the operation
Coordinating any closures and diversions required.
Obtaining Air Traffic clearances prior to the start of any work.
Specifying and/or supplying vehicle escort.
Making arrangements for any radio-telephone frequency (RTF) and/or visual communications to be used.
Specifying the vehicle and pedestrian access routes to be used.
Specifying and briefing ‘look-out’ arrangements.
Briefing the supervisor on the conditions and arrangements for withdrawal of works, if applicable e.g. onset of Low Visibility procedures.
Inspection of work area at set up, during (if applicable) and on completion of work.
Taking the necessary actions required to restore normal operation.

Works Supervisor/Operator Responsibilities
It will be the Works Supervisor/Operator Responsibilities to ensure;
Attendance at the Control of Contractor’s Safety Induction Training.
Contact with the GLAL Airfield Operations Duty Manager for a briefing on the operational safety aspects of the works,
Ensuring that all airside safety and personnel safety rules are complied with.
Safety and well-being of their staff.
Strict compliance with all instructions and conditions given in the Works Authorisation Permit.
Obtaining the necessary driver/vehicle permits and associated training.
Producing method statements and risk assessments.
Advising GLAL Airfield Operations on start and completion of work
Providing all materials, signs and lighting for the works area.
(Note: Barriers and lights, used for runway or taxiway closures, will be provided by GLAL Airfield Operations, if necessary).

15 Out of Normal Hours Working Arrangements
The CRU is open from 0800 to 1600 hours Monday to Friday excluding public holidays.
Out with these hours the following processes will apply.

- Only with prior arrangement with the CRU, will contractor registration, inductions and pass issues will be performed by the Airport Duty Engineer (ADE). Contacted on mobile 07768 723894 on arrival at the Control of Contractors Office reception area.

- A Contractor Out of Hours Work Notification sheet needs to have been previously been submitted. See Out of Hours Work Notification – A.7 Go to form A.7

Pre-notification is required for all after-hours work, and if contractors require to meet face to face with the Airport Duty Engineer then this needs to be done between 1900 and 1945 or between 2100 and 2200 during Monday to Sunday. In addition to this, the ADE will be available between 0700 and 0745 on Saturdays and Sundays.

It is requested that contractors wishing to carry out works out of hours attend the Contractors Registration Unit during normal office hours to receive their safety induction and contractor passes and any permits to work beforehand.

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They will also be given clear instructions on any special processes they need to adhere to e.g. who to contact on arrival and any specific permit notification procedures. The form Contractor Special Procedures – A.36 Go to form A.36 can be used and issued out to the contractor for this purpose.

Only during emergency call-outs should the ADE be requested to perform an airport safety induction and Contractor ID Pass issuing without prior notification.

- Consideration will be given to contractors who may have to travel long distances or are on other work assignments and may not be able to attend CRU during normal office hours.

### 16 Performance Monitoring

#### 16.1 Site Inspections and Safety Audits

Glasgow Airport Projects, Infrastructure & Technical Services and CRU staff have the full authority of the Engineering Manager to perform active and reactive worksite inspections. These will be recorded into the Airport Contractor Site Inspection tracker.

Inspections of local or major projects will be filed at the CRU and copies sent to Capital or Local Project Managers for their records.

If required permits cannot be produced then the work activity will be stopped until rectified. Where inspection scores fall below level 2 (satisfactory) then the appropriate Airport department will be informed (Retail / Property / Projects).

CRU Officers are currently trained to NEBOSH, IOSH and CITB Construction Site Managers Safety Certificate level to enable them to perform worksite safety inspections and implement the necessary remedial actions if necessary.

Safety Audits are to be used by suppliers to ensure safety systems on site are properly established and working.

Safety Audits should be undertaken as soon as work starts in order to ensure that the safety management arrangements on site are adequate and effective. Thereafter a three monthly audit check is recommended although this is dependent on the level of risk and safety management required.

All suppliers should develop a self-checking system to ensure that their safety management systems are adequate and effective, for example, they should not rely on an audit carried out by a Principle Contractor to pick up issues within their company.

Glasgow Airport does recognise that many suppliers will have their own company auditing standards to follow. This is quite acceptable as long as the audit system is effective. The results of all site audits should be made available to the site team and monitored so that actions are assigned to owners and closed out within the identified period.

#### 16.2 Non Compliance Reporting

To monitor the performance of the CRU in achieving its objectives, a monthly report is produced for the Airport Engineering Manager. This report will capture non-compliance among contractors such as the examples below;
• Working without a Contractors ID Pass (or pass out of date)
• Working without the required permit to work
• Working without RAMS in place
• Not registering at the Control of Contractors Office
• Working with equipment not PAT tested
• Performing unsafe acts (near misses) or not wearing the correct PPE.

The CRU will perform regular health and safety tours of Glasgow Airport and any non-compliance incidents will be recorded in the Contractor Compliance Tracker.

The Contractor Compliance Tracker is a tool Glasgow Airport Infrastructure & Technical Services Department uses to record all contractor failures and can assist the CRU in producing a report for our asset stewards to highlight work activities and any contractor infringements.

Any incident recorded will be kept on file for a minimum period of 3 years and any further occurrence involving the same company or individual for the same offence within the next 12 months may seriously compromise health and safety at the airport and may jeopardise prospects for the contractor for any further work at Glasgow Airport.

In addition to this, Contractors who fail to follow our rules and procedures may be issued with a Non-conformity Notice.
If a non-conformity is issued, a financial penalty (fine) shall also be invoiced against the company who either employs the individual, owns the offending articles, or who was occupying the asset at the time of the non-conformity.

A penalty point system is also in place which is intended to ensure airport users follow best practice.
The accumulation of points against contractors shall also be measured against the employing company and, once specified totals are exceeded within defined time periods, then the level of fines for each non-conformity shall be increased.

Link to the Terminal Standard Infringement Policy (Internal Document)
X:\Managing Responsibility\HSE Managing Responsibly System\Sec 08 Documentation and Record management\LOP's\Published LOPs

17 Near Miss and Safety Observation Reporting
Usually a near miss is defined as an accident that almost happened.

For example, the situation where someone trips and almost falls down the stairs but manages to grab the hand rail just in time, or someone who is almost hit by a reversing baggage truck. In these two examples no injury or damage resulted but this was the result of good luck rather than good management.

Near misses can be the result of an unsafe act (e.g. the act of walking over a floor which has a spillage on it) or an unsafe condition (e.g. the spillage was not cleared up at the time of incident).

We can report these near misses using the Airport Safety Observation card. These are designed not just to report accidents waiting to happen, but it can also be used to praise a work colleague who does the job in a safe manner.

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The CRU encourages the process of near miss reporting and safety observations and contractors are briefed on its benefits.

Cards are freely available throughout the airport. Alternatively dialling 624444 on any airport phone or 0141 848 4444 can access a mailbox for the information.

Examples of these cards can be seen in Appendix A - A40. Go to A.40

18 Spillage Reporting Procedures

Legislation
There is a wide range of legislation related to spillages that companies are required to comply with. The full range of legislation applicable in Scotland can be accessed at: http://www.netregs.org.uk/legislation/scotland-environmental-legislation

The most important legislation that organisations and contractors operating at Glasgow Airport are required to comply with respect to spillages include the Contaminated Land (Scotland) Regulations 2000 (SI 178); Environmental Liability (Scotland) Regulations 2009; Water Environment (Controlled Activities) (Scotland) Regulations 2011 (SSI 209); and the Water Environment (Oil Storage) (Scotland) Regulations 2006 (SSI 133).

Enforcement
SEPA may serve an enforcement notice on any business to ensure that the effects of a spillage are mitigated or remediated. They may also require that steps are taken to prevent spillage incidents from reoccurring. Airport companies should also be aware that pollution of the environment is a criminal offence which can attract substantial fines or even lead to imprisonment.

For all spillages at Glasgow Airport the principle of “the polluter pays” as set out in the Environmental Protection Act 1990 will be applied.

Prevention
Any contractor operation which has the potential to create a spillage of any kind must be risk assessed and suitable preventative control measures identified, implemented and maintained. This should include staff awareness.

Response
A spillage response plan must be in place to deal with a spillage of any material which that company introduces, uses or has control of in any landside or airside location.

The contents of the spillage response plan must be informed of the requirements by a site-specific risk assessment which takes into account pollution risks.

The spillage response plan, supporting risk assessment(s) and any associated procedures must be documented, maintained up to date and may be the subject of periodic audit from Glasgow Airport Ltd.

Any waste materials generated from dealing with a spillage event must be disposed of in accordance with the requirements of waste management duty of care legislation.

Access to COSHH data
In all cases of a spillage it is important that the correct clean-up and disposal measures are implemented with due consideration given to the health and safety of all those who may be exposed to the spilled material(s). For that reason, it is important that COSHH data is readily accessible for all substances that are deemed potentially hazardous.
Substances dangerous to human health or the environment
Dangerous substances such as fuel, petrol or flammable liquid in quantities in excess of 10 litres present particular dangers to individuals in the vicinity. Petrol or flammable liquid may be volatile and may leak from vehicles or other tanks. There is the potential for immediate harm and accordingly this should be dealt with as an emergency.

In addition to the potential for causing harm to human health, spillages of large quantities (in excess of 10 litres) of substances such as fuel/lubricants can cause significant environmental harm to both land and water systems.

Glasgow Airport Ltd is licensed by SEPA to manage any discharged surface water drainage from within the airport via nine separate outfall locations to local rivers. The contents of these discharges is monitored by SEPA and the airport has tight restrictions on the amount of oils and particulate matter which can be released. Discharges should also not cause significant discoloration and/or foaming of the receiving waters.
It is imperative that authorisation must be sought prior to discharging anything into the drainage system.

In the event of a spillage that results in material(s) entering the surface water drainage system it is important that measures are in place to prevent substances being released into the local river systems and, where that is not possible, to notify SEPA that an incident has occurred.

In the event of a spillage involving a material described above, or one which has been identified via a COSHH/risk assessment as representing a particular threat to human health and/or the environment, the following process is to be followed.

**Contact the Airport Control Centre on 222 to report the spillage, providing details of the material(s) and quantity involved.**

**Airside Spillages**
For airside locations the Control Centre will contact Airfield Operations to attend. The Airport Rescue and Fire Fighting Service will also be called to provide expertise in assessing the nature of the spill. Where there is a risk to life, safety or property, the Fire Service will take command of the incident and take the necessary actions to control and eliminate the risk. Once this has been done and the situation is safe and stable, command will be formally handed over to the Airfield Operations Department Operative on scene to supervise the clean up.

The Airfield Operations Department will remain in command of the event and liaise with the polluter to take immediate action to protect watercourses. The polluter, if identified at the time, will be expected to investigate the cause of the spillage and take preventative action for the future.

The polluter will be given the opportunity to clean up the spillage in line with their own procedures. GLAL reserves the right to step in and manage the spillage as described in this document if the polluter’s capacity to do the task or the timescales proposed are considered inadequate.

If necessary, the Airport Rescue and Fire Fighting Service will remain to safeguard the area while the spillage is dealt with by the polluters own planned clean up operation or by the Airfield Operations Department.

**Landside Locations**
For landside locations, incidents such as fuel leaking from vehicle tanks should be reported to the Airport Control Centre on 222 who will contact the Duty Safety Team (DST) to attend and
assess the situation. If required, the DST will upgrade the call by contacting 222 and requesting that Scottish Fire and Rescue attend and stand by while clean up takes place. Police Scotland may also attend to assist to identify the polluter and the Airport Duty Manager will oversee any clean-up operation required.

While the ASU have the capability to clean up landside locations at cost, this may impact on the business and the option of engaging an external contractor should be considered.

**General**

Spillages are NOT to be hosed down into the drainage system; instead they should be contained using appropriate equipment such as spill socks before being removed using absorbent spill mats and/or granules where appropriate.

All contaminated spillage materials must be disposed of to dedicated waste disposal bins and removed off site by a suitably licensed waste contractor in accordance with The Special Waste Regulations. Contaminated or used spill kit material must not enter Glasgow Airport’s waste stream and must be disposed of by the third party’s own contractors as detailed in their response plan. For further information about the special waste regulations please see SEPA: Special waste guidance (Scotland) [https://www.sepa.org.uk/regulations/waste/special-waste/](https://www.sepa.org.uk/regulations/waste/special-waste/).

Where liquid spillages are cleaned up by a vacuum tanker or a road sweeper, the contents must be discharged to a storage tank in a dedicated, bunded area and taken off-site at the earliest opportunity for disposal via a licensed waste disposal contractor in accordance with the waste management “duty of care”. Potential de-contamination of the equipment should be considered before this is returned to use.

Where, due to the timescale or volume of material involved, the spillage has entered the surface water drainage system, this must be reported to the Airport Duty Manager who will liaise with the Duty Engineer and Sustainability Assurance Manager to determine whether it is necessary to isolate the relevant section of the system and/or carry out a specialist clean-up.

In the event that a major spillage cannot be contained on-site and leads to pollution of the local river(s), the incident must be notified immediately to the ADM who will inform the Sustainability Assurance Manager and also inform the SEPA Pollution Hotline (0800 80 70 60).

**Terminal Building**

Notwithstanding the instructions above, many spillages take place within the terminal, within catering areas, shops and public areas. Those tenants should plan to avoid activities such as cleaning during busy areas and any spot mopping must include signs and supervision until the slip hazard posed by moisture is removed. Any spillages must be guarded then cleared at the earliest opportunity.

For other areas it may not be possible to identify who caused the spillage. Customers may drop bottles and liquids which pose a particular danger to others. Irrespective of the cause, all staff should ensure the safety of our customers by making the immediate area safe and prevent accidents.

Spillages within the terminal must be regarded as faults and reported to the 5555 helpline for remedial action by a cleaner. (External 0141 848 4555).

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Any spillage which requires a cleaner should be reported to the faults desk on 5555 from any airport phone.

**Responsibilities**

All airport companies and contractors in control of products liable to cause spillage must ensure that spillage is prevented and, if a spill occurs, that it is identified, cleaned and that the products generated by the cleaning such as absorbent mats, saturated booms, contaminated absorbent granules etc are removed from site to appropriate facilities. It is emphasised that Glasgow Airport has no disposal facility for such waste.

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**Asbestos Management Plan**

Glasgow Airport own and operate many buildings. It is known because of age and construction, that many buildings within the airport campus may have asbestos containing materials within them.

As a responsible employer, owner and controller of premises, Glasgow Airport is aware of its legal duties owed to staff, building occupiers and others including contractors, with regards to the provision of safety related information on asbestos.

We have a structured, risk-based approach to the management and control of asbestos and asbestos containing materials (ACMs). This approach includes the use of licensed and accredited specialists, planned surveys, inspections, storage and maintenance of comprehensive records.

Asbestos and ACMs are assessed for condition status on a regular basis. Occupiers and other third party stakeholders will be provided with appropriate information relating to asbestos and ACMs known to be present within their demise.

Information regarding the presence of asbestos at the airport can be obtained from the airport Infrastructure & Technical Services Department via the Control of Contractors Office.

Further information at Appendix B Asbestos Management Plan HSSE-ITS-LOP-010 (Internal Document)

X:\Managing Responsibility\HSE Managing Responsibly System\Sec 08 Documentation and Record management\LOP’s (Internal Document)

Local Airport Rules and Procedures

20.1 Vehicle Access to Worksites and Work Areas
In certain circumstances, contractor vehicles may be granted access to the West or East Service Yards to drop off their tools, equipment and material only by prior arrangement with the Control of Contractors Office or via their airport contact.

If possible, vehicles shall be marked with the company logo and livery and be positioned in a safe manner within the marked parking bays.

Once the delivery has been made the vehicle will immediately vacate out of the service yard and park elsewhere.

Note that cars without the company logo will not be allowed to enter these areas.

20.2 Insurance Requirements and Documentation
Although it is not required by health and safety law, Glasgow Airport require all contractors and suppliers to have public liability insurance.

Generally, public liability insurance for Landside areas of the airport shall be a minimum of £10m and for Airside internal areas, this figure shall be £20m.

Airside external areas i.e. grass areas, aprons, taxiways, runways and certain other parts of the airport shall require a minimum of £50m cover.

It is the sole responsibility of suppliers and contractors to provide and put in place their own insurance arrangements except with prior arrangement with Glasgow Airport Ltd.

It is also the principle contractor’s responsibility to ensure that all sub-contractors under their control meet the above insurance requirements.

20.3 Glasgow Airport Fire Evacuation Procedures
Fire in the workplace presents a very serious risk to life not to mention the devastating effect that it can have on the airport’s business. Evacuation of the Airport and Terminal Buildings, which, during peak operation has an increased capacity, requires the co-operation of all who work here.

We all have a duty to ensure that we are familiar with our roles and responsibilities during an evacuation and perhaps more importantly, that we are all familiar with our working environment and means of escape.

To comply with the Fire (Scotland) Act 2005, Part 3; the Fire Safety (Scotland) Regulations 2006 and the Health & Safety at Work etc. Act 1974, it is mandatory that everyone working at Glasgow Airport receive training or instruction on what to do on discovering a fire, what to do on hearing the fire alarm and what we can all do to minimise the risk of fire. This should be done as part of your induction and regularly refreshed.

It is then essential that all employers based at Glasgow Airport, including Glasgow Airport Limited staff, airlines, handling agents, tenants, control authorities, business partners, contractors and any other organisations who visit or work in the terminal or associated buildings, are made fully aware of these requirements and procedures.
Evacuations will take place when one or more of the following occurs:

• Continuous alarm bell sounds;
• Public address announcement indicating evacuation in progress and
• When instructed to do so by Glasgow Airport Duty Staff, Police Scotland or Scottish Fire and Rescue Service.

Please see the Glasgow Airport Fire Evacuation Procedures leaflet. Go to A.12

All employers within the terminal building whether GLAL staff, third parties or contractors, are responsible for evacuating all persons under their control. Additionally, we are all responsible for assisting passengers and the public in our care regardless of company or organisation.

Evacuation must be carried out quickly and calmly to the nearest emergency exit and then, on to the designated assembly point.

It is worth remembering that company uniforms and ID cards identify you as Airport workers, therefore, the general public will expect you to know what to do.

All evacuation procedures remain the same wherever you are on the Airport complex.

• **Fire Alarm Systems**

Glasgow Airport Limited operates buildings with either a single stage or a two stage alarm system.

• **Single Stage Systems**

The single stage alarm system has only one mode of operation; a continuous alarm. This requires everyone to evacuate immediately. This alarm can be found in building such as GLAL MT department, Boiler House, Works Services Offices, White House, Cargo building, ATC and the Fire Station.

• **Two-Stage Systems**

The two-stage system consists of an intermittent and continuous alarm. The main Terminal Building, T2 and Admin Building operate a two-stage system- the buildings are divided into zones (It is not necessary to remember the zones but to react to the alarm within it).

Cause & Effect for the system includes:

• A continuous alarm – exactly the same as the single stage alarm system and requires everyone to evacuate immediately;

• An intermittent alarm – to alert you to the fact that there is a continuous alarm; activated in an adjacent area. This alarm requires you to remain where you are but be prepared to evacuate;

• In the majority of the building, pre-recorded messages will be played during continuous and intermittent activation’s advising you of what to do;

• All designated escape doors in the zone under constant alarm, controlled by electric or magnetic locks, will unlock and remain free to open;

• All held open fire doors in the zone under constant alarm will close;
• Fire shutters will close to zone the building and contain any fires. Main zone shutters will either have a door to one side of the shutter or in close proximity to allow access between zones. You should only use these doors if they allow you quicker access to an emergency exit or to horizontally evacuate the area – preferably you should use an emergency exit within the zone you are in;

• Passenger Lifts will generally travel to the ground floor and stop working (not all goods lifts do). Lifts should not stop on the floor in which the fire alarm has activated;

• Baggage conveyor systems will stop and check-in desk shutters will close;

• Escalators and Travellators will stop moving; and

• Some emergency exit doors have an emergency release break glass system e.g. green break glass box, which when broken will open the emergency door.

The fire engineering of the Terminal Building is such that it is advisable to evacuate into an adjacent zone which is not in continuous alarm. Whilst evacuating a continuous alarm area and entering an intermittent area you may remain there but must be prepared to evacuate. Do not go searching for an intermittent zone – evacuate via the nearest emergency exit.

• **Activating the Fire Alarm**

The fire alarm system consists of two main components for activation of the system.
1) Smoke/Heat detectors which activate automatically on detecting smoke and or heat
2) Manual Break Glass Call Points

• **Discovering and Reporting a Fire**

Activate the fire alarm by breaking the glass in the nearest fire alarm call point indicated by a call point sign.
Dial 222* on the nearest internal airport telephone or 0141 848 4222 or 999 on company, mobile or public telephones. (Remember, if operating airside you can use the yellow phones at the head of stands to report the fire/incident). The information that you provide is vitally important and is crucial to a speedy response.
State your name and location and provide as much information of incident as possible to the operator:
Ext. 222 and 0141 848 4222 will connect you to the Airport’s telephone exchange without delay.

If you report a fire via 999 then please follow it up with a call to 222/ 0141 848 4222 ASAP

Remember
• There is no such thing as a False Alarm.
• When a fire alarm is activated the procedures for evacuation must be followed.
• Don’t Panic and try to remain as calm as possible.

• **Act**

You have a choice, if you consider it safe enough to tackle the fire (without personal injury) using the fire fighting equipment provided, then do so.
However, if you do not wish to tackle the fire, or it is unsafe to do so, then you must evacuate immediately.

• **Evacuation Procedures**

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Use the quickest and safest route to the appropriate assembly point or place of safety ensuring that you:

1. Raise the alarm.
2. Evacuate all passengers/public and anyone else in your care as you make your escape.

**Remember**
- Where possible close all doors behind you;
- Close down all high risk machinery or cooking equipment;
- However minor a fire may appear always report the fire before taking action;
- Always consider personal safety and that of colleagues before attacking a fire;
- Assist colleagues/passengers/public with special needs;
- Never use lifts under any circumstances during an evacuation;
- Memorise escape routes from your place of work;
- Be aware of the nearest fire point in the area;
- Know of and report to your Assembly Point;
- Report missing colleagues or persons with special needs left at refuge points to the Assembly Point Recording Officer; and
- Attend annual fire training diligently.

**When given the signal to evacuate:**
- Evacuate immediately.
- Go quickly and in an orderly manner to the nearest exit then on to the nearest Assembly Point.
- Airport staff should assist members of the public and persons with special needs as they vacate.
- Follow additional instructions given over the Public Address System.

It is essential that passenger flow is controlled from the onset of a fire or other emergency. The public must not be allowed to enter areas of danger.

Some airside to landside access points have been fitted a warning beacon and an announcement warning staff/passengers entering these areas of fire alarm activation.

Staff should remain with members of the public at assembly points and offer reassurance when possible.

Scottish Fire & Rescue Service may not attend for unwanted alarms where no fire is reported. As such, Glasgow Airport has the authority to silence and reset the alarms.

Silencing of the alarms does not mean that the incident is over. PA announcements will be made advising staff/public when it is safe to re-enter the affected area(s).

**On no account should any person or member of the public re-enter the building until instructed to do so by the ADM (Airport Duty Manager).**

- **Assembly Points**

Currently there are **10** Assembly Points located around Glasgow Airport Terminal Building. Go to A.60 It is the responsibility of each person to ensure that they are familiar with their action plan/escape route and which Assembly Point to attend.

It is the responsibility of the senior staff member for each organisation/company present at the Assembly Point to report to the Recording Officer.
If, on arrival at an Assembly Point there is no Recording Officer present dial Ext. 222 (0141 848 4222), advise the operator of which Assembly Point you are calling from and that there is no Recording Officer present, also report any missing persons.
Remember to provide details of the missing person. The operator will pass all this information to the Airport Duty Manager who will ensure the responding emergency services are informed on their arrival.

When all staff is accounted for it is important to remain at the assembly point and await further instructions from the Airport Duty Manager.

- **Assembly Points Location and Contact Numbers**

Evacuating staff, passengers and the general public will make their way to the clearly marked and designated Assembly Point for the area they are evacuating.

All Assembly Points are strategically sited and clearly marked around the airport and are clearly signed and detailed as per the attached plan below.

The location of the nearest Assembly Point is indicated on the fire action notice in that area. Persons who work in several areas of the building will need to be familiar with all assembly points in their areas of responsibility.

<table>
<thead>
<tr>
<th>Assembly Point Number</th>
<th>Telephone Number</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>624941</td>
<td>Landside – North of Pick Up Drop Off and opposite the Terminal Building.</td>
</tr>
<tr>
<td>2</td>
<td>624942</td>
<td>Landside – East Service Yard area adjacent to the car rental building walkway.</td>
</tr>
<tr>
<td>3</td>
<td>624943</td>
<td>Airside – Adjacent East Pier underpass opposite staff entrance to DBR.</td>
</tr>
<tr>
<td>4</td>
<td>627593</td>
<td>Airside – Outside International baggage reclaim hall.</td>
</tr>
<tr>
<td>5</td>
<td>624945</td>
<td>Airside – Adjacent Stand 35, International Pier</td>
</tr>
<tr>
<td>6</td>
<td>624257</td>
<td>Airside – Between Stand 19 and 20, Domestic Pier.</td>
</tr>
<tr>
<td>7</td>
<td>624087</td>
<td>Airside – Stand 29, International Pier</td>
</tr>
<tr>
<td>8</td>
<td>627594</td>
<td>Airside – West side Domestic Pier at Stand 26</td>
</tr>
<tr>
<td>9</td>
<td>624763</td>
<td>Airside – East side at Gate 11, East Pier.</td>
</tr>
<tr>
<td>10</td>
<td>627593</td>
<td>Landside – Adjacent to the West Service Yard,</td>
</tr>
</tbody>
</table>

**20.4 Glasgow Airport First Aid Provisions**
Each supplier or contractor at Glasgow Airport requires to assess the need for the provision of First Aid for their own staff and customers in their care and have in place appropriate first aid cover.
Glasgow Airport Limited has developed a first aid response for our own employees and others who may expect our care. It is understood that individual employers will be able to deal with those minor accidents and medical events which take place without involving Glasgow Airport Limited.

However, should this incident require to be reported to the HSE under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), then it is requested that a copy of the RIDDOR Report should be forwarded to the Glasgow Airport Limited Health and Safety Assurance Manager.

Moreover, any accident which has taken place to suppliers, contractors, customers or third party staff in any area either maintained by Glasgow Airport Limited, involving Glasgow Airport Limited equipment, or any failure by Glasgow Airport Limited staff, **MUST** be reported to the Airport Control Centre on 222 to allow early intervention and remedial action to take place.

The Airport Control Centre Staff will then despatch an appropriate resource to the location for this purpose.

### 20.5 Workwear and Dress Code

Dress codes are introduced in the workplace mainly for health and safety reasons, for example engineering workers may not be allowed to wear jewellery for safety reasons when working around moving machinery and certain clothing may not be allowed while operating machinery.

A dress code has been adopted at Glasgow Airport to ensure workers are safe and dressed appropriately. It should, however, relate to the job and be reasonable in nature, for example contractors may be required to tie their hair back or cover it for hygiene reasons if working in a kitchen area.

Clothing standards should be identified in your own company's policies and these should be adhered to whilst on site.

### 20.6 Medication

Suppliers must ensure that a system is in place to facilitate workers who may require emergency first aid at work due to their medication condition i.e. diabetes, allergies, asthma etc. First aid arrangements will depend on the particular circumstances of your workplace and these need to be assessed to identify what your first-aid needs are.

As a minimum, employers must have:
- a suitably stocked first aid kit
- an appointed person to take charge of first-aid arrangements
- information for all employees giving details of first-aid arrangements.

### 20.7 Food and Drink Consumption

Food shall only be consumed in designated areas agreed with your airport contact. No food shall be consumed within the work area. All food waste shall be removed immediately, in a hygienic manner, and shall not be allowed to accumulate.
Use waste bins provided and never leave food scraps lying about to discourage birds and vermin from your worksite.

20.8 Contractor Parking
All contractors need to take note that vehicle parking out-with NCP car parks is restricted.

Only authorised vehicles with the express permission of Glasgow Airport will be allowed to park anywhere else on the airport campus including landside roads. Unauthorised parking will result in the offending vehicle being towed off site at the owner’s expense.

There are limited car parking spaces at the Control of Contractors Office but these are available only for contractors registering before starting or completing their work at the airport or are receiving an airport safety induction and are to be used as a temporary measure only.

20.9 Prohibition on Use of Airport Baggage Trolleys
Prohibition on use of trolleys except by passengers.

Glasgow Airport limited provides trolleys for passenger use only, to allow passengers to transport luggage whilst on the Airport campus. These passenger trolleys are designed for luggage transportation and must not be used for any other purpose.

Those operations which require goods and materials to be moved should be assessed in advance, and the appropriate equipment or transport provided by the company concerned.

This applies not only to construction and maintenance tasks, but retail operations when the work should be pre-planned and transport taken into account.

Passenger trolleys must not be used for this purpose.

20.10 Use of Airport Lifts
Lifts are an important means of transporting and providing access for all airport users, staff and contractors, together with the movement of goods and materials and are a fundamental form of transportation at airports.

There are 2 kinds of lifts – goods and passenger types and we need to ensure each lift is used only for the purpose it was designed for.

Suppliers are reminded that passenger lifts must not be used for transporting any tools, equipment or materials and that goods lifts must be used instead.

However, under certain situations and with the prior agreement and arrangements with the Airport Terminal Management team, contractors may use a passenger lift instead and shall fulfil the following criteria:-

• Lifts shall not be misused and will be left in a clean, working condition
• They will not be overloaded with reference made to the SWL plate

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• Heavy loads need to be positioned centrally within the lift
• Transportation of any hazardous material or substance is prohibited
• Priority for using the lift is given to passengers at all times
• Note: Do not use lifts during a fire activation or evacuation.

20.11 Deliveries to and Collections from Worksites

Suppliers who are organising deliveries or collections to and from the airport must bear in mind that every year, about 70 people are killed and 2000 seriously injured in accidents involving vehicles in and around workplaces. A significant number of these occur during these deliveries and collections.

Unless effective precautions are taken, people are at risk from:
- Pedestrians being hit by moving vehicles
- People falling from vehicles
- Vehicles turning over
- People being hit by objects falling from vehicles

The three key duty holders are:
- the supplier sending the goods
- the carrier - the haulier or other company carrying the goods
- the recipient - the person receiving the goods

Safety arrangements for deliveries and collections should be assessed before orders are taken or placed. Planning safety precautions reduces the risk of accidents and can also save time and money.

Incorporate safety arrangements in order-placing and order-taking documents so that the parties involved have to check that safety arrangements are adequate before authorising a particular delivery or collection. Even if orders are placed or taken at short notice, fax, e-mail and telephone will usually make it easy to agree safety arrangements before the delivery or collection.

The delivery vehicle driver plays a key part in delivery safety, and is often the person injured in delivery or collection accidents - the driver should receive adequate safety information for each delivery or collection beforehand.

The three general principles which suppliers, carriers and recipients should follow are:
- send out safety information on deliveries and collections to other parties in the delivery chain
- request safety information on deliveries and collections from other parties in the delivery chain
- agree a safe delivery plan

All parties involved in deliveries should, so far as reasonably practicable, exchange and agree information to ensure goods can be delivered and collected safely.

Employers have duties under the Health and Safety at Work etc Act 1974 to ensure so far as is reasonably practicable the health and safety at work of their employees and others who may be affected by their work activities (such as drivers).
Under the Management of Health and Safety at Work Regulations 1999, where 2 or more employers share a workplace, even on a temporary basis, they must co-operate with each other to make sure they both comply with their legal duties. These Regulations also require employers to carry out a risk assessment of the hazards involved and to identify measures needed to comply with Health and Safety legislation.

For further advice http://www.hse.gov.uk/pUbsn/priced/hsg136.pdf

If vehicle access is required through the ANPR system on Bute Road or through the East Service Yard barrier then Suppliers must ensure that they provide adequate notice to their Glasgow Airport contact who will then request access by contacting the Airport Control Centre. Vehicle details required before any access is granted will be:-

- Access date and time
- Access duration
- Vehicle type and colour
- Vehicle registration number
- Company name
- Reason for access

20.12 Working in Public Areas
Suppliers need to rigorously apply the highest standards of safety when working near to any airport operation or people working in or using the airport facilities.

Due to the size and complexity of many airport buildings or the hazards from airside operations, “high street” level standards are often inadequate.

- Suppliers need to arrange access to and be aware of all airport permit or control procedures relevant to the safe completion of their works.
- Eliminate as far as is possible, interfaces between construction works and the airport operation and members of the public. Where a direct or indirect interface is required, all risks are to be assessed and adequate precautions put in place before work starts. These will include site controls or changes to the operation to temporarily remove people from an area.
- Thorough planning of work is essential. Urgent or unplanned work should not be allowed to proceed without adequate controls being in place.
- In addition to operating the airport permit systems, suppliers will be expected to liaise with airport management teams to ensure their works are carried out with the full knowledge of duty teams using Glasgow Airport’s WAR notice when necessary.
- Vigilance in public areas will be a constant requirement and signage may not be effective enough in areas where foreign passengers are present.
- Sites need to remain secure in order to exclude access by the general public and others unconnected with the work. Solid, continuously fixed barriers and signage are to be used to establish controlled exclusion zones. Exclusion zones must be regularly monitored to ensure integrity of the worksite. This will apply especially to areas where lifting operations are occurring overhead.
- Temporary works such as temporary walkways, ramps, hoardings etc. must be built to the highest standards and be able to resist damage or wear through constant usage or from the weather.
High risk operations, e.g. involving heavy plant, erecting permanent or temporary structures, are to be undertaken outside the airport operational hours to reduce the impact of any interface.

Works which generate noise levels above the safe hearing threshold or at a level likely to be a nuisance to the public or airport operation, are to be undertaken outside airport operational hours.

Tasks involving any lifting or overhead working or heavy plant movement, must either exclude or protect any person in the vicinity. This applies at all times including times when the airport may appear closed or quiet.

Suppliers’ workforce are to be trained to work in a clean and professional manner where interfacing with the public or third parties.

Notification of project details with appropriate considerate / inconvenience signage as agreed with terminal operations and projects teams, is to be displayed on external hoardings within all worksites especially within any public areas.

### 20.13 Worksite Security

All suppliers are expected to ensure that site teams fully understand the need for high standards of security and that Glasgow Airport procedures are followed at all times. Breaches of airport security will always be taken very seriously and points made below are not exhaustive and suppliers will need to use their airport contacts to ensure that they are made aware of specific standards or protocols to be applied.

Principal Contractors or Suppliers managing sites are expected to:

- Establish site boundaries to ensure adequate separation of site / construction work and airport staff including the general public.
- Inspect and maintain those boundaries.
- Advise all on site of the standards of airport security required including the contact numbers to report concerns.
- Maintain airport security levels, for example, monitor Landside and Airside boundaries, satisfy all requirements for staff or vehicle passes, ensure that deliveries don’t compromise security levels.

All suppliers need to understand and communicate these standards to the workforce and take steps to ensure that the standards are observed.

Security provisions need to be updated to meet the demands and circumstances of the project. Staff and vehicles need to be “passed up” for airport working in advance of works starting on site.

Airside passes are only to be used for access to sites and for no other purposes.

All site personnel must understand and apply the highest standards of security, for example, taking notice of landside / airside boundaries, following security procedures relating to staff access airside, ensure that airside sites and equipment are not accessible to others and that tools and equipment must be safeguarded at all times and are not left unattended at any time.
20.14 Safeguarding of Worksites
When working in public areas, appropriate barriers need to be used to demarcate work areas. Cones and ticker tape are not acceptable and chapter 8 type barriers must be used instead. See HSE publication HSG151 “Protecting the Public”.

When working behind hoardings the area must be secure at all times and only authorised personnel must be allowed inside the hoarding.

Remember that access to and from the site must be by an agreed route and kept clear at all times.

Tools and equipment are not to be stored behind the hoarding when contractors are off site unless appropriately locked containers are provided and permission granted.

20.15 Safety Signs and Notices
Signs and notices should be displayed prominently at site entrances to inform all persons entering the site about the health and safety requirements for the site.

All safety signs are colour coded and shall conform to the Health and Safety (Safety Signs and Signals) Regulations 1996.

There are five types of safety sign:-

- Prohibition (Red, Round)
- Warning (Yellow, Triangular)
- Mandatory (Blue, Round)
- Emergency Escape and First Aid (Green, Rectangular or Square)
- Fire Fighting (Red, Rectangular or Square)

Red round signs identify prohibited actions or items and inform people of things they MUST NOT DO.
Yellow triangular signs are cautionary and warn people of a hazard or danger.
Blue round signs mean mandatory actions and inform what people MUST DO.
Green rectangular or square signs indicate first aid facilities or emergency exits.
Red rectangular or square signs indicate the location of fire-fighting facilities.

See below for a link to The Health and Safety (Safety Signs and Signals) Regulations 1996
http://www.hse.gov.uk/pubns/priced/L64.pdf

20.16 Hearing Protection Zones
All contractors will possess basic personal protective equipment required to work on an airport site. Your Method Statement and Risk Assessment will highlight the necessary PPE for the job. i.e. hard hats, eye protection, overalls, hi-vis vests (which shall bear your company logo), gloves, safety footwear etc.

There are hearing protection zones within all Plantrooms and other areas and these will be indicated with the relevant signage.
All personal protective equipment must comply with airport and British standards.

Hi-visibility garments and hearing protection are mandatory on the apron.

20.17 Airport Security and Security Passes
All contractors and suppliers need to be aware of Glasgow Airport security procedures whilst working on site and especially if the worksite is located Airside.

Glasgow Airport Security, Police & UK Border Force have the authority to stop and search at random any person or vehicle entering, using or leaving the airport. You must also allow any locker, bag, basket, tin, parcel or other container in your possession to be searched upon request.

Routine searches will be carried out so you must not remove from site any materials, detailed drawings or other such information which are the property of Glasgow Airport without prior permission.

If you’re an Authorised Signatory or a manager responsible for administering Glasgow Airport’s Security pass scheme within your organisation, then you already know that we now have an online application and approval system which you can use to submit security application forms and make security pass appointments.

The online system is available at www.idgateway.co.uk and you can download a user guide here: https://www.idgateway.co.uk/ID_Management_System_Site_User_Guide.pdf

All the security pass scheme's rules are contained in one convenient document, the Security Pass Application Standard. This tells you what's needed to apply for, and obtain, each type of pass.

Most of the regulations that set out the ways that we can authorise and verify access to the critical part of the security restricted area of our airports are contained in the European Regulation Direction 185/2010 (published April 2010).

We have used this direction to prepare our Security Pass Application Standard. Please note that this is an important document and you must agree to keep it where it cannot be accessed by others and destroy it in a secure manner when you no longer require it.

Please note that the contents of the document form the curriculum of our Authorised Signatory training programme.

All Temporary and Permanent Security Pass holders and the items they carry will be subject to search on entry to the Critical Area.

Security Passes must be clearly displayed on the outer garment at chest or shoulder height at all times.

The loss of any airport Security Passes must be reported immediately to Glasgow Airport Control Centre on 0141 848 4231 or Security ID Centre on 0141 848 4774.
20.18 Temporary Security Pass Escorted Personnel
Suppliers are informed that all Temporary Security Pass holders must be escorted at all times whilst in the critical area of Glasgow Airport and must be made aware by the sponsoring company of the contents of current relative security notices and directives.

Failure to comply with these instructions will result in the pass being withdrawn and may lead to disciplinary procedures or prosecution.

It is an offence under the Aviation Security Act 1982 as amended by the Aviation and Maritime Act 1990 to knowingly give false information in connection with an application for an identity pass.

Temporary Security Pass holders must be in possession and produce on demand the identity document recorded and registered for this pass.

The escort is responsible for controlling any Temporary Security Pass holders under their supervision and must ensure that they are kept in close proximity at all times whilst in the area.

20.19 Use of Cameras and Video Recorders
Glasgow Airport prohibit the use of personal audio and recording devices including cameras and video recorders in security controlled areas such as security search areas, access posts, Police, Customs and Immigration.

If you use your device in these prohibited areas you may be liable for fines or prosecution.

However, if suppliers require the need for such filming and photography then they should seek approval from Glasgow Airport who will consider to accommodate your requests.

Filming at a busy international airport such as Glasgow provides logistical and security challenges and there will be times when we will be unable to facilitate any non-essential filming and photography requests.

Suppliers must bear in mind that all filming and photography within Glasgow Airport requires a permit so your request must be made at least two working days before the required date.

Unfortunately, we are not able to grant requests for filming or taking photographs at Glasgow Airport to students.

20.20 Restricted or Prohibited Areas
The airport restricted area is the area or areas of the airport to which access is only allowed to those people with a legitimate need to be there and have the required security ID passes.

The purpose of the Security ID Pass is to allow controlled access to the Security Restricted Area and other Airside Areas to authorised staff whilst on duty.

Under no circumstances should staff seek access to the Security Restricted Area or Airside Areas when not on duty or without the correct Identity Pass.
Security ID Pass holders must also be aware that when travelling as a passenger (i.e. not on duty), they are only permitted to enter or exit the Security Restricted Area via the approved passenger routes. Under no circumstances must they attempt to enter or exit via staff routes.

Pass Holders travelling as a passenger as part of their duties (for example audit or quality assurance) must enter or re-enter the Security Restricted Area via approved passenger routes and on production of a Boarding Card.

Suppliers must not wear their Security ID Pass if travelling.

20.21 Plantroom, Switchroom and Node Room Access
Access into our plantrooms, switchrooms and IT node rooms is restricted and are protected by locks or by way of a Glasgow Airport Security ID Pass, of which the holder will possess the access rights that allows entry.

It should also be noted, that all electrical local distribution boards have been categorised as switchrooms and these are also protected by locks.

However, suppliers and contractors who require access to any these restricted areas can request keys from the Control of Contractors Office.

There needs to be a reasonable justification for access into these areas and only trained and competent persons will be allowed to enter or work in these areas.

20.22 Incident Management and Investigation
Suppliers will be expected to identify incident management procedures which will be applied by site teams if an incident occurs.

All incidents of a serious nature are to be thoroughly investigated by a competent person given sufficient time and resource to produce an effective report.

Incident management procedures will identify those responsible for the following:-
  • Taking charge of the site or part of and the immediate actions to secure its safety, liaison with airport operational staff,
  • immediate notifications to the project team,
  • reporting to the HSE,
  • incident investigations and reporting
  • and management of actions following the report.

Following any reportable incident, suppliers, principle contractors and sub contractors will be invited to attend a meeting with Glasgow Airport to establish the root causes, the learning and agree an action plan to prevent a recurrence.

Suppliers will be expected to provide incident reports that identify all contributory factors and root causes leading up to an incident including all "people factors" and recommendations to prevent a recurrence.
Suppliers will also be expected to monitor the progress of remedial actions following incidents and be able to demonstrate the closeout of same.

20.23 Accident Reporting

- Request for Assistance
  All requests for a Glasgow Airport Limited First Aider or an ambulance, must be directed to the Airport Control Centre on the Emergency line 222. The reporter shall provide details of the nature of the emergency, the location and the reporter’s details. The Control Centre operator will then despatch a suitable response. In general, for incidents on the airfield or on the apron, the Airport Rescue and Fire Fighting Service will respond. For incidents in all other parts of the Airport, the Duty Safety Officer or other suitably designated responder will attend.

- Notification of Accidents
  Minor accidents and injury incidents which take place within third party premises, involving third party staff where there is no involvement of Glasgow Airport Limited in that particular process, then this should be recorded in the company’s own procedures and need not be reported to Glasgow Airport Limited.
  However, for serious incidents where an Ambulance is required, the Airport Duty Safety Officer (and some others), have been trained and designated as Scottish Ambulance Service First Responders. They will attend on behalf of the Scottish Ambulance Service and take control of any incident, pending the arrival of any other necessary Ambulance resources. Further information is contained within the Glasgow Airport Emergency Orders.

20.24 Dangerous Occurrences

Statutory Requirements:
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, require that certain work-related accidents, diseases and dangerous occurrences should be reported to the Enforcing Authority by telephoning 0845 300 9923.

The RIDDOR requirements at airports are summarised as follows:
They require employers and others to report accidents and some diseases that arise out of or in connection with work. These reports enable the enforcing authorities to identify where and how risks arise and to investigate serious accidents and trends.

RIDDOR applies to employers, the self-employed, employees, contractors and members of the public at airports.

- Who do we report to?

If a work-related accident occurs this should be reported to your own employer and Glasgow Airport and, in certain circumstances, will also be reportable to either the Health & Safety Executive (HSE) or the Local Authority (LA).

Reference to ‘reportable’ or ‘non-reportable’ accidents in this document means those accidents reportable to HSE or LA under RIDDOR.

- Who should report?
Employers, the self-employed and those in control of premises have duties under the Regulations. The duty to notify and report rests with the 'responsible person'.

This may be the employer of an injured person, a self-employed person, someone in control of premises where work is carried out, or the airport authority. Who the responsible person is depends on the circumstances of the notifiable event.

There is now a central reporting system and all accidents reported under RIDDOR should be reported to the Incident Contact Centre, Caerphilly Business park, Caerphilly CF83 3GG, Tel. 0845 3009923; Fax. 0845 300 9924; email riddor@natbrit.com. Web site address: www.riddor.gov.uk

20.25 Behavioural Safety
All suppliers are expected to cooperate with the Glasgow Airport Behavioural Based Safety Group whose members may conduct a contractor workplace observation.

- A trained observer arranges to meet a contractor in his workplace and identifies himself and explains what he is going to do. There is no covert aspect of this process. The observer monitors the worker and notes their safe behaviours. He also monitors any unsafe behaviours observed.

- The BBS Observer will praise any safe behaviour then identify any unsafe practices or risks which may, over time, cause injury. This is a one to one feedback with the aim of raising the awareness of the worker of the consequences of the unsafe action and ideally, having the person agree to change the behaviour from unsafe to a safer alternative. The worker should not be reprimanded nor should he be reported to his supervisor, or face any penalty. This is essentially one person trained to help another person to avoid injury.

- At the end of the observation, the observer would fill in a checklist with the safe and the at-risk behaviours he noticed along with the date, time and location of the observations. The worker's name is not noted in the checklist. Part of the checklist can be used to summarize the observation process and the discussion. Any comments and reasons for the at-risk behaviour given by the worker is recorded along with the suggested safe behaviour. Recording this interaction is important for a later detailed analysis so feedback can be provided to both workers and management, to help identify the most appropriate corrective actions.

- A report will be given to the manager of the area surveyed which will include complimentary comment for the good behaviours shown and comment where there could be improvement. These reports are simple to understand, do not identify individuals and should be shared with the workplace.

20.26 Portable Appliance Testing and Inspecting
Under the Electricity at Work Regulations 1989, all electrical equipment that has the potential to cause injury, requires to be maintained in a safe condition.

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Portable electrical equipment is defined as equipment with an electrical lead (cable) and a plug top which is normally moved around or easily moved from place to place. This does not only cover items provided for business purposes, but also covers items of equipment such as kettles, radios, televisions, fans etc. which may be used on site at Glasgow Airport. Extension leads used to supply power to portable equipment also falls within the definition of portable equipment due to their ease of moving from place to place.

Inspection and Testing of Equipment: -
Visual inspections of electrical equipment must be undertaken by a suitably competent person. For combined inspections and testing - Portable Appliance Testing (PAT), or in medium to high risk environments, a suitably qualified person or electrical contractor with the right equipment, ability to carry out the tests and the ability to interpret the tests must be utilised.

Where any equipment is overdue or found to have not received a PAT and is safety or business critical, the respective company should consult with the Glasgow Airport Duty Manager (ADM). The ADM will arrange for a qualified electrical engineer to make an assessment of the safety of the equipment and determine whether or not the equipment can remain in operation pending a full PAT.

Frequency of Testing: -
The frequency of testing and inspecting of portable appliances, can vary depending on the type and use of the equipment concerned. Testing frequency would normally be risk based, but some suggested guidelines provided within the HSE Guidance Document HSG 107 - http://www.hse.gov.uk/pubns/books/hsg107.htm

Each new item of mains powered electrical equipment must conform to the relevant British/ European standards. New items of equipment should be checked and inspected before initial use (visual inspection); thereafter in accordance with the guidance shown in the table below.

A label or other advisory e.g. a sticker, should be attached to the equipment stating its date of coming into service and date by which a PAT should be undertaken.

Defective Equipment: -
Any electrical equipment which has failed either a visual examination or a combined inspection and test must be removed from service immediately to effect repairs. Defective equipment should not be brought back into service until checked and certificated as having passed a combined inspection and test (PAT).

Should the equipment be beyond economical repair, it should be removed completely from Glasgow Airport premises.

Furthermore, in line with the requirements under the Waste Electronic and Electrical Equipment Regulations 2006 (WEEE Regulations), all companies are reminded that it is an offence to discard any items of WEEE by any means other than those dictated within the Regulations.

Companies are also reminded that Glasgow Airport Limited do not take items of WEEE into their waste stream other than those assets specifically and directly attributable to them. Waste transfer notes should be kept on file for audit purposes.
<table>
<thead>
<tr>
<th>Type of business</th>
<th>User checks</th>
<th>Formal visual inspection</th>
<th>Combined inspection and test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment hire</td>
<td>N/A</td>
<td>Before issue/after return</td>
<td>Before issue</td>
</tr>
<tr>
<td>Battery operated equipment (less than 40 V)</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Extra low voltage (less than 50 V ac), telephone equipment, low-voltage desk lights</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Construction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>110V equipment</td>
<td>Yes, weekly</td>
<td>Yes, monthly</td>
<td>Yes, before first use on site then 3-monthly</td>
</tr>
<tr>
<td>230V equipment</td>
<td>Yes, daily/every shift</td>
<td>Yes, weekly</td>
<td>Yes, before first use on site then monthly</td>
</tr>
<tr>
<td>Fixed RCDs</td>
<td>Yes, daily/every shift</td>
<td>Yes, weekly</td>
<td>Yes, before first use on site, then 3-monthly (portable RCDs – monthly)</td>
</tr>
<tr>
<td>Equipment site offices</td>
<td>Yes, monthly</td>
<td>Yes, 6-monthly</td>
<td>Yes, before first use on site then yearly</td>
</tr>
<tr>
<td>Heavy industrial/high risk of equipment damage (not construction)</td>
<td>Yes, daily</td>
<td>Yes, weekly</td>
<td>Yes, 6–12 months</td>
</tr>
<tr>
<td>Light industrial</td>
<td>Yes</td>
<td>Yes, before initial use then 6-monthly</td>
<td>Yes, 6–12 months</td>
</tr>
<tr>
<td>Office information technology rarely moved, eg desktop computers, photocopiers, fax machines</td>
<td>No</td>
<td>Yes, 2–4 years</td>
<td>No if double insulated, otherwise up to 5 years</td>
</tr>
<tr>
<td>Double insulated (Class II) equipment moved occasionally (not hand-held), eg fans, table lamps</td>
<td>No</td>
<td>2–4 years</td>
<td>No</td>
</tr>
<tr>
<td>Hand-held, double insulated (Class II) equipment, eg some floor cleaners, some kitchen equipment</td>
<td>Yes</td>
<td>Yes, 6 months – 1 year</td>
<td>No</td>
</tr>
<tr>
<td>Earthed (Class I) equipment, eg electric kettles, some floor cleaners</td>
<td>Yes</td>
<td>Yes, 6 months – 1 year</td>
<td>Yes, 1–2 years</td>
</tr>
<tr>
<td>Cables, leads and plugs connected to Class I equipment, extension leads and battery charging equipment</td>
<td>Yes</td>
<td>Yes, 6 months – 4 years depending on type of equipment it is connected to</td>
<td>Yes, 1–5 years depending on the equipment it is connected to</td>
</tr>
</tbody>
</table>
20.27 Use of Ladders and Stepladders
In general ladders should only be used to access a work platform and should never be used as a work platform. However it is acceptable for stepladders to be used where the operator is able to maintain three points of contact, the duration of the work is short, and there is no practical alternative perhaps due to space available.

The Working at Height Regulations 2005 applies to all work at height where there is a risk of a fall liable to cause personal injury.
These regulations do not ban stepladders but require consideration to be given to their use.

They require that stepladders should only be considered where the use of other, more suitable work equipment is not appropriate such as tower scaffolds or podium steps.

Under Regulation 6 of the Working at Height Regulations, there is a hierarchy of control for determining how to work at height safely. The hierarchy has to be followed systematically and only when one level is not reasonably practicable may the next level be considered. It is not acceptable to select work equipment from lower down the hierarchy in the first instance.

Duty holders must:-
• Avoid work at height if they can;
• Use work equipment or other measures to prevent falls where they cannot avoid working at height;
• And, where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

Consequently, the use of stepladders will be restricted while on the airport premises and the following conditions must all be met before any work at height will be considered:-
• The task must be risk assessed as low risk.
• The task must be of short duration – i.e. no longer than 10 to 15 minutes.
• The user must maintain 3 points of contact with the stepladder.
• And that they don't go beyond 1 metre from the top of the stepladder
• The task entails light-duty work with no stretching or pulling and no carrying of heavy loads.
• The task does not involve work at a height of more than 2 metres.
• The user is trained and competent.
• The stepladders are properly maintained and inspected regularly.
• And that they are visually checked for damage before use, every day.
• That they are used on firm and level floor surfaces
• And the task cannot be done any other way using “reasonably practicable” alternatives.

20.28 Airside Driving
All staff who have access to external airside areas are exposed to unique hazards that may not have been encountered before by that individual. In order to raise awareness of these, a new requirement for basic safety training to be undertaken; this will be known as Airside Safety Awareness Training (ASAT)

This process is applicable to all airside users including Glasgow Airport Limited staff, those tenants and control authority staff who are holders of security ID passes which grants the holder unescorted access to external airside areas.
External airside areas are identified on an ID pass by any of the following area numbers: 4, 5, 6 or 7. Those who do not have this access do not need this training although it is recommended that it is completed.

In order to provide a consistent approach to airside safety, an online training and assessment package has been developed and must be undertaken by all ID pass holders at the application or renewal stage, before a pass with the areas listed above will be issued or renewed. Glasgow Airport’s policy is for all relevant persons employed at Glasgow Airport, who access the airside area, irrespective of their employer or function, must undertake the online training module and assessment. All relevant personnel are required to refresh their competence by undertaking the online module at least every five years. A check will be undertaken by Glasgow Airport at each ID pass renewal stage.

The ASAT module is provided free of charge by Glasgow Airport.

ASAT is available online and can be accessed at:-
www.asatglasgow.com

On the launch page, enter the password: letmein
You will then be able to progress through the training. Some modules contain short videos and animation so computers should be equipped to allow this. There is no sound included in the modules.
Once all modules are completed, you must complete a short multi-choice assessment.

How to login for the Assessment
The assessment link will take you to our “Redkite” system. You will have to log in separately to take the assessment as explained below.

Airside Drivers (Training undertaken since July 2013)
If you have undertaken the new airside driving course since July 2013 then you are automatically registered on the system. If this applies to you, your username and password is your ID pass number. Please enter these details and complete the assessment.
Example:
Username: G10 1234
Password: G10 1234

Non-Airside Drivers (Or if trained before July 2013)
If you have not undertaken the new driver training course, you should register at the link provided and use your new login details to access the assessment. On completion of the assessment, you should download and print a copy of the test results. This must be produced at the ID centre at the initial issue or renewal of a pass. Alternatively, you can request a copy of the training certificate to be emailed to them by contacting airfield_operations@glasgowairport.com stating their name, their employer and date the test was undertaken. Any questions should be directed to GLAairfieldops@glasgowairport.com.
20.29 Landside Driving
Apart from differences relating to taxation, the roads owned and maintained by Glasgow Airport are regarded as roads within the meaning of the Road Scotland Act 1984 and the normal rules of the road apply.

The normal offences of speeding, failing to wear seat belts, using mobile telephones while driving, and ensuring that the correct type of licence is held, apply equally to airport roads as local authority roads.

The Road Traffic Act 1988, section 170(4) requires drivers of vehicles involved in accidents to stop and provide the name and address of the driver and the owner of the vehicle to any person reasonable requiring this information.
If for any reason this is not done, the driver must report the details to a police station as soon as is reasonably practicable and in any case within 24 hours.

Glasgow Airport has targets for air quality and vehicles engines should not be run for longer than necessary. Vehicles with their engines running should never be left unattended.

Regulation 107(2)(a) of the Road Vehicles (Construction and Use) Regulation 1986 states that no person shall cause or permit to be on any road, any motor vehicle which is not attended by a person duly licensed to drive it unless the engine is stopped and the parking brake is effectively set.

Exemptions to the requirements of this Regulation as to the stopping of the engine include a fire brigade vehicle, the engine of which is being used for any fire brigade purpose.

The Glasgow Airport Bye Laws 2005 applies to all landside and airside locations and at Section 6(4) makes it an offence to:
(a) leave any Vehicle unattended when its engine is running; or
(b) leave any Vehicle with a removable ignition key unattended when the ignition key is in the Vehicle.

Private cars are not permitted on site except in exceptional circumstances.

20.30 Suspended Ceiling and Ceiling Tile Removal
Anyone carrying out work which requires the removal of ceiling tiles or part of a suspended ceiling must be suitably trained and competent to do so.

Only specialist tools to be used for the removal of ceiling tiles and a process must be in place to prevent injury from anything falling.

Notification of any work on suspended ceilings must be made in advance to the Control of Contractors Office on extension 624295 or 0141 848 4295.

Suitable gloves must be warn when removing any ceiling tiles.

Life Safety System Isolation may be required (due to dust) before removing ceiling tiles – contact the Control of Contractors Office for further advice.

Any damage to a ceiling or tiles must be reported to Glasgow Airport Faults Helpdesk on ext 625555 or 0141 848 5555 immediately.

Permission for the temporary removal of ceiling tiles must be sought from the relevant asset steward.
Re-instatement of ceiling tiles or part of a suspended ceiling must be checked to be satisfactory on completion of work.

This must be carried out by a competent person and before the removal of any safeguarding.

The relevant Asset Steward, Project Leader or Maintenance Manager must be formally notified of the satisfactory reinstatement immediately following completion of work.

### 20.31 Fire Safety Strategies

Suppliers need to know that because of the level of risk related to fire incidents in major public buildings, the highest standards of planning, implementation and control are required.

Suppliers need to work in full knowledge of existing Terminal fire strategies, making adequate temporary arrangements and rigorously applying relevant standards during works.

Suppliers are expected to manage the fire safety of sites through:

- Development of fire control strategies for both temporary and permanent works, reviewed and jointly agreed with the Airport Fire Tech Group.
- Comprehensive, risk assessed construction phase fire safety plan to include responsibilities, primary hazard and control measures, temporary or permanent fire detection and fighting equipment.
- General emergency procedures identifying access to emergency services, evacuation and control of incidents, reporting and accounting of personnel, fire training of staff.
- Emergency Action Plans.
- Formal appointment of a site fire safety team, fire safety co-ordinator and fire marshals.
- Location plans for each phase of project updated on a regular basis to identify escape routes, the location of fire points and muster points.
- Defined and clearly signed fire escape routes to be established throughout the project, co-ordinated with the production sequence.
- Regular daily audits of fire points or stations.
- Hot Works. Control and management of hot works through an approved process in accordance with Glasgow Airport hot works permit procedures. Hot Work Permit issue, inspections and close out. Trained and competent personnel to undertake the hot works.
- Compliance of temporary accommodation in accordance with current standards for fire detection systems and alarms. To be assessed by Fire tech group
- Third party segregation, with site hoarding compliance to standards for rated protection in accordance with strategy and standards, approved by the Airport Fire Tech group.
- Monitoring of works that could impact on fire compartmentation within the Terminal buildings to ensure the integrity is not disturbed.
- Procedures are required to be in place to safely shutdown the work site as necessary, for example during holiday breaks.
- General standards relating to fire prevention including, for example, the use of temporary coverings, use of LPG equipment, smoking policies, electrical
installations, waste control, storage of flammable materials etc., must be adhered to.

Refer to Glasgow Airport Fire Safety Plan HSSE-FSM-FSM-001 (Internal Document)

20.32 Fire Exit / Door Closure Permit
Emergency exits and escape routes are provided to ensure that, at all material times, all occupants are able to evacuate safely and in a timely manner in the event of a fire or other emergency. This is a specific requirement of the Scottish Building Standards Technical Handbook issued under the Building (Scotland) Regulations 2004 and the Fire (Scotland) Act 2005.

Any works, process or action which involves any alteration, closure or restriction to any emergency exit or designated escape route may have an impact on the safe evacuation of occupants within that area. To ensure the safety of occupants, all closures must be formally approved by the Glasgow Airport Fire Technical & Life Safety Systems Group (FTG). This action is critical as it will ensure that the FTG can monitor and control the number of exits affected in any one area and ensure that accepted occupancy levels can be supported.

A process is detailed below which manages these closures and is applicable to any works, process or action which affects, in any way, a designated escape route or emergency exit at Glasgow Airport.

- The person who has responsibility for any project or process necessitating the alteration, closure or restriction to any emergency exit or designated escape route must present the Application for Fire Exit / Door Closure Permit form to the FTG at least 7 days before the planned closure. Go to A.67
- In the event of an unplanned closure being necessary, the Duty Safety Team (DST) will act on the FTG’s behalf and will make a dynamic assessment to determine whether the closure has an impact on the escape strategy. In this case, the DST’s decision will be final and will be notified to the Head of Assurance.
- If an unplanned closure is expected to last more than 24 hours, then formal approval must be sought from the FTG as soon as practicable after the DST has given authorisation.
- If the planned closure does not impact on the escape strategy for that particular area, then approval will be given and details of the closure passed to the Duty Teams and Security to aid evacuation in the event of an emergency. The Duty Teams will be updated daily with this information and will therefore be able to implement contingencies as required.

The DST and GLAL Assurance Team will monitor closures against the formal approvals given. If an escape route is affected that has not been formally approved, immediate remedial action will be taken, which may include formal disciplinary action.

20.33 Fall Arrest Systems and Fall Prevention Equipment
Roof fall arrest systems are currently installed on the Domestic Pier roof, East Pier roof, Main Terminal Building roof and within numerous gantry areas within the terminal and at other locations including cargo buildings.
Any operative working on the above locations must use the system, and be attached to the system at all times. The exception being when accessing or departing the roof areas by means of the fixed ladders.

Access to the roof is gained by using the fixed ladder systems available.

The East Pier is accessed at:

(a) Fixed ladder on west side of pier adjacent to stands 10 and 12

The Domestic Pier roof is accessed by means of the following fixed ladders:

(a) Fixed ladder adjacent to Gate 16
(b) Fixed ladder south of the Airbus Lounge
(c) Access stair at the Operations Tower

In addition, access to the Main Airbus Lounge roof, at the north end of the Domestic Pier is gained by means of a fixed ladder from the Domestic Pier roof.

It should be noted that all access ladders with the exception of the main access stair at the Operations Tower have a locking bar to stop unauthorised access to the roof. Keys to remove the padlock and bar should be obtained from the Control of Contractors Office.

The roof fall arrestor system shall be used by operatives at all times when working or traversing the roofs where the systems are installed.

If an operative is working on the roof edge and due to the location of roof mounted plant, etc. the safe and effective use of the arrestor system is not possible, the appropriate edge protection shall be installed to the satisfaction of Glasgow Airport Infrastructure & Technical Services Department. However, the arrestor systems shall be used when traversing from an access point to the workspace.

The roof arrestor system consists of a permanent steel wire fixed to the pier roof, protective harness system, ropes, locking cleats and a transfastener.

Suppliers need to obtain and use their own safety harnesses and lifelines however, the transfasteners are available and are located within the Control of Contractors Office. Operatives can be given a demonstration on the use of the transfasteners if required.

The system is designed in such a manner, that when an operative is connected up to the wire system, he or she can walk up and down the roof connected to the wire at all times.

Operatives should inspect all equipment before use ensuring that all locking clasps and buckles operate correctly and that the harness or ropes are not frayed or damaged.

Connection to the wire is made at entry points and mid entry points. If the Transfastener fails to move freely along the steel wire, or if any part of the fall arrestor system is disconnected or faulty, use of the Roof Fall Arrestor System shall cease and the fault reported to the Infrastructure & Technical Services Department.

Alternative methods of access and edge protection shall be adopted until the system has been rectified and been reinstated as being usable.

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It is recommended that the maximum length of rope of 2m is used when traversing the roof.

When access to the roof has been gained, by means of fixed access ladder, the operative shall immediately connect the harness/lanyard and transfastener to the steel arrestor wire. The only exception is when accessing and exiting the roof at the fixed ladder platform.

At all other times, operatives must be connected up to the roof fall arrestor system, or have appropriate edge protection at access points or work places.

Important Notes:
- Safety restraint systems must never be used for any other purpose than the attachment of PPE
- Safety restraint systems must not be removed, partially removed or adjusted by unqualified persons
- Safety restraint systems must be visually inspected before each occasion of use
- Should any system be used to arrest a fall, they must only be inspected by qualified persons prior to being put back into service.

20.34 Use of Airport Facilities
Unless permission has been expressively given by your airport contact, contractors will not be allowed to use the airport public toilets, seating areas or eating facilities and will instead use their own welfare provisions provided.

20.35 Personal Protective Equipment
Each company must define and implement policies relating to PPE. Suitable PPE is to be provided and used in accordance with relevant legislation and guidance by employees and others who may be exposed to risks at work.

Therefore all suppliers shall provide suitable PPE to employees if there is a risk to their health or safety that cannot be adequately controlled by other means.

To be suitable, PPE must:-
- Be appropriate for the risks involved, the conditions where the risk occurs and the time for which it is worn
- Take account of the ergonomic requirements and the state of health of each person who may wear it and the characteristics of their workstations
- Be capable of fitting the wearers correctly
- Effectively prevent or adequately control the risk(s) involved without increasing overall risk, so far as is reasonably practicable
- Be CE marked to show it conforms with the relevant standards
- Enforce the wearing of PPE and treat non-conformance as a disciplinary issue.

Suppliers are expected to rigorously manage all aspects relating to the provision and use of PPE and will ensure the following:-
- Provision of PPE which is mandatory to the particular work site or the minimum requirement as notified at site induction or site notice.
- Provision of task specific PPE as identified through specific assessment.

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Selection through assessment of PPE which is suitable for the risk, the employee and the working environment.

That PPE is maintained in effective working order, properly inspected and replace on request or when necessary, and to establish checklists for pre-use checks, detailed inspections and interim checks.

That suitable accommodation is provided for its safe and clean storage.

That the PPE is properly used and that comprehensive training and that instruction has been provided to employees.

That employees are made aware through instruction and training of the risks which the PPE will avoid or limit, the purpose and manner in which the PPE is to be used.

Suppliers will be expected to apply a hierarchy of control, common safety measures e.g. handrails are preferable, and that PPE will only be used as a last resort.

Suppliers must take reasonable steps to make sure their employees use PPE properly.

The Health and Safety at Work, etc. Act 1974 prohibits employers from charging employees for PPE.

All Employees shall:

- Use PPE provided by the employer in accordance with the training and instructions they have received.
- The PPE should be returned after use to the storage places provided, if possible.
- Employees must report any loss or obvious defect in their PPE to the employer as soon as possible.
- Every Glasgow Airport Limited employee is empowered to intervene if they see an unsafe act.

The Personal Protective Equipment Regulations 2002 and the Personal Protective Equipment at Work Regulations 1992 (as amended) should be consulted for further information. 
http://www.hse.gov.uk/toolbox/ppe.htm

20.36 Alcohol and Drug Policy

Misuse of Alcohol and drugs are a major cause of accidents. They affect our ability to function properly our reaction speed, co-ordination, memory, judgement and decision making abilities. They also affect our ability to work efficiently, our health, our behaviour and our working relationships.

At Glasgow Airport we intend to comply with our obligations under the Health and Safety at Work etc Act 1974 and provide a good, safe and healthy working environment for everyone who works at, or uses our airport.

Under the Misuse of Drugs Act 1971, we have an obligation not to allow the production, possession supply or the use of controlled drugs on our premises.

This policy applies equally to all members of staff employed by Glasgow Airport, managers, employees, contractors and temporary staff.

This policy has therefore been introduced to:

- avoid risks to the safety & security of employees, customers and business partners as a result of alcohol consumption and drug misuse
• prevent the effects of alcohol and drugs from damaging our business efficiency and the quality of the customer service we provide.

Contractors or Suppliers must never:
• report for work under the influence of alcohol or drugs.
• consume alcohol or take illegal drugs whilst on duty, or during breaks.
• purchase alcohol at any Airport restaurant, bar or shop whilst on duty.
• consume alcohol at any time on or off airport whilst in uniform or whilst displaying an Airport ID pass.

Illegal Drugs - contractors should be aware that the possession, use or supply of illegal drugs is a criminal offence and is controlled by the Misuse of Drugs Act 1971.

Medicines - in addition to illegal drugs, many medicines - both prescribed or bought over the counter - can affect work performance. Examples are tranquillisers, anti-depressants, sleeping pills, some antihistamines for hay fever and some medicines for coughs, colds or indigestion.

Alcohol and drug screening will take place where a manager has reasonable belief that a person is affected by the influence of alcohol or drugs whilst at work if he/she
• observes unusual behaviour or appearance
• because alcohol is smelt on the breath
• where it is believed that an accident or other incident may have been caused by the misuse of drugs or alcohol.

Where a person tests positive for alcohol or drugs, an investigation will be carried out and the offender may be removed from the airport.

20.37 Smoking Policy
Airport staff and contractors are not permitted to use the customer smoking areas but are instead permitted to use the designated landside and airside smoking areas.

If staff or contractors are found to be using the public smoking areas, the terminal fining process may be used and the person will be penalised.

The use of e-cigarettes in the terminal building or in any other office or building remains prohibited.

20.38 Contractor Safety Training and Competency
Suppliers are expected to recruit, develop and supply a competent workforce who are able to support the airport works programme.

The industry standard Construction Skills Certification Scheme (CSCS) cards or equivalents are to be regarded as the standard for all disciplines with allowable exceptions where no appropriate card exists.
All contractors involved in any work activity whether involved in construction or management activities are to be competent to do the job they are brought to site to do and need to receive appropriate initial and ongoing training.

Suppliers need to apply forward planning to training needs and competences, identifying the skills that are needed and the strategies to deliver them.

- The standard to be applied is the CSCS card or equivalent. This applies to management levels as well as trades and the card held should be appropriate to the cardholder’s occupational area and to do the role they are carrying out.
- The importance of training for supervisory grades must not be underestimated. All managers and supervisors should be appropriately trained to manage their teams and their workload effectively.
- Site Procedures (usually operated by Principle Contractors) need to check the competency of all individuals. This is particularly important in respect of safety critical workers e.g. crane operators.
- Where a Principle Contractor is not appointed, suppliers are still expected to ensure all on site are trained and competent.
- Suppliers’ staff engaged in any training activity, from formal training courses to toolbox talks, need to be competent and supported so that information is conveyed in the most suitable way and is acceptable by staff receiving the training.
21 General Worksite Safety

21.1 Floor Openings
The Work at Height Regulations require that holes in floors and flat roofs, where a person is liable to fall through and is referred to as Danger Areas in the regulations, must be properly protected.

If a cover is used over a hole it must be clearly marked to show its purpose.

All floor openings shall be covered or otherwise adequately protected to prevent persons falling in.

Timber for covers need to be strong enough to support the weight likely to be placed on it and covers shall be secured to prevent movement.

21.2 Gas Cylinders
The use and storage of compressed gases on airport sites must be discussed with your Airport contact or Project Engineer. The number of cylinders brought onto site must be kept to a minimum and must be consistent with the scope of work.

All gas bottles or cylinders must be adequately secured, both when in storage and when in use. The record of cylinders brought on and removed from site must be made available for audit purposes by Glasgow Airport.

In addition, flammable or oxidising gases such as oxygen, propane, and butane, must only be stored in designated areas agreed with your Airport contact or Project Engineer.

Note that acetylene is banned from being used and therefore being stored at Glasgow Airport.

21.3 Material Storage
The law says you must keep every part of your construction site in ‘good order’ and every place of work clean. The objective is to achieve what is usually called a good standard of ‘housekeeping’ across the site.

In addition, all contractors must plan, manage and monitor their work so it is carried safely and without risks to health. This includes careful planning on how the site will be kept tidy and housekeeping actively managed.

The standard of housekeeping you achieve on site will be affected by how effective you are at:

- Materials storage
- Waste Management

Each year around 1000 trips or slips on construction sites involve someone fracturing bones or dislocating joints.
These incidents can cause permanent disablement and have a huge impact on both work and personal life. Many of are caused simply because there is something in the person’s way, such as building materials or waste.
• **Remember**: sensible management of materials can reduce waste, reduce cost whilst improving site safety and helping to protect the environment.

Safe and efficient materials storage depends on good co-operation and co-ordination between everyone involved including, client, contractors, suppliers and the construction trades.

On all projects the arrangements for materials storage should be discussed and agreed between contractors and the project client. Larger notifiable projects should have arrangements for materials storage included in the Construction phase plan.

For materials storage on smaller projects:

- **Storage areas** - designate storage areas for plant, materials, waste, flammable substances eg foam plastics, flammable liquids and gases such as propane and hazardous substances eg pesticides and timber treatment chemicals;
- **Pedestrian routes** – do not allow storage to ‘spread’ in an uncontrolled manner on to footpaths and other walkways. Do not store materials where they obstruct access routes or where they could interfere with emergency escape;
- **Flammable materials** - will usually need to be stored away from other materials and protected from accidental ignition;
- **Storage at height** - if materials are stored at height eg on top of a container, make sure necessary guard rails are in place if people could fall when stacking or collecting materials or equipment;
- **Tidyness** - keep all storage areas tidy, whether in the main compound or on the site itself; and
- **Deliveries** - plan deliveries to keep the amount of materials on site to a minimum.

Suppliers should also note that materials or equipment must not be stored in emergency escape stairwells or corridors.

### 21.4 Site Lighting

Under the Construction (Design and Management) Regulations there must be suitable and sufficient lighting for every place of work including traffic routes.

The Management of Health and Safety at Work Regulations 1999 (MHSW) require employers to have arrangements in place to cover health and safety. This includes lighting which needs to be suitable and adequate to meet the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992.

These regulations also require that employers must assess possible risks in the workplace. In practice, this includes considering whether work lighting arrangements are satisfactory, or whether they pose any significant risks to staff using the workplace. Where there is a possible risk to employees, action needs to be taken to remove, reduce or control the risk.

Lighting at work is very important to the health and safety of everyone using the workplace. The quicker and easier it is to see a hazard, the more easily it is avoided. The types of hazard present at work therefore determine the lighting requirements for safe operation.

Poor lighting can not only affect the health of people at work causing symptoms like eyestrain, migraine and headaches, but it is also linked to Sick Building Syndrome in new and refurbished buildings. Symptoms of this include headaches, lethargy, irritability and poor concentration.

It is important that lighting in the workplace:
- allows people to notice hazards and assess risks

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is suitable for the environment and the type of work (for example, it is not located against surfaces or materials that may be flammable)
provides sufficient light (illuminance on the task)
allows people to see properly and discriminate between colours, to promote safety
does not cause glare, flicker or stroboscopic effects
avoids the effects of veiling reflections
does not result in excessive differences in illuminance within an area or between adjacent areas
is suitable to meet the special needs of individuals
does not pose a health and safety risk itself
is suitably positioned so that it may be properly maintained or replaced, and disposed of to ensure safety
includes, when necessary, suitable and safe emergency lighting

HSG 38 Lighting at Work provides further guidance -
http://www.hse.gov.uk/pubns/books/hsg38.htm

21.5 Portable Electrical Tools and Equipment
Tools, plugs and cables designed for DIY and domestic use are not suitable for worksite conditions. Instead cordless tools or those that operate from a 110volt supply system and earthed so that the maximum voltage does not exceed 55 volts should be used.

Only 110v portable electric tools and equipment will be permitted on site, however if not available, 240v tools may be used instead but only if fitted with a RCD(Residual Current Device) and with the express consent of the Glasgow Airport Contact.

All portable electric tools and equipment need to be tested by competent and qualified persons and tagged with a test date.

Portable electrically powered saws should always be disconnected from the electrical supply before carrying out any adjustments, repairs, cleaning or any other type of maintenance.

21.6 Scaffolding
Scaffolding provides valuable means of access particularly for construction projects but also for some proactive or reactive maintenance projects.

The following rules will apply:

Scaffolding is designed correctly:
• All tubes and fittings should be designed by a competent person, unless a ‘basic scaffold’ system, scaffolding should be designed and erected in accordance with the manufacturer’s or supplier’s handbook
• any proposed modifications, or alterations, outwith a system scaffolding manufacturer’s guidelines, should be designed by a competent person.

Scaffolding is erected correctly:
• erection of designed scaffolding should be supervised under an advanced scaffoldor
• scaffolders should follow current best practice and use safe erection techniques including the use of safety harnesses
• handover certificates should refer to any relevant design drawings.
Scaffolding is regularly inspected:
- inspection of designed scaffolding should be carried out by a competent person
- scaffolding should be ‘tagged’ or ‘marked’ to indicate the inspection results.

Scaffolding is used correctly:
- access to scaffolding should be limited to those using the scaffold and unauthorised access be prevented
- scaffolding shall not be loaded so as to give rise to a danger of collapse
- is marked with the name and telephone number of the manager with responsibility for the project for which it is supplied and the scaffolding providers details.

Lightweight Access Tower Scaffolds
Generally speaking these light platforms provide a safe work place for workers and their use will be promoted over ladders, however the following rules should apply:

That they are erected and dismantled correctly:
- following a safe method of work by competent staff and are never erected to heights above those recommended by the manufacturer.

They are regularly inspected:
- tower scaffolds should be inspected after assembly, after an event liable to have affected its stability, or at suitable intervals depending on frequency and conditions
- inspection of tower scaffolding should be carried out by a competent person
- tower scaffolds should be ‘tagged’ or ‘marked’ to indicate their inspection status and whether they are safe to use.

They are used correctly, such that:
- tower scaffolds are rested on firm, level ground with locked castors or base plates properly supported
- there is a safe way to get to and from the working platform
- there is a suitable edge protection at all times when in use
- when moving a tower, the height is reduced, checks are made for obstructions and to ensure that the ground is firm, level and free from holes.
- The tower must never be moved by a powered vehicle or whilst people, or materials are on the tower or when windy conditions prevail
- barriers are erected to prevent people from walking or driving into the tower or the area of work and to prevent unauthorised access.

21.7 Tower Scaffolds
A tower scaffold is one way to prevent a fall when working at height. The type of tower selected must be suitable for the work and erected and dismantled by people who have been trained and are competent to do so.

Those using tower scaffolds should also be trained in the potential dangers and precautions required during use.

Tower scaffold provision and use must be properly managed and include rigorous scaffold inspection arrangements.
Key issues with tower scaffolds are:
- Erection and dismantling
- Stability
• Precautions and inspection
• Using and moving

Many people are injured each year when they fall from towers or when the tower overturns.

Towers should be erected by trained and competent people. There are a number of organisations that provide training for the safe erection and use of tower scaffolds.

The incidents that occur are mainly caused by:
Dangerous methods of erection or dismantling – where a safe system is not being followed;
Defects in the erected scaffold – where the tower structure is incorrectly assembled or where a platform guardrail is missing;
Misuse of the scaffold – where a ladder is used on a tower causing it to overturn or when a person falls while the tower is being moved.

Erection and dismantling
The manufacturer, supplier or hirer has a duty to provide an instruction manual explaining the erection sequence, including any bracing requirements.

Towers should be erected following a safe method of work, either using:
Advance guard rail system – where temporary guard rail units are locked in place from the level below and moved up to the platform level. They are in place before the operator accesses the platform to fit the permanent guard rails.
‘Through-the-trap’ (3T) – involves the operator taking up a working position in the trap door of the platform, from where they can add or remove the components which act as the guard rails on the level above the platform. It is designed to ensure that the operator does not stand on an unguarded platform.

Stability
To maintain tower stability you must make sure:
the tower is resting on firm, level ground with the locked castors or base plates properly supported. Never use bricks or building blocks to take the weight of any part of the tower;
stabilisers or outriggers are installed when required by the instruction manual; and
that a tower is never erected to a height above that recommended by the manufacturer.

Precautions and inspection
Tower scaffolds must comply with the standard of required for all types of scaffolds, eg double guardrails, toeboards, bracing and access ladder.

When the tower is purchased or hired it should arrive with all the necessary components to prevent falls and ensure stability.

Towers rely on all parts being in place to ensure adequate strength. They can collapse if sections are left out.

All towers must be inspected following assembly and then at suitable regular intervals by a competent person. In addition, if the tower is used for construction work and a person could fall 2 metres or more from the working platform, then it must be inspected following assembly and then every 7 days. Stop work if the inspection shows it is not safe to continue, and put right any faults.
The result of an inspection should be recorded and kept until the next inspection is recorded.

Using and moving
Make sure everyone involved is aware of, and follows, these simple rules:

**Using**
- Never use a tower:
- in strong winds;
- as a support for ladders, trestles or other access equipment;
- with broken or missing parts; or
- with incompatible components.

**Moving**
- When moving a tower you should always:
- reduce the height to a maximum of 4m;
- check that there are no power lines or other obstructions overhead;
- check that the ground is firm, level and free from potholes; and
- push or pull using manual effort from the base only.

Never move a tower while people or materials are on the tower, or in windy conditions.

General information booklet from CISRS:-

**21.8 Fragile Roofs**
Work on roofs must be carried out in accordance with latest legislation.

Roofs with a fragile covering may require the use of crawling boards.

Where roof areas have no guard rails, temporary guard rails or anchor points for the use of safety harnesses will have to be provided and used.

Some roofs have fall arrest systems provided and the contractor must ensure that these systems are fit for purpose, certified and approved before use.

Some roofing material such as asbestos can become brittle and weaken with age and such fragile surfaces will have been identified and marked at point of access.

There will be no access to, work near or traverse across a fragile surface if this can be avoided.

If anyone is required to work on or near a fragile surface there must be:
- suitable platforms, coverings, guardrails, and the like provided (and used) to minimise the risk;
- solutions to do all that is reasonably practicable, if any risk of a fall remains, to minimise the distance and effect of a fall.

21.9 Communications and Non English Speaking Contractors
All suppliers need to identify how safety standards and procedures will be effectively communicated to your workers. Communication needs to be continuous and two way. Specific arrangements will be required to communicate with workers whose first language is not English.

All suppliers need to effectively communicate with their workforce to:
- Identify the company and airport standards of safety required and update safety information
- Ensure risk assessments and method statements are understood by all involved. Daily or nightly briefings should also be used to reinforce understanding
- Achieve two way communications so that management teams can be advised of site or operational issues
- Communicate with their teams using the appropriate means, for example verbal briefings, posters, safety leaflets etc.
- Promptly communicate with their teams on airport related briefings, safety alerts, airport safety campaigns and other safety related information and to be able to demonstrate that this has been done.
- Where non English speaking personnel are employed, suppliers are expected to provide interpreters to ensure full understanding of safety inductions, method statements and risk assessments, safety alerts, precautions and instructions and emergency procedures. Procedures to achieve safe shift handovers and specific supervisory arrangements must be in place in such cases.

21.10 New and Expectant Mothers
Some hazards in the workplace may affect the health and safety of new and expectant mothers and of their children. However, pregnancy should not be equated with ill health. It is part of everyday life and its health and safety implications can be adequately addressed by management procedures described below.

The accountability for compliance rests with senior management. Line managers whose female members of staff and contractors within their control are of child-bearing age, are responsible for ensuring compliance.

Risk assessments of work activities should include a review of those activities or substances that could damage the health or safety of new or expectant mothers or their children.

The following hazards may present a risk to the mother or child.
Risks include physical risks, biological, chemical agents and also working conditions.

Examples of risks, though not exhaustive, may include:
- Working conditions and hours of work
- Manual handling
- Noise
- Shock and vibration
- Lone working
- Working at height
- Ionising or non ionising radiation
• extremes of cold or heat
• mental and physical fatigue
• biological hazards, such as infectious diseases
• hazardous substances
• wearing of protective equipment
• posture (constant standing or sitting)
• working in confined or tight spaces
• night (shift) working
• violence
• stress

Specific laws relating to new and expectant mothers at work are mainly contained in:

• The Management of Health and Safety at Work Regulations 1999 (MHSW) which require employers to protect the health and safety of new and expectant mothers;
• The Workplace (Health, Safety and Welfare) Regulations 1992 which require employers to provide suitable rest facilities;
• The Equality Act 2010 which provides protection to pregnant women and those on maternity leave against discrimination. Depending on the circumstances, this can include failing to carry out a risk assessment under MHSW regarding a pregnant worker.

These regulations cover female employees of childbearing age and expectant or new mothers, including those who are breastfeeding.

For further advice
www.hse.gov.uk/pubns/indg373.pdf

21.11 Children and Young Persons

By definition, a young person is anyone employed under the age of 18 years and a child is anyone under minimum school leaving age (16).

Young people need to be protected as they are usually inexperienced in the workplace and may take unnecessary risks, through immaturity, or lack of understanding of the consequences of their actions. Due to their development, they may be abnormally vulnerable to the effects of work, because of physical immaturity.

Employers are required to assess, specifically the risks to individuals who are under 18 whilst at work. This includes those individuals who are trainees or those undertaking work experience. Managers must strive to eliminate or control the risk to ‘young persons’ by implementing control measures.

The company should take into account that that its employees must be aware of all health and safety risks and be physically and mentally mature. This equally applies to ‘young persons (16 – 18) and to any other employee.

Having completed a risk assessment, companies must:
• put in place measures to control the identified risks which will either remove them altogether, or reduce them to the lowest possible level;
• keep a written record of the significant findings of the risk assessment.
• Where there is a common application and in agreement with the business units a
shared risk assessment may be prepared.

- For Children, the outcome or findings of the risk assessment MUST be provided in writing to the parents or guardian (or school). For ‘young persons’ there is no legal requirement to do so.

Young people under 18 years old must not be allowed to do work which:
- cannot be adapted to meet any physical or mental limitations they may have;
- exposes them to substances which are toxic or cause cancer;
- exposes them to radiation;
- involves extreme heat, noise or vibration.

Managers must ensure that ‘Young persons’ must:
- not work more than 8 hours a day (in any 24 hour period);
- not work more than 40 hours per week;
- have twelve hours rest between each working day;
- have a 30 minute rest break when working for more than four and a half hours.
- If contracted to work after 10pm, the young person must stop work at 11pm and not start again until 7am.

Please refer to http://www.hse.gov.uk/youngpeople/law/ for further information and advice.

21.12 Lone Working

Although there is no general legal prohibition on working alone, the broad duties of the Health and Safety at Work etc. Act 1974 and Management of Health and Safety at Work Regulations 1999 still apply.

When risk assessment shows that it is not possible for the work to be done safely by a lone worker, arrangements for providing help or back-up should be put in place.

Risk assessment should help decide the right level of supervision. There are some high-risk activities where at least one other person may need to be present. Examples include some high-risk confined space working where a supervisor may need to be present, as well as someone dedicated to the rescue role, and for electrical work at or near exposed live conductors where at least two people are sometimes required. Can one person adequately control the risks of the job?

According to the HSE guidance, Working Alone in Safety: Controlling the Risks of Solitary Work, www.hse.gov.uk/pubns/indg73.pdf lone workers are those who work by themselves without close or direct supervision. Lone working can therefore be a catch-all phrase that describes some quite distinct occupational arrangements.

Risk assessments must be completed for each area that lone workers may be required. The following issues must be addressed in the risk assessment:

- Does the workplace present a special risk to the lone worker?
- Is there a safe way in and a way out for one person?
- Can any temporary access equipment, which is necessary, such as portable ladders or trestles, be safely handled by one person?
- Can all the plant, substances and goods involved in the work be safely handled by one person?
- Consider whether the work involves lifting objects too large for one person or whether more than one person is needed to operate essential controls for the safe running of equipment?
- Is there a risk of violence?

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• Are women especially at risk if they work alone?
• Is the person medically fit and suitable to work alone? (Check that lone workers have no medical conditions that make them unsuitable for working alone. Seek medical advice if necessary. Consider both routine work and foreseeable emergencies that may impose additional physical and mental burdens on the individual.)
• How will the person be supervised?
• What happens if a person becomes ill, has an accident, or there is an emergency?

In assessing these risks, it is important to look at the activity itself, the environment in which it takes place and the risks that arise from working alone, taking into account the vulnerability of solitary employees should an incident occur.

The risk assessment must determine what control measures are needed to reduce the risks to acceptable levels. Supervisory, monitoring and communication systems need to be developed as a means of checking the health and safety of the lone workers.

Wherever possible, such systems should not rely upon the lone worker making contact should problems arise, as this would be worthless in situations where, for example, the worker is unconscious or is being prevented from using the mobile telephone. As a minimum, monitoring systems for lone workers must include a check at the end of the working day. Additional systems might include:

- periodic visits by a supervisor to monitor lone workers visually
- regular contact being maintained by telephone or radio
- automatic warning devices activated if specific signals are not received periodically from the lone worker
- devices to raise the alarm in the event of an emergency (these can either be manually operated or automatically activated by the absence of activity).

When the risk assessment has been completed all actions must be in place and the required training must be given before there can be any lone worker activities.

If a person is required to work alone then a ‘buddy’ system must be in place. The ‘buddy’ must make regular contact by either radio, telephone or by observing the person working alone – details of this control measure must be identified on the risk assessment.

21.13 Working Near, On or Over Water
Suppliers should be aware that there are watercourses sited nearby to Glasgow Airport and the following precautions should be considered:

All work activities will present a range of health and safety issues that need to be properly managed. The basic principles involve the identification of hazards, assessment of risks, designing safe systems of work, ensuring the workforce are properly trained, equipped and supervised, and having appropriate procedures in place.

When work has to be carried out on, over or in the vicinity of water, additional hazards will be introduced and these need to be carefully evaluated and controlled.

Consider the following controls:
• Plan work to avoid working next to water wherever possible
• Where this is not possible, minimise duration and increase distance from water’s edge
• Identify all Non swimmers
• DO NOT allow non-swimmers to work within 5 metres of the water’s edge

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• Establish clear safe working zones from water or embankment edges
• Ensure embankment edges are visible and stable (check for visual signs of erosion)
• Ensure the minimum distance for plant and equipment is at least 2 meters from the water’s edge
• Ensure seatbelts or safety harnesses are not used when working adjacent to or above water
• Use extended equipment from stable positions
• Increase distances on sites where embankments slope towards water.
• Clarify who has the following responsibilities
  a. First aider,
  b. Vehicle key holder,
  c. Phone holder,
  d. Throw line holder,
  e. Person responsible for raising the alarm or contacting help.
• Avoid putting these individuals next to water’s edge.
• Life Jackets must be worn when working within 5 meters of the water’s edge where water is in excess of 1 meter depth or is fast flowing.
• Life Jackets must be fitted properly ensuring they are not positioned below harnesses etc.
• Organise works to ensure team members stay within sight lines at all times and agree on communication methods.
• Lone working is prohibited within 5 meters of the water’s edge.
• Throw line and phone must be carried with the team at all times.
• Ensure vehicle or welfare is available on site in case treatment for hypothermia is required
• Confirm all emergency equipment is in place
• Brief team on emergency plan & arrangements and confirm they have understood these arrangements

21.14 Housekeeping
Suppliers must ensure they maintain effective good housekeeping and waste management on all projects, refurbishments, service and maintenance works.

Housekeeping must be to the highest standard in order to avoid:

• any dangerous incidents involving aircraft, members of the public, Glasgow Airport personnel or any other staff unconnected with the work.
• undesirable impact on local communities from eg, loose rubbish, muddy roads, which would give rise to complaints.
• risks to health from food waste and animals.

A waste management system for maintaining a clean, tidy and safe site, must be clearly set out in the Health and Safety Plan or project/works plan and include Risk Assessments and Method Statements detailing procedures for:

• classification and disposal arrangements
• specific ‘clean-up’ at critical timings
• housekeeping arrangements
• storage of waste on site
• frequency and nature of routine cleaning
• control and safe disposal of dust, kitchen waste, liquids, greases, etc.
• vehicle cleaning and control

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• carrying out and recording site inspections and actions
• routing for transporting waste both on site and off site
• local approval system
• disposal must not use existing Airport waste systems, bins or compactors

It is imperative that both contractors and airport staff constantly monitor the situation and ensure that there is no possibility of any incidents occurring due to lack of efficient housekeeping.

All waste transfer notes are to be given over to the nominated Glasgow Airport representative. This is to include all toxic, special, controlled waste materials.

The waste management systems should specifically address the cleanliness of all access routes and work areas. Particular significance is placed upon all Airside areas to ensure strict control of objects / materials that could be ingested or struck by an aircraft.

Fluorescent tubes, high pressure sodium lamps (SON), mercury vapour and most other lamps contain mercury and other highly toxic substances and, therefore, shall be treated as hazardous waste under the Control of Pollution Act and the Environmental Protection Act and appropriately disposed of.
In Scotland this is classed as special waste and the Special Waste Regulations 1996 set out procedures to be followed when disposing of, carrying and receiving special waste.

Further Advice - https://www.sepa.org.uk/regulations/waste/special-waste/

 Suppliers will be responsible for ensuring that the area of works is left clean and tidy when the works are complete and shall provide such labour and equipment as necessary to facilitate this.
 Suppliers must also take steps to ensure that kitchen and canteen waste is stored and disposed of in such a manner that it will not attract birds or vermin.

**21.15 Needles and Syringes**

Being exposed to biological agents can put people’s health at risk.
In order to protect them, Glasgow Airport requires suppliers to eliminate or control such exposure which may cause any infection, allergy, toxicity or otherwise create a hazard to health for their employees.

Hypodermic syringe needles and other sharp implements may be found in and around the airport premises and outbuildings including sewage chambers, pumps and ejectors, macerators and munchers, foul drains and sanitary-ware, dirty water fire mains, storm water collection chambers, culverts and manholes etc.

Blood borne viruses can be transmitted from blood to blood contact through a needlestick injury. The risk is higher if the needle is contaminated with fresh blood of an infected person which pierces deeply through the skin.

Adequate PPE (gloves) will reduce the risk and cuts and abrasions should be covered up, especially on the hands with a waterproof dressing before starting work.

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The main blood borne viruses of concern are Hepatitis B, Hepatitis C and HIV. Post exposure prophylaxis can be given for Hepatitis B and HIV if the incident is assessed as a high risk of contamination but there is no post exposure treatment for Hepatitis C.

An assessment must take place to assess the risks to health from blood borne viruses. This must be completed by competent persons and made available to contractor staff who may be affected by the substances.

The control measures must ideally prevent employees from being exposed to these substances. Where preventing exposure is not reasonably practicable, then adequate controls should be put in place, and managers should ensure that control measures are used and maintained properly and that safety procedures will be followed.

- Precautions and action to be taken;

  Wear adequate PPE (gloves)
  Cover cuts and abrasions, especially on the hands with a waterproof dressing before starting work.
  Take care to avoid cuts.

- If a needlestick or similar injury is sustained;

  Encourage bleeding if possible and wash with soap under running water (but without scrubbing).
  Dry and apply a waterproof dressing.
  Obtain information about the implement.
  Seek medical attention (apply first aid or attend the Hospital)
  Dispose of needles and sharps safely.
  Report it to 0141 848 4231

Further advice here

http://www.hse.gov.uk/biosafety/blood-borne-viruses/avoiding-sharps-injuries.htm
22.1 Health and Safety File
The Construction (Design and Management) Regulations 2015 (CDM 2015) came into force on 6 April 2015, replacing CDM 2007. This publication provides guidance on the legal requirements for CDM 2015 and is available to help anyone with duties under the Regulations.

It describes, the law that applies to the whole construction process on all construction projects, from concept to completion, what each duty holder must or should do to comply with the law to ensure projects are carried out in a way that secures health and safety.

A Health and Safety File is required on all projects involving more than one contractor (as per Appendix 4 of the CDM 2015 Guidance). If a Health and Safety File exists for a structure involved in a project with only one contractor, this file will still need to be updated.

The Health and Safety File should contain the information needed to allow future construction work, including cleaning, maintenance, alterations refurbishment and demolition to be carried out safely. The scope, structure and format of the file should be agreed between the client and the Principal Designer at the start of the project.

In the development of the Health and Safety File, reference should be made to PAS 1192-2 which specifies the requirements for achieving building information modelling (BIM) Level 2. The requirements within this PAS build on the existing code of practice for the collaborative production of architectural, engineering and construction information, defined within BS 1192:2007.

PAS 1192-2 focuses specifically on project delivery, where the majority of graphical data, non-graphical data and documents, known collectively as the project information model (PIM), are accumulated from design and construction activities.

The intended audience for this PAS includes organizations and individuals responsible for the procurement, design, construction, delivery, operation and maintenance of buildings and infrastructure assets.

22.2 PAS 1192
PAS1192-2 (Overview) Specification for information management for the capital/delivery phase of construction projects using Building Information Modelling.

The purpose of the PAS is to support the objective to achieve BIM maturity Level 2 by specifying requirements for this level, setting set out the framework for collaborative working on BIM enabled projects and providing specific guidance for the information management requirements associated with projects delivered using BIM.

The requirements within the PAS build on the existing code of practice for the collaborative production of architectural, engineering and construction information, defined within BS 1192:2007. The PAS describes the shared use of individually authored models in a Common Data Environment (CDE), being a single source of information for any given project, used to collect, manage and disseminate all relevant approved project documents for multi-disciplinary teams.
The requirements within the PAS build on the existing code of practice for the collaborative production of architectural, engineering and construction information, defined within BS 1192:2007. BS1192:2007 provides details of the standards and processes that should be adopted to enable consistent, structured, efficient and accurate information exchange. However, only information exchanges specific to BIM (i.e. structured data) are described in this PAS.

In addition, PAS 1192-2 focuses specifically on the ‘delivery’ phase of projects (from strategic identification of need through to handover of asset), where the majority of graphical data, non-graphical data and documents are accumulated from design and construction activities.

A forthcoming document, PAS 1192-3, to be developed, will offer guidance on the use and maintenance of the asset information model (AIM) to support the planned preventative maintenance programme and the portfolio management activity for the life of the asset.

Link to PAS 1192

22.3 Health and Safety Policy
Describing how you will manage health and safety in your business will let your staff and others know about your commitment to health and safety.

This will be your health and safety policy. It should clearly say who does what, when and how.

A policy will only be effective if you and your staff follow it and review it regularly.

Note that this document is only required if your company employs 5 or more persons.

22.4 Dangerous Occurrences
Statutory Requirements:
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, require that certain work-related accidents, diseases and dangerous occurrences should be reported to the Enforcing Authority by telephoning 0845 300 9923.

The RIDDOR requirements at airports are summarised as follows:
They require employers and others to report accidents and some diseases that arise out of or in connection with work. These reports enable the enforcing authorities to identify where and how risks arise and to investigate serious accidents and trends.

RIDDOR applies to employers, the self-employed, employees, contractors and members of the public at airports.

- Who do we report to?

If a work-related accident occurs this should be reported to your own employer and Glasgow Airport and, in certain circumstances, will also be reportable to either the Health & Safety Executive (HSE) or the Local Authority (LA).

Reference to ‘reportable’ or ‘non-reportable’ accidents in this document means those accidents reportable to HSE or LA under RIDDOR.

There is now a central reporting system and all accidents reported under RIDDOR should be reported to the Incident Contact Centre, Caerphilly Business park, Caerphilly CF83 3GG ,

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Who should report?

Employers, the self-employed and those in control of premises have duties under the Regulations. The duty to notify and report rests with the ‘responsible person’.

This may be the employer of an injured person, a self-employed person, someone in control of premises where work is carried out, or the airport authority. Who the responsible person is depends on the circumstances of the notifiable event.

22.5 COSHH

All suppliers must comply with and adhere to the key parts of the requirements of Control of Substances Hazardous to Health Regulations 2002 (COSHH).

All activities involving substances hazardous to health will be identified.

Suppliers shall ensure that there are competent staff nominated to identify, create, record and manage the use of hazardous substances in their workplace.

Specific COSHH assessments need to be carried out on the substances potentially hazardous to health using HSE recommended process. These assessments, along with the monitoring and health surveillance programmes, provide a sound basis for ensuring the health of your workers and others.

These risk assessments will take account of the substance, the method of use and the extent of the exposure. These must be made available to all workers within the worksites.

To comply with COSHH legislation:

- Do not carry out work which could expose employees to “hazardous substances” without first considering the risks and the necessary precautions.
- Use your COSHH Risk assessment template to assess the risks to health arising from hazardous substances used in or created by workplace activities.
- Decide what precautions are needed.
- Prevent or adequately control exposure to employees and others who may be exposed to hazardous substances.
- Control measures must be used correctly and maintained in proper working order.
- Safety procedures must always be followed.
- Monitor exposure (if identified by the COSHH assessment as required) in order to measure the concentration of identified hazardous substances in the air that is breathed in by workers.
- Carry out appropriate Health surveillance (if identified as necessary by COSHH assessment).
- Ensure your employees are properly informed, trained and supervised.
- Carry out any improvements that are recommended in the relevant COSHH assessment record.

www.hse.gov.uk/pubns/indg136.pdf - A brief guide to COSHH
22.6 Environmental Protection Standards
Any operational activities undertaken at Glasgow Airport may potentially impact on air, local land and water quality. Control of these activities is essential in order to maintain the quality of our environment and that of our neighbours.

- Water Quality
The Airport is situated very close to a number of water courses and as part of the Airport’s licence to operate, we must all comply with stringent regulations set in place by the CAA and SEPA.

These regulations or discharge consents, stipulate the quality and quantity of water which can be discharged into the local water courses. Failure to comply with this legislation can lead to downstream pollution and prosecution. Any unauthorised discharge constitutes an environmental incident and must be immediately reported.

- Air Quality
Glasgow Airport monitors air quality including nitrogen dioxide (NO2), a pollutant covered by Air Quality Limit Values set by the EU and the UK Government. The strategy defines objective concentrations for air pollutants that must be met in the UK by specific dates. These limit values are formally incorporated into Scottish law by The Air Quality Standards (Scotland) Regulations 2010.

GLAL will carry out air quality monitoring (for NO2) of the airport surroundings for the purpose of collecting background data on air quality that can be used to:

(i) Determine the impact of airport operations on local air quality for the purposes of informing internal target setting and
(ii) Provide information to Renfrewshire Council to support them in understanding the impact on the airport on air quality within the local authority area.

22.7 Safety Audits
Safety Audits are to be used by suppliers to ensure safety systems on site are properly established and working.

Safety Audits should be undertaken as soon as work starts in order to ensure that the safety management arrangements on site are adequate and effective. Thereafter a three monthly audit check is recommended although this is dependent on the level of risk and safety management required.

All suppliers should develop a self-checking system to ensure that their safety management systems are adequate and effective, for example, they should not rely on an audit carried out by a Principle Contractor to pick up issues within their company.

Glasgow Airport does recognise that many suppliers will have their own company auditing standards to follow. This is quite acceptable as long as the audit system is effective.

The results of all site audits should be made available to the site team and monitored so that actions are assigned to owners and closed out within the identified period.

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22.8 Demolition
Health and safety law says that all demolition, dismantling and structural alteration must be carefully planned and carried out in a way that prevents danger by practitioners with the relevant skills, knowledge and experience.

Key issues are:
- Falls from height
- Injury from falling materials
- Uncontrolled collapse
- Risks from connected services
- Traffic management
- Hazardous materials
- Noise and vibration
- Fire
- Worker involvement

A systematic approach to demolition projects is a team effort between many people, who all have responsibilities:

- **Clients** must appoint duty holders who have the relevant skills, knowledge and experience and where organisations, the organisational capability, and are adequately resourced.

- Clients, with the help of the **principal designer** must provide those who need it (eg, designers, contractors) with pre-construction information that can reasonably be obtained. A range of surveys and reports will be needed - for example, to check for presence of asbestos; structural stability of site and nearby structures; the location of above and below ground live services in the work area; etc. These should be done before work begins and not be left for the principal contractor to organise once the demolition work has started.

- **Principal designers** must plan, manage, monitor and coordinate health and safety issues in the pre-construction phase (i.e. before demolition starts) to give principal contractors as much information as possible to allow the principal contractor to keep people (site workers and the public) as far as possible from the risks.

- **Principal contractors** must plan, manage, monitor and coordinate health and safety issues during the demolition work.

- **Site managers** must ensure workers are supervised and are following safe working practice.

- Sub-contractors and **site workers** must follow the instructions and plans given to them by those in charge of the work and ensure that their colleagues do too.

  [http://www.hse.gov.uk/pubns/books/hsg150.htm](http://www.hse.gov.uk/pubns/books/hsg150.htm)

Paragraphs 382-397 provides further information.

22.9 Radioactive Substances
All transportation of, working with and usage of any radiation sources and substances, shall comply with the Ionising Radiations Regulations (IRR99).
Under IRR99, suppliers who work with ionising radiation must notify the airport of the intention to bring these sources onto site and must also have received a written response from the airport consenting to the arrangements.

In certain circumstances the HSE will also need to be notified at least 28 days beforehand. Suppliers need to appoint suitably qualified and competent personnel to enable compliance with IRR99.

Approved Code of Practice and guidance - Work with ionising radiation

22.10 Building Warrant Applications
A Building Warrant is the legal permission needed to commence any building works within the airport campus. The Building Standards Service is responsible for granting Building Warrants.

In assessing an application for a Building Warrant, the local council, Renfrewshire Council will apply the standards set by the Building Standards (Scotland) Regulations.

What are the Building Regulations?
The Building (Scotland) Regulations 2004 are enforced through the Building Standards system established by the Building (Scotland) Act 2003 and are the legal requirements laid down by the Scottish Ministers and approved by the Scottish Parliament. The essential purpose is to safeguard people in and around buildings. They also cover the conservation of fuel and power and the provision of facilities for the disabled in and around buildings. To meet these regulations buildings must comply with Technical Standards.

How do I obtain a Building Warrant?
Having established that a Building Warrant is required, you will need to complete an application form and submit it and the necessary fee to the Council along with a minimum of two sets of plans clearly illustrating the proposed works.

The plans deposited are checked for compliance with the current Regulations and if these are satisfactory, a Building Warrant will be issued along with a documented set of plans.

Are any building works or fixtures exempt from the need to obtain a Building Warrant?
Here at Glasgow Airport, if the public can gain access into a building then generally most types of work required will need a Building Warrant.

How long is a Warrant valid?
A Building Warrant is valid for three years from the date of issue. If you have commenced but not completed the work within that time you can apply to the local authority for an extension of time to the warrant period. The application for extension must be made before the expiry of your warrant.

Further information at http://www.gov.scot/Topics/Built-Environment/Building/Building-standards/bsd

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22.11 Fire Precautions and Prevention

Under UK Fire Safety legislation, all companies are required to provide protection from fire to staff and visitors. This involves warning of fire, means of fighting fire when appropriate and ensuring safe evacuation of the premises in the event of a fire.

Therefore all Suppliers, Contractors and Sub-contractors shall ensure that all of its employees comply with Glasgow Airport fire protection requirements.

Compliance with fire safety legislation always have importance during the design and construction of new and altered buildings, the management of occupied buildings and the management of construction sites.

The primary fire legislation across Scotland is:

- Fire (Scotland) Act 2005 (as amended)
- Fire Safety (Scotland) Regulations 2006
- Building (Scotland) Act 2003
- Building (Scotland) Regulations 2004

Duties imposed by the legislation fall into seven general categories:

1. Carrying out a Fire Safety Risk Assessment of the premises;
2. Identifying the Fire Safety measures necessary as a result of the Fire Safety risk assessment outcome;
3. Implementing these Fire Safety measures using risk reduction principles;
4. Putting in place Fire Safety arrangements for the ongoing control and review of the Fire Safety measures;
5. Complying additionally with the specific requirements of the Fire Safety regulations;
6. Keeping the Fire Safety Risk Assessment and outcome under review; and
7. Record keeping.

Traditionally, fire safety relied on prescriptive measures such as those contained in the Scottish Building Standards technical handbook. These, for example, set out specific standards for maximum compartment sizes and maximum travel distances for means of escape.

These prescriptive measures are designed to meet the paramount objective of life safety in a fire within conventional buildings – they are not inherently concerned with preservation of property or business disruption.

Given the nature of airport terminal buildings, it is not always feasible to apply prescriptive fire safety measures.

It is therefore incumbent on Glasgow Airport to identify suitable, alternative measures where applicable. Alternative measures may be identified following fire risk assessment which must be carried out for all changes to premises or activities.

Alternatively, a fire engineered solution may be identified as the most acceptable means of meeting Glasgow Airport fire safety objectives.

Notwithstanding, Renfrewshire Council Building Control will need to be satisfied that these alternative solutions are satisfactory.

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Risk management through fire risk assessment is a key requirement of the Fire (Scotland) Act 2005. The fire risk assessment will identify significant fire risks, appropriate control measures for mitigating the risks and owners for delivery of the control measures. The fire risk assessment will be primarily to achieve life safety, but shall also consider both property protection and business continuity.

Within airport buildings, the fire risk assessment shall be carried out by a competent person. Fire risk assessments may include reference to employees or other ‘relevant persons’ alike where necessary. ‘Relevant persons’ are anyone, other than employees, that may be in or around the building and may be affected by a fire. This will include for example, other building employers/employees, third party occupiers and passengers.

Additionally, reference must be made, where relevant, to those at special risk such as persons with reduced mobility (PRM’s), those with special needs such as children, lone workers and employees under the age of 18 years.

Fire risk assessments and the implementation of any resulting actions shall be constantly monitored in order to assess how effectively the risk is being controlled. If there is any reason to suspect that the fire risk assessment is no longer valid or there has been a significant change in the premises that has affected the fire precautions, a review of the assessment shall be conducted.

Wherever possible, fire hazardous substances must not be kept on site unless absolutely necessary for a specific process and only in amounts suitable for daily use. Where such substances must be stored, suitable areas shall be created as defined by The Dangerous Substance and Explosive Atmospheres Regulations (DSEAR) 2002 or other appropriate regulations.

22.12 Welfare Facilities
High standards of welfare provision are expected to be provided for all teams and be ready for use on day one of a project.

If welfare accommodation is provided for a particular supplier’s use, it is to be properly maintained.

Principle Contractors and those managing sites need to:

- Apply standards of welfare provision appropriate to the project scope and needs
- Provide welfare facilities from day 1 of the work starting on site
- Monitor welfare arrangements so that the demand of the project team(s) are met, e.g. sufficient size, enough lockers, staggered usage by different teams at breaks etc.
- Listen to feedback from the workforce and take action to address problems concerning welfare provision
- Regularly check conditions during site inspections

Where sites are not big enough to warrant dedicated welfare facilities, alternative arrangements need to be made, e.g. share facilities with a larger project, use of common facilities etc.

In all cases, the legislative requirements need to be treated as the minimum standard.
All welfare accommodation is to be properly maintained, cleaned and supported so that site staff can eat, drink, wash and store dry clothes as required. First aid facilities will also be required.

Under the CDM 2015 Regulations, clients and contractors have responsibilities regarding welfare facilities on construction projects. Contractors must provide welfare facilities and clients must ensure this happens.

The pre-construction information prepared by the client should include the arrangements for welfare provision. On notifiable projects (longer than 30 days or 500 person days), the client must ensure the construction phase does not start unless they are satisfied that there are arrangements for welfare facilities to be provided.

Contractors must maintain the facilities throughout the life of the project. The nature and scale of facilities required will depend on the size, location and type of project. Facilities include:

- Toilets
- Washing facilities
- Drinking water
- Changing rooms and lockers
- Facilities for rest

Everyone who works on any site must have:

- access to adequate toilet and washing facilities;
- a place for preparing and consuming refreshments; and
- somewhere for storing and drying clothing and personal protective equipment.

If mobile teams work at a number of locations over a few days (e.g., road repair and cable-laying gangs), these facilities can be provided at a central location accessible within a reasonable distance or time.

Decisions and action on welfare facilities need to be taken at an early stage of project planning.

Toilets should be suitable and sufficient, ventilated, lit and kept in a clean and orderly condition.

Washing facilities must be provided so that workers can use them immediately after using the toilet or urinal, even if they are provided elsewhere.

General washing facilities must be suitable and sufficient, kept clean and orderly and with basins or sinks large enough for people to wash their face, hands and forearms. The facilities should include:

- clean hot and cold, or warm, running water;
- soap or other suitable means of cleaning;
- towels or other suitable means of drying; and
- showers where the nature of work is particularly dirty or there is a need to decontaminate.

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Drinking water must be provided or made available at readily accessible and suitable places. Cups are required unless the supply is in a jet from which people can drink easily.

Changing rooms are needed where workers have to wear special clothing for the purposes of their work and cannot be expected to change elsewhere.

The rooms must be provided with seating, means of drying and keeping clothing and personal effects secure.

Rest rooms or rest areas are required equipped with tables and seating (with backs) sufficient for the number of persons likely to use them at any one time.

There should be arrangements for meals to be prepared and eaten, plus means for boiling water. In cold weather, heating should be provided.

Provision of welfare facilities during construction work -
http://www.hse.gov.uk/pubns/cis59.htm

**22.13 Waste Disposal**
The most important legislation that organisations operating at Glasgow Airport are required to comply with is set out in:-

- The Environmental Protection (Duty of Care) (Scotland) Regulations 2014;
- Waste (Scotland) Regulations 2012;
- The Waste Electrical and Electronic Equipment Regulations 2006;
- Special Waste Regulations 1996 (as amended).

These Regulations dictate a duty of care on any person or company who produces, carries, treats or disposes of waste, to ensure that it is managed properly and recovered or disposed of safely.

In Scotland, waste with hazardous properties which may render it harmful to human health or the environment is called special waste. Elsewhere in the UK and the EC, special waste is referred to as hazardous waste and managing and regulating it is essential to minimise any effects on the environment.

Suppliers & Contractors must make appropriate arrangements for the collection and disposal of special or hazardous wastes (including asbestos wastes), waste electrical and electronic items, vegetable oils, other liquid wastes (including oily waste from interceptors), and all waste generated from construction, maintenance, demolition, refurbishment or project activities.

The waste streams noted above are the responsibility of the contractor, as they are the waste producer. Accordingly, the contractor shall comply in all respects with the “Duty of Care” with regard to the disposal of waste.

Suppliers and contractors must keep copies of all waste transfer notes and consignment notes and may be asked to provide these to Glasgow Airport Ltd for inspection.

All waste equipment must be left fully secured with doors and lids closed. All skips are to have lids or sheets fitted to control their contents.

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On completion of the contract or task, the work area is to be inspected to ensure that no waste or other hazards remain.

The burning of waste, debris or any other such material on any Glasgow Airport property is strictly prohibited.

22.14 Storage of Flammable and Explosive Substances
LPG should be stored in purpose-designed, fireproof compounds or cages that prevent the accumulation of vapour in the event of a leak.

Compounds should have a level base of concrete or paving slabs and be surrounded by a secure chain-link fence at least 1.8m high.

There should be sufficient shelter to prevent cylinders from being exposed to extremes of weather.

Signs must be clearly displayed indicating the presence of LPG and prohibiting smoking and the use of any naked flame in the vicinity of the storage area.

Precautions for the use of LPG include:
- Minimise the amount of LPG on site at any one time
- Turning off cylinder valves before connecting or disconnecting any equipment
- Checking cylinders and all associated equipment before use
- Store LPG cylinders with their valves uppermost, apart from cylinders used to provide fuel for LPG-powered plant, which are used and stored on their sides.
- Store LPG cylinders away from oxygen, highly flammable liquids, oxidisers, toxic or corrosive gases or substances
- Store the LPG cylinders at a distance of at least 3 metres from other substances

LPG cylinders must never be stored in unventilated metal boxes or in site accommodation.

A leak of LPG may be noticed either by the smell or the noise of the gas escaping. There may also be condensation or frosting on the outside of the cylinder.

Leaks must not be traced with a naked flame. Soapy water or a proprietary leak-finding fluid should be used instead.

Highly flammable and explosive substances such as adhesives, solvents and paints should be stored in:
- An external, secure, purpose-built compound, where site conditions allow
- A suitable secure, internal, fireproof storeroom where external storage is not practical, although it will be necessary to install fire detection and fire suppression systems
- A metal, lockable cabinet or bin, for immediate or imminent use at the place of work.

Where it is necessary to store bulk quantities of highly flammable substances, the storage area should:
- Be located outdoors, apart from in exceptional circumstances, in a position where it cannot be accidentally hit by vehicles or plant
- Have a gently sloping concrete pad with a sump to catch any leaks or spillage and a bund that is able to contain the contents of the largest can or drum stored + 10%, where bulk liquids are stored
• Be protected by direct sunlight
• Be at least 2 metres away from nearby buildings or boundaries, except where the boundary of the store forms part of a solid wall
• Be fitted with appropriate signage to indicate the content
• Be fitted with an “EX” sign when an assessment under the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR), indicates that an explosive atmosphere could be present in the event of a leak
• Be fitted with “No Smoking” or “No Naked Flame” signs
• Be kept locked when access is not required
• Be equipped with intrinsically safe electrical circuits and fittings where electrical supplies are necessary
• Be equipped with dry powder or foam fire extinguishers
• Be equipped with a quantity of absorbent material to soak up and liquid spills and a suitable container for the collection and safe disposal of the contaminated absorbent
• If necessary, be equipped with racking made from a non-ferrous metal or other non-combustible material.

Storage of flammable liquids in containers www.hse.gov.uk/pUbns/priced/hsg51.pdf

This guidance is for those responsible for the safe storage of flammable liquids in containers at the workplace. It applies to storage of flammable liquids in containers up to 1000 litres capacity.

It explains the fire and explosion hazards associated with flammable liquids and will help you determine how to control the risks in your workplace.

The guidance is one of three documents dealing with fire and explosion hazards associated with flammable liquids.

The other two are:
• Safe use and handling of flammable liquids HSG140
  www.hse.gov.uk/pUbns/priced/hsg140.pdf

• Storage of flammable liquids in tanks HSG176
  www.hse.gov.uk/pUbns/priced/hsg176.pdf


22.15 Storage of Hazardous Materials
Under the Control of Substances Hazardous to Health Regulations 2002 (COSHH) you must ensure chemicals and dangerous substances are stored and handled in a way that minimises the risks and limits people's exposure to them.

You need to assess the risks of storing and handling dangerous substances - including the possibility of environmental damage caused by leaks and spills.

You should then take any precautions needed to control risks, including:
• storing chemicals according to the manufacturer's instructions on the safety data sheet
• keeping the minimum quantity of hazardous substances necessary
• storing incompatible substances separately
• taking steps to prevent release or leakage of dangerous substances
• keeping a spill kit near to storage areas, and ensuring staff are trained in what to do in the event of a spill
• cleaning up any leaks or spills that occur
• using the right precautions when handling substances - for example, wearing protective clothing or ensuring adequate ventilation
• ensuring employees who store and handle dangerous substances are properly trained
• checking containers used for short-term storage are properly labelled

If you store chemicals or dangerous substances that could create a fire or explosion, you must also comply with the Dangerous Substances and Explosive Atmospheres Regulations.

• Ensure that flammable substances are correctly stored in suitable containers and are not stored near to a source of ignition such as a heater.

It's also best practice to:
• place stores of liquid above ground where they're unlikely to be damaged, eg away from traffic routes
• avoid overfilling containers
• supervise deliveries
• maintain gauges, valves and pipework
• monitor oil use - unexpectedly high use may indicate a leak
• have procedures for dealing with emergency leakages
• use a secondary containment system such as a drip tray or bund (a storage area designed to prevent liquids escaping).

22.16 Electrical Equipment, Systems and Installations.
All electrical work must be carried out strictly in accordance with statutory requirements and will conform to the current IET wiring regulations (BS 7671 current edition) laid down under Glasgow Airport’s Electrical Safety Rules & Procedures.

These rules set out the policies and procedures concerning the requirements for, and issue of, electrical safety documentation including permits to work and relate to:

• work on or near, and the operation of electrical equipment, systems and installations for which Glasgow Airport Ltd has responsibilities.
• the responsibilities for the control of the electrical systems and installations for which Glasgow Airport Ltd has responsibilities.
• the documentation for the application of these rules.

On completion of work, all circuits worked on or added to the electrical system, must be tested, and an NICEIC test certificate issued showing the successful completion of the test.

All work, drawings etc. must conform to Glasgow Airport’s Change Control Strategy.

On Glasgow Airport premises, only 110v portable electric tools are permitted on site. If not available 240v tools may be used if fitted with a RCD (Residual Current Device) but this needs

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to be justified and supported with the express agreement of Glasgow Airport Infrastructure & Technical Services Department.

All portable electric tools and equipment need to be tested by competent persons and tagged with a test date.

Portable appliance testing (PAT) is the term used to describe the examination of electrical appliances and equipment to ensure they are safe to use. Most electrical safety defects can be found by visual examination but some types of defect can only be found by testing. However, it is essential to understand that visual examination is an essential part of the process because some types of electrical safety defect can't be detected by testing alone.

A relatively brief user check (based upon simple training and perhaps assisted by the use of a brief checklist) can be a very useful part of any electrical maintenance regime. However, more formal visual inspection and testing by a competent person may also be required at appropriate intervals, depending upon the type of equipment and the environment in which it is used.

EAW Regulations - [http://www.hse.gov.uk/pubns/books/hsr25.htm](http://www.hse.gov.uk/pubns/books/hsr25.htm)

Electricity at Work – safe working practices - [http://www.hse.gov.uk/pubns/books/hsg85.htm](http://www.hse.gov.uk/pubns/books/hsg85.htm)

Electrical standards and approved codes of practice - [http://www.hse.gov.uk/electricity/standards.htm](http://www.hse.gov.uk/electricity/standards.htm)

### 22.17 Lifting Equipment

Lifting equipment is any work equipment for lifting and lowering loads, and includes any accessories used in doing so (such as attachments to support, fix or anchor the equipment).

Examples of lifting equipment include:
- overhead cranes and their supporting runways
- patient hoists
- motor vehicle lifts
- vehicle tail lifts and cranes fitted to vehicles
- a building cleaning cradle and its suspension equipment
- goods and passenger lifts
- telehandlers and fork lifts
- lifting accessories

Lifting accessories are pieces of equipment that are used to attach the load to lifting equipment, providing a link between the two. Any lifting accessories used between lifting equipment and the load may need to be taken into account in determining the overall weight of the load.

Examples of lifting accessories include:
- fibre or rope slings
- chains (single or multiple leg)
- hooks
- eyebolts
- spreader beams
- magnetic PDF and vacuum devices
Further details and examples of equipment covered by LOLER can be found in the Approved Code of Practice and guidance - http://www.hse.gov.uk/pubns/books/l113.htm

22.18 Manual Handling

Manual handling is an activity involving the movement or support of a load by hand or by bodily force. Common examples include lifting luggage, throwing sacks into the back of a trailer or pushing a loaded trolley.

More than a quarter of all reportable accidents are associated with manual handling. The risks include musculoskeletal injuries such as back strain, injuries caused by the load falling onto or trapping part of the handler, or injuries caused by the handler falling.

The Manual Handling Operations Regulations 1992 available at www.hse.gov.uk/pubns/books/l23.htm contain a well-defined sequence of steps that suppliers should follow to comply with legislation.

Before identifying the need to carry out a specific manual handling assessment a preliminary general risk assessment will need to be completed.

The purpose of a preliminary assessment is to determine which manual handling activities involve a significant risk of injury and therefore warrant a full risk assessment.

The starting point is to identify all manual handling activities undertaken by contractors, e.g. by:

- referral to a generic risk assessment of work activities
- consultation with your employees including sub-contractors
- worksite inspections.

The identified manual handling activities must then be evaluated to determine those that present a significant risk. Certain information can be used in making a judgment as to whether a significant risk exists, including:

- accident and sickness records in relation to manual handling
- complaints and information from contractors involved in manual handling
- guidance produced by the Health and Safety Executive (HSE)
- The assessment filter and manual handling assessment charts may also be a useful guide.

The HSE includes a guideline filter (as the graphic below illustrates) in its guidance on manual handling that provides a starting point for assessing manual handling tasks. The filter is intended to assist in the screening out of straightforward, low-risk manual handling operations. If the filter shows that the load is within the numerical guidelines, and it is easy to grasp, the handler is in a stable position and the working environment is good, it is not normally necessary to perform a full assessment unless:

- an individual is at significant risk, eg due to pregnancy, previous injury or health condition, etc.
- the activity is complex and requires greater preliminary assessment
- there are other considerations to take into account, such as psychosocial factors, eg high workloads, tight deadlines and a lack of control over working practices.

Application of the guidelines should provide a reasonable level of protection to around 95% of working men and women.
The figures used in the filter are based upon scientific literature and practical experience. However, the intention is to set an approximate boundary within which the load is unlikely to create a risk.

It is important to note the guidelines should not be considered as safe weight limits for lifting. There are no limits below which manual handling activities can be regarded as safe. If in doubt, a more detailed risk assessment should be conducted.

Manual handling assessment charts (MAC Charts) may assist in identifying high-risk manual handling operations. Based upon numerical guidelines and practical experience, they are intended to guide assessors through a logical process to identify any high-risk handling operation.

They can be used to assess:
- lifting operations
- carrying operations
- team-handling operations.

The chart considers seven basic factors, each of which is given a numerical value that can then be used to identify whether or not the activity is high-risk. Copies of the charts are available from www.hse.gov.uk/msd/mac.

Employers have a general duty to ensure, so far as is reasonably practicable, the health and safety at work of all employees under the Health and Safety at Work, etc. Act 1974.

Under the Manual Handling Operations Regulations 1992, so far as is reasonably practicable, the employer must avoid the need for hazardous manual handling operations.
Where a hazardous manual handling operation cannot be avoided, a thorough assessment must be undertaken. Assessments must:

(a) be suitable and sufficient, ie they must look at the complete handling operation and have anticipated all reasonably foreseeable factors
(b) be carried out by a competent person. A competent person is one whose abilities should include:
   • an understanding of the regulations
   • a knowledge of the handling operations that are to be assessed
   • an awareness of human (individual) capabilities and limitations
   • an ability to recognise risks
   • an ability to recommend reasonably practicable solutions
   • a judgment of what constitutes an acceptable residual risk
   • be kept up-to-date and revised when a significant change occurs, or in the light of experience
   • be recorded (at least the significant findings) in a retrievable medium except when:
     ○ the assessment is simple, obvious and easily repeatable
     ○ the risks can be shown to be insignificant
   • the handling operation is low-risk and short-lived, and the time taken to compile a record can be shown to be disproportionate take into account the tasks, the loads, the working environment, individual capability and other factors.

Following the assessment, measures must be introduced to reduce the risk of injury to the lowest level reasonably practicable.

The measures should encompass the provision of suitable training and information to contractor employees. Training should include the principles of correct handling, a safe system of work and the use of any risk reduction measures provided by the employer.

Where possible, precise information should be provided on:
   • the weight of each load
   • the heaviest side of a load, where the centre of gravity is not positioned centrally, including loads where the center of gravity is likely to shift during handling.

Monitoring must take place to ensure the effectiveness of those measures, and reassessment must be carried out where necessary.

22.19 Vibration
Vibration, like sound, can be a constant factor in a workplace. Vibration is not normally a serious concern however for those who regularly use vibrating tools this can cause damage to the nerves and circulation which can be long lasting and irreversible. Those who regularly experience vibration in the entire body such as constant fast driving over rough ground can suffer injury over time.

The Control of Vibration at Work Regulations 2005 places obligations on employers to protect persons from risk to their health and safety, arising from exposure to vibration at work by eliminating the risk, or if not reasonably practicable, reducing it to a minimum.

The regulations apply to both whole body vibration (WBV) and hand arm vibration (HAV). HAV exposure at work is most likely to arise from the use of hand held power tools, hand-guided machinery e.g. lawn mowers and hand-fed machines. HAV includes all other hand conditions such as Vibration White Finger.
HAV’s is a serious, yet preventable medical condition which can be potentially disabling. It consists of three components,
• vascular (finger whiteness),
• sensory (pins and needles and numbness), and
• musculoskeletal (reduction in grip strength and osteoarthritis).

Regular long term exposure to whole body vibration is associated with back pain particularly alongside other aggravating factors such as poor posture and heavy lifting.

Exposure limits for whole body and hand arm vibration where A is acceleration and (8) is over an 8 hour period are:

<table>
<thead>
<tr>
<th>Vibration Type</th>
<th>Daily Exposure Limit value</th>
<th>Daily Exposure Action Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hand - Arm</td>
<td>5 m/s² A(8)</td>
<td>2.25 m/s² A(8)</td>
</tr>
<tr>
<td>Whole Body</td>
<td>1.15 m/s² A(8)</td>
<td>0.5 m/s² A(8)</td>
</tr>
</tbody>
</table>

Where there are activities likely to expose employees to levels of vibration at, or above the EVL, or EAV, an assessment must take place of;
(a) the magnitude, type and duration of the exposure.
(b) the effects of the exposure.

An assessment of the magnitude and type is possible by reference to the manufacturer’s information which will specify the vibration frequency and type.

For those few machines or devices where this information is not available, assessment can be facilitated by measuring devices attached onto the equipment to provide this information.

The duration is the time period the vibration is exposed. The HSE guidance on measuring vibration is useful in this regard.

Most exposure will be for short periods, or intermittently through the working day. If the magnitude is known, and the duration of the work is known then an approximate assessment can be made. Guidance is available from the HSE Website at the following location.
http://hse.gov.uk/vibration/hav/readyreckoner.htm

Further advice for employers -

22.20 Mobile Elevated Work Platforms
Only contractors appropriately trained and in possession of a current Powered Access Licence (PAL) should operate a MEWP.

This licence must be for the appropriate class of MEWP which should also have a current insurance inspection certificate.

If the MEWP has a suitable anchorage point inside the carrier then it is suggested that operatives wear fall protecting equipment and harnesses. The exception to this will be when operating the MEWP close to a body of water into which it could overturn. Life jackets should be worn instead.

All suppliers / contractors are advised that prior to use of any MEWP they should consider;

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Have you selected the correct MEWP for the task?

- What is the nature of the work to be carried out
- Access to the work area
- Terrain
- Work area conditions especially maximum ground pressure
- Number of people and load to be lifted
- Height and outreach required
- Fuel type

Have I the correct PPE?

- A hard hat, with or without a chin strap is mandatory at Glasgow Airport
- Suitable high visibility clothing is also mandatory
- Suitable cold/wet weather clothing

Do you know all the controls? (Ground and Operators)

Do you have a plan for rescuing someone from a MEWP and practise the plan – someone on the ground should know what to do in an emergency and how to operate the machine’s ground controls.

Do you know all the safety features?

- Tilt Alarm
- Elevated drive speed
- Limit switches
- Stability system
- Emergency Lower system (this should be tested prior to use)
- Audio warnings
- Set up for logical movement
- Ensure any detachable or movable control panel is set up for logical MEWP movement
- Control is facing the natural direction of travel.

Have you carried out an inspection of the vehicle?
This should include but not be restricted to (reference should be made to the operators Manual).

- Wheels and tyres
- Battery (if electrically powered)
- Look for fluid leaks (hydraulics)
- Fluid level (hydraulics)
- Physical damage
- Complete the vehicle log book to confirm you have completed the checks.
- Complete your PAL card Log book


22.21 Noise
Contractors working at Glasgow Airport may be exposed to high noise levels at certain periods during the course of their work at the airport.

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Some parts of the airport are subject to noise levels which could cause hearing damage. These areas are marked with blue and white warning notices and hearing protection must be worn at all times in these areas. Any work on the apron and manoeuvring areas will also require the wearing of ear protection, especially when aircraft are in close proximity with their engines running.

Repeated exposure to high noise levels will damage hearing if no hearing protection is worn. Contractors must make their own assessment and arrangements for the protection of their employees to comply with the Control of Noise at Work Regulations 2005.

Loud noises at work can damage hearing, therefore, measures have to be put in place to prevent or reduce risks from exposure to noise at work. It can also be a safety hazard at work, interfering with communication and making warnings harder to hear.

The Regulations require the employer to:
- assess the risks to your employees from noise at work; (Reg 5)
- take action to reduce the noise exposure that produces those risks; (Reg 6)
- make sure the legal limits on noise exposure are not exceeded; (Reg 6)
- provide your employees with hearing protection if you cannot reduce the noise exposure enough by using other methods; (Reg 7)
- carry out health surveillance where there is a risk to health. (Reg 9)
- provide your employees with information, instruction and training; (Reg 10)

Further information from HSE:-

http://www.hse.gov.uk/pubns/indg362.htm  Noise at Work

http://www.hse.gov.uk/pubns/books/l108.htm  Controlling Noise at Work

22.22 Powers of HSE Inspectors

Health and safety laws applying to your business are enforced by HSE inspectors or by officers from the local authority.

An inspector’s role is to:
- investigate (when accidents have happened or a complaint is made) whether people are at risk, to find out if something has gone wrong
- require you to take action to control risks properly if you are not already complying with the law
- take appropriate enforcement action in relation to any non-compliance, ranging from advice on stopping dangerous work activities to potentially taking prosecutions where people are put at serious risk
- provide advice and guidance to help you comply with the law and avoid injuries and ill health at work

Inspectors have the right of entry to your premises as well as the right to talk to employees and safety representatives, and exercise powers to help them fulfil their role.

HSE operates a Fee for Intervention (FFI) cost recovery scheme. If you are breaking health and safety laws, HSE may recover its costs from you by charging a fee for the time and effort it spends on helping you to put the matter right, such as investigating and taking enforcement action.

If an HSE inspector visits your premises and you want to confirm their identity, they all carry identification and you can ask to see this.

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Inspectors and local authority officers prioritise the highest risks and those businesses which fail to manage health and safety properly. 
Further information from HSE:-

http://www.hse.gov.uk/pubns/hsc14.htm  When a health and safety inspector calls
Appendix A – Application Forms and Further Information

A.0 Glasgow Airport Control of Contractors Registration Procedures

1.0 INTRODUCTION
This information notice describes the procedure for all Companies who intend to use the services of a Contractor to engage in any work activity on Glasgow Airport Ltd. premises. It applies to all internal Airport Companies including Glasgow Airport Ltd. Departments, Airlines, Tenants, Retailers, Concessionaires and all other Occupiers. It also applies to all external Companies and Business Partners. Therefore, all Contractors employed to carry out works on the Airport premises must be in possession of a valid Contractor ID Pass issued by Glasgow Airport Ltd. Engineering Department.

2.0 PURPOSE
The Health and Safety at Work etc. Act 1974 requires persons in control of premises to ensure, as far as reasonably practicable, the premises are safe and without risks to health. Consequently, the reason for this notice is to ensure that Glasgow Airport Ltd. meets the requirements of regulation 11 of the Management of Health & Safety at Work Regulations 1999 for as “persons in control of certain premises”, Glasgow Airport Ltd. needs to know about work being carried out which may have an impact on persons unconcerned with the work. Our primary aim is to protect the health, safety and welfare of employees and to safeguard others, principally the public, who may be exposed to risks from any Contractor work activity. In order to do this, we will only allow safe Contractors onto our airport who have the necessary skills and knowledge to carry out their work to the required high standards, without risks to health and safety and who also can demonstrate their competency through training and development.

3.0 INITIAL CONTRACTOR REGISTRATION PROCEDURE
Airport Companies who require work to be carried out at the Airport should inform their Contractors of the requirement to submit their Health and Safety Policy, which must include Method Statements and Risk Assessments together with Insurance documentation for all the work they are likely to be doing during the course of their contract with you. This information must also be submitted to Glasgow Airport Ltd. Engineering Department for review and final approval before any work is allowed to proceed. Please send these to:-
derek.haldane@glasgowairport.com and scott.steel@glasgowairport.com
Alternatively you can fax them to 0141 848 4946. With the exception of emergency or urgent works, this must be done at least three working days in advance of any work commencement. For further information on our procedures and the forms required please visit the web page below.

4.0 SUBSEQUENT CONTRACTOR REGISTRATION PROCEDURE
Prior to any Contractor reporting for registration, their Supervising Officer or Airport Company Contact must advise the Control of Contractors Office in advance.
Failure to do so will result in delays both for the Contractor and for the Airport Company. Method Statements and Risk Assessments specific for the work being undertaken must be submitted to the Control of Contractors Office at least 3 working days before the expected start date of the work for Glasgow Airport Ltd. Engineering Department approval. Following submission of your own method statements and risk assessments, it may in most cases be necessary to indicate specifically what work is being done. This can be achieved if the Contractor Task Assessment Form is used in support of your paperwork application.

5.0 CONTRACTOR SAFETY BRIEFINGS
Following this work approval and prior to the commencement of any work, Contractors will be invited to attend the Control of Contractors Office for registration and a safety induction briefing. The briefing consists of a short audio visual presentation followed by a question and answer session. This presentation also communicates important information such as the permit to work systems in operation at the Airport and also Glasgow Airport's fire and evacuation procedures.

If this is the Contractor's first time working at Glasgow Airport, a health and safety awareness and induction test is required to be completed. This will ensure the Contractor has demonstrated their competency to an acceptable level in the type of work that they will be doing at the Airport.

Only after registration, completion of the safety induction briefing and a satisfactory completion of the induction test will Contractors be issued with a valid Contractor ID Pass.

Contractor safety induction briefings will be repeated on or shortly before the expiry date of the holder’s Contractor ID Pass. If a Contractor’s induction date has expired then they cannot be re-issued with another pass until their safety induction briefing has been done again.

Contractor registration can be anytime between 0800 and 1600 Monday to Friday at the Control of Contractors Office located off Campsie Drive / Arran Avenue, PA3 2SG. Please see the Control of Contractors Office Location Map for directions to here. Contractors can also register outwith these times but only through our pre-notification process.

Any Contractor safety induction briefings and the issue or re-issue of any Contractor ID Passes are required to be pre-booked in advance and will be carried out commencing at the following times:- 0830 0930 1030 1130 1430 (Monday to Friday only).

Any requests outside these times will only be by special arrangement or in an emergency or business critical situation.

To book a Contractor Safety Induction Briefing or Contractor ID Pass appointment date and time, please contact the Control of Contractors Office on 0141 848 4295 or 0141 848 4866 during normal business hours to discuss your requirements.

Alternatively, please e-mail derek.haldane@glasgowairport.com and scott.steel@glasgowairport.com a completed Application for Contractor ID Pass.

6.0 CONTRACTOR ID PASS
The Contractor ID Pass will show:-
• The ID Pass holder’s full name
• The ID Pass holder’s photographic image
• Their current occupation
• The name of their Company or Organisation
• The location of their Airport worksite or work areas
• Their Airport contact name and their contact number

30 April 2018
• The tools permitted to be carried by the ID Pass holder
• The Contractor ID Pass category type
• The expiry date of the ID Pass
• The ID Pass issue number
• The signature of the ID Pass holder
• The signature of the Authorising Officer
• A system generated unique barcode (used to record times on & off site)

7.0 SAMPLE CONTRACTOR ID PASS IMAGE

8.0 PROOF OF ID & COMPETENCY
The applicant must also produce proof of identity before the Contractor ID Pass will be issued i.e. driving licence, passport or any official document containing the applicant’s signature and photographic image.
Applicants will also be required to provide evidence of their training or competency for the type of work they will be doing, for example CSCS, PASMA, FGAS, JIB, Gas Safe Register cards etc.
The Contractor ID Pass must be worn and be clearly visible on an outer garment at all times. Anyone found working without a valid Contractor ID Pass will be instructed to stop work and the Contractor and the Airport Company may be subject to further action by Glasgow Airport Ltd.
The Contractor ID Pass is NOT a Permit to Work for which special procedures apply and separate permits and authorisations may be required. For further advice on permits to work please contact the Control of Contractors Office.

The Contractor ID Pass is not a security pass and access to restricted areas must be arranged through Glasgow Airport Security ID Centre. Please speak to your Airport Company Contact if this is the case or if you require further information then enter the following url into your internet browser to bring up the Glasgow Airport Ltd. ID Centre application forms and template letters.
https://www.glasgowairport.com/log-in-the-id-centre/

Contractors who are holders of a permanent Security ID Card are still required to possess a Contractor ID Pass.

9.0 CONTRACTOR NORMAL HOURS SIGNING IN & OUT PROCEDURES
All Contractors are required to sign in and scan their Contractor ID Pass at the Control of Contractors Office before commencing their work at the Airport. This must be done daily except by prior arrangement with the Control of Contractors Office and the work required is within a designated worksite area and is cordoned off both to members of the public and employees of Airport Companies other than the Company employing the Contractor.
Contractor signing in can be done anytime between 0800 and 1600 Monday to Friday at the Control of Contractors Office. Contractors are also required to sign out and scan their Contractor ID Pass when their work is finished for the day. Alternative signing in and out procedures exist for all full time Term Contractors based at Glasgow Airport and includes Capital Projects Contractors who, with the agreement of the Control of Contractors, can record their own signing in details. Projects Contractors must provide evidence of the existence of these records on demand for audit purposes.

10.0 CONTRACTOR OUT OF HOURS SIGNING IN & OUT PROCEDURES
The Control of Contractors Office normal opening hours are between 0800 and 1600 Monday to Friday. Any work outwith these hours, at weekends and on public holidays, would be regarded as out of hours work.
If any Contractor plans or expects to be working out of hours, for example on a planned maintenance visit, then contact must be made by prior arrangement with the Control of Contractors Office. The Out of Hours Work Notification Form can be used to provide information but must be submitted before 1530hrs on the day of the planned works or if working at weekends no later than 1530hrs on the Friday.

Contractors will be required to sign in on the log book then scan in using your Contractor ID Pass before contacting the Airport Duty Engineer on 07768 723894 to announce your arrival. Do not proceed until you have spoken to the Airport Duty Engineer. When you have finished your work, return here to sign out and scan out then contact the Airport Duty Engineer again to state that you are now leaving the airport premises.

For any Contractor responding to any emergency, service visit or breakdown call, then the Airport Company Contact placing that call is required to inform the Airport Duty Engineer on telephone 0141 848 4528 or mobile 07768 723894 to advise them accordingly.

There will be no exceptions to these procedures.
23.2 A.2 Contractor ID Pass

The Contractor ID Pass will show:-

- The ID Pass holder’s full name
- The ID Pass holder’s photographic image
- Their current occupation
- The name of their Company or Organisation
- The location of their Airport worksite or work areas
- Their Airport contact name and their contact number
- The tools permitted to be carried by the ID Pass holder
- The Contractor ID Pass category type
- The expiry date of the ID Pass
- The ID Pass issue number
- The signature of the ID Pass holder
- The signature of the Authorising Officer
- A system generated unique barcode (used to record times on & off site)

SAMPLE CONTRACTOR ID PASS IMAGE

Front                                                    Rear
23.3 A.3 Contractor Registration Unit Location Map
23.4 A.4 Application for Contractor ID Pass

Application for Contractor ID Pass

- Contractor ID Passes will only be issued to employees who have a legitimate operational need under their terms of employment, and access will only be given to the relevant work areas.
- This application form and any supporting documentation such as personal ID, and training or competency certification must be submitted in advance of the Contractor / Visitor ID Pass being issued for verification.
- Contractor ID Passes will NOT be issued without the completion of this application form IN FULL.

- Section 1 Type of Pass Required

Please select the type of ID Pass required and indicate whether you are a Visitor or a Contractor:

<table>
<thead>
<tr>
<th>Initial Contractor ID Pass</th>
<th>Replacement ID Pass</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor</td>
<td>Visitor</td>
</tr>
</tbody>
</table>

- Section 2 Applicant Information

Title: Mr / Mrs / Miss / Ms / other: First Name:  
Surname: Date of Birth:  
Current Occupation: Contact Number:

- Section 3 Employer Information

Current Employer:  
Employer Address:  
Postcode: Company Business:  
Phone: e-mail: Fax:

- Section 4 Airport Contact Information

Airport Contact Name: Contact’s Number:  
Airport Contact Company: Contact’s Department:

- Section 5 Work Area Details

Please indicate which areas of Glasgow Airport you will require access to:

<table>
<thead>
<tr>
<th>Airfield Areas</th>
<th>Airport Landside Areas</th>
<th>Airport Airside Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aprons / Taxiways Areas</td>
<td>ATC / NATS Buildings</td>
<td>Fire Station / MT Building</td>
</tr>
</tbody>
</table>

- Section 6 Work Category Details

Please indicate the work category that you will operate within:

<table>
<thead>
<tr>
<th>Retail</th>
<th>Projects</th>
<th>Civils</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property</td>
<td>IT</td>
<td>Operations</td>
</tr>
<tr>
<td>Engineering</td>
<td>Safety</td>
<td>Fire Service</td>
</tr>
<tr>
<td>Terminal</td>
<td>Customer Service</td>
<td>Environmental</td>
</tr>
</tbody>
</table>

- Section 7 Work Validity Period

Please indicate how long you anticipate to be working at Glasgow Airport:

<table>
<thead>
<tr>
<th>Long Term</th>
<th>Short Term</th>
<th>Term Contractor</th>
<th>Day</th>
</tr>
</thead>
</table>

Important - Please Note - The following declaration is to be completed by the applicant only.

- I acknowledge that if I lose, mislay or damage my Contractor ID Pass, I will report this to the Control of Contractors Office at Glasgow Airport. I also undertake that, in accordance with Glasgow Airport procedures and regulations, my Contractor ID Pass will be worn at all times while working and that I will return it when my work is complete at the airport or upon expiry of the pass.
- I also acknowledge that by signing this form, I have indicated that I have understood the contents of the Control of Contractors airport safety briefing that I have received before the issue of my Contractors ID Pass.

Signature of Applicant:  
Date:  

For Glasgow Airport Use Only

<table>
<thead>
<tr>
<th>Evidence shown as proof of ID:</th>
<th>Passport</th>
<th>Photo Drivers Licence</th>
<th>Photo Company ID</th>
<th>National ID Card</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td>State Other:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evidence shown as proof of skills &amp; competency:</th>
<th>CSCS</th>
<th>Gas Safe</th>
<th>JIB (SNIJIB)</th>
<th>IPAF</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCORE</td>
<td></td>
<td>CPCS</td>
<td>PASMA</td>
<td>FGAS</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>State Other:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Authorised By:  
Date:  
Pass No.:  

30 April 2018
## A.5 Contractor Task Assessment Form

### Section A

- The following form must be completed by the Contractor who is going to be carrying out the work and signed off prior to work commencing. This form does not substitute any Permit to Work which may be required following an assessment of the task being done.
- Please complete this form by fully answering each question using the shaded box areas.

<table>
<thead>
<tr>
<th>Part 1 – Contractor Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Company Name</td>
</tr>
<tr>
<td>Your Company Address</td>
</tr>
<tr>
<td>Telephone / Fax</td>
</tr>
<tr>
<td>Names of Other Persons Involved In This Work</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part 2 – Client / Customer Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client Company Name</td>
</tr>
<tr>
<td>Client Company Dept.</td>
</tr>
<tr>
<td>Client Contact Name</td>
</tr>
<tr>
<td>Client Contact Phone Number</td>
</tr>
</tbody>
</table>

| Part 3 - Describe The Work You Are Planning To Do? |

<table>
<thead>
<tr>
<th>Part 4 – In Which Areas Will You Be Working?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin. Buildings</td>
</tr>
<tr>
<td>Airside Cargo Areas</td>
</tr>
<tr>
<td>Airside Retail Units</td>
</tr>
<tr>
<td>Aprons or Stands</td>
</tr>
<tr>
<td>Fire Station / MT</td>
</tr>
<tr>
<td>Landside Node Rooms</td>
</tr>
<tr>
<td>Landside Switchrooms</td>
</tr>
<tr>
<td>Terminal Airside</td>
</tr>
<tr>
<td>Terminal Retail Units</td>
</tr>
</tbody>
</table>

| Part 5 – Please Describe The Work Area In Detail |

---

30 April 2018

113
<table>
<thead>
<tr>
<th>Question</th>
<th>Guidance</th>
<th>Please Answer ALL Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 How will you get to the job?</td>
<td>Do you need to take a van to site or will you park in NCP?</td>
<td></td>
</tr>
<tr>
<td>2 Will you be working at height during the job?</td>
<td>Will you be using ladders, steps or scaffolding etc.?</td>
<td></td>
</tr>
<tr>
<td>3 What training or competency have you?</td>
<td>Gas Safe, CITB, JIB, Plumbing &amp; Electrical Schemes, SCORE, CTA, PASMA, CSCS etc.</td>
<td></td>
</tr>
<tr>
<td>4 What PPE is required for you to use during the task?</td>
<td>Hard hats, Hi-Viz jackets, gloves, ear defenders, safety goggles, harnesses etc.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Safety footwear must always be worn.</td>
<td></td>
</tr>
<tr>
<td>5 How will you safeguard your work?</td>
<td>Work areas must be safeguarded from other staff / members of the public by use of barriers, signage, hoarding etc.</td>
<td></td>
</tr>
<tr>
<td>6 What equipment will you use?</td>
<td>Plant, machinery such as cranes, lifting devices, tools, generators, concrete borers etc.</td>
<td></td>
</tr>
<tr>
<td>7 What power supplies will you require?</td>
<td>Compressed air, petrol/diesel generators etc. Note: Devices must be reduced to 110v.</td>
<td></td>
</tr>
<tr>
<td>8 What materials or substances will you use?</td>
<td>Flammable, toxic, corrosive, explosive, chemical liquids or gases etc. require COSHH assessments and data sheets.</td>
<td></td>
</tr>
<tr>
<td>9 What materials or waste will be disposed of and where?</td>
<td><strong>Do not</strong> use Glasgow Airport’s waste facilities. Instead dispose of all your waste responsibly and in line with legislation.</td>
<td></td>
</tr>
<tr>
<td>10 What hazards do you identify in doing this type of work?</td>
<td>Please tick the appropriate boxes. If you tick any of the RED hazards please refer to the Permit Application Form &amp; Guidelines available from the Contractors Registration Office.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vehicles</td>
<td>Public / Staff</td>
</tr>
<tr>
<td></td>
<td>Public / Staff</td>
<td>Cuts</td>
</tr>
<tr>
<td></td>
<td>Slips / Trips</td>
<td>Cranes</td>
</tr>
<tr>
<td></td>
<td>Hydrocarbon</td>
<td>HV</td>
</tr>
<tr>
<td></td>
<td>Hydrant / Sprinkler</td>
<td>Confined Space</td>
</tr>
<tr>
<td></td>
<td>Pressure Systems</td>
<td>Dust / Smoke</td>
</tr>
<tr>
<td></td>
<td>Demolition</td>
<td>Airside Working</td>
</tr>
<tr>
<td></td>
<td>Noise</td>
<td>Hot Works</td>
</tr>
<tr>
<td></td>
<td>Noise</td>
<td>Refrigeration / Air Con</td>
</tr>
<tr>
<td></td>
<td>Noise</td>
<td>Fuel / Gas</td>
</tr>
<tr>
<td></td>
<td>Noise</td>
<td>Portable Hand Tools</td>
</tr>
<tr>
<td></td>
<td>Work at Height</td>
<td>Lone Working</td>
</tr>
<tr>
<td></td>
<td>Work at Height</td>
<td>Traffic Control</td>
</tr>
<tr>
<td>11 Describe how you are going to control the risks identified above.</td>
<td>You may need to submit a full Method Statement &amp; Risk Assessment if this form is unsuitable.</td>
<td></td>
</tr>
<tr>
<td>12 What are your emergency procedures?</td>
<td>Fire Evacuation, fire fighting, first aid certificates, contingency plan and safety briefings.</td>
<td></td>
</tr>
<tr>
<td>13 Overall, how do you assess this task?</td>
<td><strong>HIGH RISK</strong></td>
<td><strong>MEDIUM RISK</strong></td>
</tr>
<tr>
<td></td>
<td><strong>LOW RISK</strong></td>
<td></td>
</tr>
<tr>
<td>14 Who is your Glasgow Airport contact for this task?</td>
<td>The person who you should contact if the task changes or when the task is complete. <strong>Note:</strong> Report any H&amp;S issues / Near Misses to your contact.</td>
<td></td>
</tr>
</tbody>
</table>

On completion please e-mail to: derek.haldane@glasgowairport.com and scott.steel@glasgowairport.com or Fax 0141 848 4946 v3.1

30 April 2018
## 23.6 A.7 Contractor Out of Hours Work Notification Form

### CONTRACTORS REGISTRATION UNIT – Out Of Hours Work Notification Form

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>For (Date)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td></td>
</tr>
<tr>
<td>2)</td>
<td></td>
</tr>
<tr>
<td>3)</td>
<td></td>
</tr>
<tr>
<td>4)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Where?</th>
<th>Example: MTB Ground Floor WH Smiths Site &amp; Burger King</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td></td>
</tr>
<tr>
<td>2)</td>
<td></td>
</tr>
<tr>
<td>3)</td>
<td></td>
</tr>
<tr>
<td>4)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>When?</th>
<th>Example: 2100 - 0400</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td></td>
</tr>
<tr>
<td>2)</td>
<td></td>
</tr>
<tr>
<td>3)</td>
<td></td>
</tr>
<tr>
<td>4)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What?</th>
<th>Example: Remove electrical conduit in WH Smiths shop – Install Electrical Socket in BK</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td></td>
</tr>
<tr>
<td>2)</td>
<td></td>
</tr>
<tr>
<td>3)</td>
<td></td>
</tr>
<tr>
<td>4)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Why?</th>
<th>Example: Shop Expansion Works</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td></td>
</tr>
<tr>
<td>2)</td>
<td></td>
</tr>
<tr>
<td>3)</td>
<td></td>
</tr>
<tr>
<td>4)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Further Info.</th>
<th>Example: Any other relevant information i.e fire alarm isolation permit number etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td></td>
</tr>
<tr>
<td>2)</td>
<td></td>
</tr>
<tr>
<td>3)</td>
<td></td>
</tr>
<tr>
<td>4)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Submitted By: (Your Name)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Main Contact Name On Site:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Main Contact’s Phone Number:</th>
</tr>
</thead>
</table>

**Please Note:**
- Out of hours signing in times at the CRU with the Maintenance Team Manager must be between 1900 – 1945 and 2100 – 2200 Monday to Sunday and between 0700 – 0745 Saturday and Sunday.
- This form is to be submitted no later than 1530hrs on the day the work is due to commence (Monday to Friday) or if working at weekends, no later than 1530hrs on the Friday.
- Under no circumstances should you commence work before speaking to the Maintenance Team Manager. Call him on 07768 723894 and then await and follow his instructions.
- Site specific Risk Assessments and Method Statements must be made available for inspection.
- PPE must be worn as specified in the approved Risk Assessment and Method Statement.
<table>
<thead>
<tr>
<th>23.7   A.8 Contractors Safety Brief</th>
</tr>
</thead>
</table>

### CONTRACTORS SAFETY BRIEF

The following questions will be answered by Contractors including Consultants employed on any work on Glasgow Airport Ltd. property and premises including exterior works. Answer the following questions YES or NO.

A. Whilst working at Glasgow Airport Ltd., will you be working :-

1. In public areas, roads or busy highways, customer sensitive areas, plantrooms or switchrooms?
   - If yes, which plantrooms or switchrooms will you be using?

2. In high voltage substations?

3. At heights above ground level, high level roof structure or involved in scaffolding work?

4. With:-
   - Asbestos?
   - Hazardous materials or substances – toxic, corrosive, harmful or irritant?
   - Other? (Please specify)

5. Below ground level, digging or excavation type works?

6. With gas welding, grinding, soldering, tar boiler or any other hot work activity?

7. On steam systems or on compressed air or gases?

8. With cranes or large lifting devices?

9. On fire alarm systems, fire sprinklers or emergency lighting?

10. With flammable, toxic or corrosive substances and materials?

11. In confined spaces, restricted access, cramped areas or areas below ground level?

12. On demolition work?

13. On fire mains, or using water or street water hydrant systems?

14. With electrical powered hand tools and devices over 110 volts?

15. With any cartridge operated tool?

16. Creating noise, dusty hazards, fumes or chemical by-products?

17. Live on any electrical system or apparatus?

18. On any cable installation?

19. With any concrete cutting or boring equipment?

20. On airport sewage or storm water drainage systems?

21. With chemical drain cleaners?

22. In any airside areas?

23. On any utility service – water, gas or electricity supplies?
24. With any petrol/diesel driven portable generators or other similar equipment?  

25. Carrying any or working with any highly flammable liquids or gases?  
   If yes, confirm how you propose to store, handle and transport the mixture safely.

26. On any breach or alteration to a fire barrier or fire rated wall?  

27. With refrigerant reclaiming/charging?  

28. On any fixture to building structure?  

29. Alone in remote areas such as plantrooms, switchrooms, airfield areas etc.?  

30. With the generation of waste?  
   If yes, confirm arrangement for transporting waste on/off site and approximate tonnage generated.

31. With any of these types of personal protective equipment:-  
   Safety Harness  [ ]  High Vis. Clothing  [ ]  Hard Hat  [ ]  Gloves  [ ]  
   Protective Boots  [ ]  Safety Goggles  [ ]  Other (please specify)  

B. Have you received sufficient information and advice from your Company/Project Manager to complete your task safely and without disruption to other airport users?  

C. All contractor’s operatives must be competent and possess sufficient technical knowledge and experience to carry out their works in a safe and effective manner.

D. Having attended the safety registration seminar does not certify you as competent - it only reminds and refreshes previously gained knowledge, training and experience.

E. Any ceiling tiles removed to allow access, must all be replaced when work is completed.  
   Note: clean disposable gloves must be worn when handling ceiling tiles.

F. Baggage trolleys must not be used for transporting tools or equipment.

G. All Contractor ID Passes must be returned to the Contractors Registration Unit on completion of work. For security reasons every effort should be made to ensure that passes are not lost or stolen.

Company Name ___________________________  Your Name ___________________________

Company Business ___________________________  Your Occupation ___________________________

Company Phone Number ___________________________  Your Phone Number ___________________________

Airport Contact Name ___________________________  Contact’s Department ___________________________

Location of Works ___________________________  Number of workers on site (approx.) ___________________________

Start Date ___________________________  Estimated Completion Date ___________________________

Brief description of work ___________________________

Have specific method statements & risk assessments been submitted for this work activity?  

YES  NO ___________________________

Do you possess copies of the method statements & risk assessments?  

__________________________

Your signature ___________________________  Date ___________________________
## A.9 Contractor Risk Assessment Form

<table>
<thead>
<tr>
<th>Project</th>
<th>Team Members (Print names)</th>
<th>Activity</th>
<th>Risks Identified, Persons at Risk &amp; Nature of Injury</th>
<th>Control Measures</th>
<th>Person Responsible</th>
<th>Remaining Risk</th>
<th>H/M/L</th>
<th>Target Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### Assessment of Risk

- **Location:**
- **Person Responsible:**
- **Target Date:**
This guidance notice is to remind all persons responsible for maintenance/project contractors of the importance of securing tools and other equipment that could be deemed a security risk in areas that are post security screening and in places accessible to members of the public. Items such as cutting implements, chisels, screwdrivers or other similar types of tools must not be accessible to members of the public or other airport staff unconcerned with the works. Toolboxes and other containers of tools should be secured, and when not required, placed in a lockable area or vehicle. This guidance note also applies to vehicles containing the above types of equipment which must remain locked whilst unattended.

Any items such as toolboxes found unattended or un secured in any public areas landside or airside could be removed and destroyed.

Questions

Any questions relating to this Security Guidance should be addressed to the Contractors Registration Unit on 0141 848 4295 / 4866 or the Security Team Manager on 07979 704393.
ON DISCOVERING A FIRE:

1. REPORT IT.
   - Break glass of nearest Call Point and shout fire to alert others.
   - Notify Fire Service: dial 222 on internal phone
   - Or
     - dial 999 on public phone and follow it up by calling 0141 848 4222.
     - State your name and location of the fire.

2. ACT.
   - If it is safe to do so. Read instructions and attack the fire using the correct fire extinguisher.
     - Class B Fire (Flammable Liquids): Foam, CO2, Powder.
     - Class C Fire (Electrical Equipment): CO2, Powder.
     - Electrical fires: CO2, Powder.

3. EVACUATE.
   - Move to an area not in continuous alarm or use nearest Emergency Exit to leave the building.
   - Assist the public, in particular those with mobility problems and wheelchair users, directing them to a place of safety.
   - Report to the appropriate Assembly Point Recording Officer.
   - Wait until the ALL CLEAR is given before re-entry to the effected area.

4 THE ALARM SYSTEM.
   - The Terminal Building has a 2 stage fire alarm system.
   - Intermittent, pulsing alarm = be prepared to evacuate.
   - Continuous sounding alarm = evacuate the area immediately.
   - Follow the instructions given by the voice address system.

In the event of a fire evacuation, please remember....
   - Never use Lifts
   - Know your escape routes from your place of work
   - Be aware of the nearest Fire Point and Call Point in your work area.
   - Ensure you know how to call for assistance.
   - Ensure that you help others wherever and whenever you can.
## A.13 Contractor Registration Log

<table>
<thead>
<tr>
<th>Date</th>
<th>First Name</th>
<th>Surname</th>
<th>Company Name</th>
<th>Contact Name</th>
<th>Time In</th>
<th>Time Out</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

*Reminder to scan your Contractor ID Pass before you start work.*

*Information regarding the use of the Glasgow Airport ID Card can be found in the Glasgow Airport Security Manual.*

*Glasgow Airport Ltd.*

*© Glasgow Airport Ltd. 2018*
CONTRACTORS SAFETY BRIEF

ASBESTOS SAFETY CHECK FORM

The following questions will be answered by all Contractors, including Consultants, employed on any work at Glasgow Airport Ltd property and premises prior to any work being undertaken. Please answer the questions by circling the appropriate response.

Q1 Have Method Statements been completed for the proposed works? Yes / No
   [If the answer is NO then Method Statements MUST be completed prior to the Asbestos Safety Check being undertaken]

Q2 Has the Asbestos Register been checked to ascertain if asbestos is present in the premises where the proposed work(s) is taking place?
   YES / NO
   [If the answer is NO then arrangements must be made with the Infrastructure & Technical Services Department for the Asbestos Register to be checked prior to any work taking place at Glasgow Airport]

Q3 Are there Asbestos Containing Materials (ACMs) within the affected premises? YES (Go to Q4)

Q4 Is it likely that the ACMs will be distributed during the works? YES/NO (Go to Q6)

Q5 Have arrangements been made with the Infrastructure & Technical Services Department for the affected ACMs to be removed by a licensed asbestos removal contractor prior to the works taking place?
   YES / NO

Contractor to read the following statement and sign to verify that they agree and understand the provisions contained within the statement and agrees to abide by them.

I hereby state that the above questions have been answered truthfully and that all ACMs in the affected premises will be removed by a Glasgow Airport approved asbestos removal Contractor prior to our works being undertaken. If we uncover any suspect materials during our work we will suspend work immediately and inform the Infrastructure & Technical Services Department. We agree to conform to the methodology contained within our Method Statements. Any deviations from them will be agreed with the Infrastructure & Technical Services Department prior to the works and will be subject to the completion of an Asbestos Safety Check Form.

Signed: ........................................Print: .................................On behalf of: .......................Date: .................................

Q6 Does the Contractor agree that the method statement for the works is a true reflection of the work to be undertaken?

Contractor to read the following statement and sign to verify that they agree and understand the provisions contained within the statement and agrees to abide by them.

I hereby state that the above questions have been answered truthfully and that the work by which this form covers will not involve us disturbing any Asbestos Containing Materials identified as being present within Glasgow Airport. If we uncover any suspect materials during the works we will suspend work immediately and inform the Infrastructure & Technical Services Department. We agree to conform to the methodology contained within our Method Statements. Any deviations from them will be agreed with the Infrastructure & Technical Services Department prior to the works and will be subject to the completion of an Asbestos Check Form.

Signed: .................................Print: .................................On behalf of: .......................Date: .................................
**ASBESTOS CONTINGENCY PROCEDURES**

1. **Project Engineer / ADE**
   - Checks Asbestos Register on possible and actual extent of ACMs at location of work
   - Passes this info to Contractor

2. **Contractor**
   - Arrives at site and signs in at Registration Office
   - Completes Asbestos Check Form
   - Contractor commences work
   - Uncovers suspect material not on register or disturbs existing ACMs
   - Work stops immediately and GLA ITS Dept. Person in Charge contacted
   - Asbestos Authorised Person to be contacted
   - Contractor to remain close to work area to prevent contamination of other areas
   - Work area to be sealed off
   - Authorised Person to call in analytical body or approved removal contractor to obtain sample
   - Decontamination process to be undertaken contractors PPE and clothing to be removed and bagged for disposal by approved contractor personnel washed down at nearest welfare area
   - Sample obtained and tested by UKAS accredited lab

3. **Asbestos found**
   - Authorised Person or Project Engineer to employ licensed removal contractor to provide method statement and remove as per HSE 14 day notification process
   - Air test for re-occupation

4. **No asbestos found**
   - Work to resume

---

*30 April 2018*
CONTRACTORS REGISTRATION UNIT - HOUSEKEEPING / WASTE MANAGEMENT

1) DUTY OF CARE IN WASTE MANAGEMENT
From 1st April 1992 a “Duty of Care” was placed by law on any person or company who produces, carries, keeps, treats or disposes of controlled wastes (or who acts as a broker to the extent that he/she has control of such wastes), to take all measures that are reasonable in the circumstances to prevent the deposit, treatment or disposal of controlled waste on any land which has no appropriate licence. The duty also requires that the disposal shall not cause harm to persons or the environment and those in control must prevent the escape of waste by containment and transfer the waste only to an authorised person.

Under Part II A (s 34) of the Environmental Protection Act 1990 a legal duty of care is also imposed on anyone dealing with waste through the Environmental Protection (Duty of Care) (Scotland) Regulations 2014 – from producers, to carriers and disposers of waste, to ensure that:
(a) Waste is not illegally disposed of or dealt with without a licence or in breach of a licence or in a way that causes pollution or harm;
(b) Waste is transferred only to an ‘authorised person’ i.e. a local authority, registered carrier or a licensed disposer; and
(c) When waste is transferred, it is accompanied by a full written description which forms part of a waste transfer note (or consignment note for special wastes) and copies of them must be held for two years from the transfer.

2) SUMMARY
Contractors shall be responsible for the safe and proper disposal of waste arising from activities under their management and for ensuring that disposal is carried out in accordance with legislation relevant to the waste category.

Waste materials likely to present a hazard to site personnel shall be disposed of immediately in an appropriate manner. Food waste from site welfare facilities or other accommodation must be properly stored prior to disposal so as not to attract birds or animals. This problem can be extremely hazardous to the airport operation.

Contractors shall be responsible for any damage or contamination caused by waste on site and shall bear the full cost of any remedial measures that the responsible authorities or the Airport Representative may direct. Drainage systems shall not be used for the disposal of liquid waste.

Contractors shall ensure that all operations are carried out in accordance with best environmental practice in strict compliance with the Environmental Protection Act and Waste Management Regulations.

Housekeeping and Waste Management must be to the highest standard in order to avoid :-

a) any dangerous incidents involving aircraft, members of the public, Airport personnel or other staff.
b) undesirable impact on local communities from e.g., loose rubbish, muddy roads, etc. which would give rise to complaints.
c) risks to health from food waste and animals.

3) WASTE MANAGEMENT SYSTEM
A Waste Management System for maintaining a clean, tidy and safe site must be clearly set out in the Health and Safety Plan or projects / works plan and will include a risk assessment and method statement detailing procedures for:-

- Waste classification & disposal
- Specific “clean-up” at critical timings
- Housekeeping arrangements
- Storage of waste on site
- Frequency & nature of routine cleaning
- Control & safe disposal of dust, kitchen waste, liquids, greases, etc.
- Vehicle cleaning and control
- Carrying out and recording site inspections / actions
- Routing for transporting waste both on site and off site
- Local approval system

Important:- Contractors must not use existing Airport waste systems, bins or compactors.

4) LAMP DISPOSAL
Fluorescent tubes, high pressure sodium lamps (SON), mercury vapour and most other lamps containing mercury and other highly toxic substances shall be treated as hazardous waste under the Control of Pollution Act and the Environmental Protection Act and will be appropriately disposed of.

5) CONTRACTOR'S WASTE SKIPS

- The skip location should be agreed with the Airport Representative and should not present a hazard to either traffic or personnel.
- In certain cases it may be necessary to provide some protection around the skip(s), e.g. Heras fencing or hoarding.
- Temporary lighting must be provided during the hours of darkness where considered appropriate and warning notices must be erected.
- Closed lockable skips should always be used where practicable. **In Airside areas this is mandatory.** Where this is not possible, skips shall be covered by tarpaulins, securely fixed to prevent wind-borne dispersal of debris.
- The contractor must make every effort to ensure that birds, rodents and insect pests are not attracted to the skip.
- Contractors will need to provide a separate skip or facilities to accommodate any hazardous waste. Hazardous waste includes :- Toxic (special) waste, Flammable waste or Controlled waste. Care should be taken to prevent unauthorised use of skips and the unauthorised dumping of hazardous materials by others. All waste shall be segregated to ensure that any hazardous substances and materials are disposed of correctly using a licensed disposer of waste.

- Each skip shall be removed promptly when full or otherwise required by the Airport Representative.
- Surplus materials, rubbish and debris arising from the execution of the work, shall not be allowed to build up and in any event shall be removed and deposited in the appropriate skip, at the end of a working shift or as often as considered appropriate.
- Where it is impracticable to remove the waste material directly to a skip, then rubbish bags must be provided at each work area and removed to the skip on at least a daily basis.
- Where waste material is too bulky for rubbish bags, then it shall be removed to a temporary store in a designated secure area, pending removal to a skip, at least on a daily basis.

- Surplus or waste material **MUST NOT** be stored on staircases, by emergency exits, general access routes or outside the site boundary.
- The use of Airport compactors for the deposit of construction / maintenance waste is **not permitted**.

<table>
<thead>
<tr>
<th>SITE AND SKIP LOCATION FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOCATION OF SITE :</td>
</tr>
<tr>
<td>LOCATION OF SKIP(s) :</td>
</tr>
<tr>
<td>NUMBER OF SKIPS :</td>
</tr>
<tr>
<td>SUPPLIER/OWNER OF SKIP(s) NAME :</td>
</tr>
<tr>
<td>COMPANY RESPONSIBLE FOR THE ORDER :</td>
</tr>
<tr>
<td>RESPONSIBLE PERSON’S NAME :</td>
</tr>
<tr>
<td>RESPONSIBLE PERSON’S CONTACT NUMBER :</td>
</tr>
<tr>
<td>DATE FROM :</td>
</tr>
<tr>
<td>DATE TO :</td>
</tr>
<tr>
<td>TYPE OF MATERIALS BEING DISPOSED OF :</td>
</tr>
<tr>
<td>APPROXIMATE TONNAGE GENERATED :</td>
</tr>
<tr>
<td>CONTRACTORS SIGNATURE</td>
</tr>
</tbody>
</table>

30 April 2018
23.15 A.21 Refrigerant Register

Glasgow Airport Limited
Contractors Registration Unit
Engineering Department
Arran Avenue
Glasgow Airport
Paisley PA3 2ST
Direct Dial: 0141 848 4295/4866
Fax: 0141 848 4946

REFRIGERANT REGISTER

It is a requirement of Engineering Instruction 543/06 that a record of refrigerants, halons and associated equipment should be kept in the Engineering Department to assist in the management and monitoring of the substances in use at Glasgow Airport.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client</td>
<td></td>
</tr>
<tr>
<td>Equipment Location</td>
<td></td>
</tr>
<tr>
<td>Use Of System</td>
<td></td>
</tr>
<tr>
<td>Description Of System</td>
<td></td>
</tr>
<tr>
<td>Manufacturer</td>
<td></td>
</tr>
<tr>
<td>Model No.</td>
<td></td>
</tr>
<tr>
<td>Serial No.</td>
<td></td>
</tr>
<tr>
<td>Rated Capacity</td>
<td></td>
</tr>
<tr>
<td>Refrigerant Type</td>
<td></td>
</tr>
<tr>
<td>Refrigerant Charge Amount</td>
<td>kg</td>
</tr>
<tr>
<td>Installation Date</td>
<td></td>
</tr>
<tr>
<td>Planned Replacement Date</td>
<td></td>
</tr>
<tr>
<td>Quantity Of Refrigeration Stored</td>
<td></td>
</tr>
<tr>
<td>Outside Operating Circuit</td>
<td></td>
</tr>
<tr>
<td>Print Name</td>
<td></td>
</tr>
<tr>
<td>Signed</td>
<td></td>
</tr>
<tr>
<td>Company</td>
<td></td>
</tr>
<tr>
<td>Occupation</td>
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<td>Date</td>
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</table>

30 April 2018
23.16 A.24 Toolbox Talk on Security of Tools and Equipment

Toolbox Talk – Site Security, Control of Tools and Hazardous Items

This talk should be delivered to all on site – including Supervisors and Managers

Introduction

Any person transporting tools of the trade into the Critical Part (Airside) must be issued with the required Tools of the Trade Pass.

All contractors will be issued with a Contractor ID Pass which will incorporate their tools of the trade permissions.

- Tools of the Trade Pass or Contractor ID Pass holders are responsible for the tools and equipment they are carrying into the critical part.
- Personnel can only take tools and equipment airside that are needed for the task being carried out.
- All tools and equipment that are in use will be kept in their view at all times.
- Tools and equipment not in use will be stored securely.
- All tools and equipment will be safeguarded at all times and will not be left unattended at any time.
- Tools of the Trade Pass or Contractor ID Pass holders must report immediately to airport security personnel any tools or equipment that have gone missing or unaccounted for.
- Misplaced or lost tools or equipment will be immediately reported to Glasgow Airport Control Centre on 0141 848 4231.
- Failure to comply with these instructions will result in the holder’s Tools of the Trade or Contractor ID Pass and Security ID Pass being withdrawn.

Example Tools of the Trade Pass with tool permissions

Example Contractor ID Pass with tool permissions

Glasgow Airport Tools of the Trade categories:

<table>
<thead>
<tr>
<th>TOOL CATEGORIES</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATEGORY NUMBER:</td>
<td>Hand - held Tools &amp; Liquids</td>
<td>Power Tools &amp; Accessories</td>
<td>Contractors Specialist Fixing Tools</td>
<td>Firearms</td>
</tr>
<tr>
<td>DESCRIPTION:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### EXAMPLES:

Note: The term "LIQUIDS" relates to liquids needed to be used in the course of your duties and NOT that you can bring any liquids through with you i.e. milk and cans of coke.

<table>
<thead>
<tr>
<th>Hammers, Crowbars, Screwdrivers, Stanley Knives, Chisels, Trowels, Saws etc.</th>
<th>Electric or Battery Powered Drills, Saws, Grinders, Reciprocating Saws etc.</th>
<th>Nail Guns (Paslode or Compressed Air), Bolt Guns, Animal Stunners, Animal Killers etc.</th>
<th>Guns, Ammunition, Flare Guns, Hilti Shot Fire Guns etc.</th>
</tr>
</thead>
</table>

- Tight security at airports is essential and required by law. It is not optional and there can be serious consequences for contractors and the airport if standards are ignored.
- We must think carefully about the equipment needed for work and how to manage it.
- The purpose of this briefing is to make you aware of the standards and how to apply them.

1. **Tools of the trade – Prohibited Items**

Contractors may only carry into the restricted zone (the airside zones at the airport), items needed to carry out official duties, i.e. genuine tools of the trade. It is reasonable for security staff to question any person carrying tools about their job role and function.

**Prohibited Items: ASK FOR EXAMPLES OF TOOLS THAT COULD BE INCLUDED:**

They include:

- Tradesman's tools having the potential to be used as pointed or edged weapons e.g. drills and drill bits, box cutters, knives and saws, chisels, screwdrivers, crowbars, hammers, pliers, wrenches/spanners, blow torches, percussion tools like nail guns.

- Any explosive or highly combustible substances e.g. gas & gas containers - butane, propane, acetylene, (acetylene is banned from use at the airport) oxygen - in large volumes, flammable liquid fuel e.g. petrol / gasoline, diesel, lighter fluid, alcohol, ethanol, aerosol spray paint, turpentine & paint thinner, any chemical or toxic chemicals.

Tradesman’s tools that could be considered to be prohibited must be subject to a system of control and this is covered next.

**ASK: What does this mean for us so far?**

**Answer:** It means that when you come to work at the airport you need to check tool bags or toolboxes for items that might not be necessary for the work – leave these at home or off airport. If in any doubt ask your supervisor. If you do need them, you need to apply the right controls….  

2. **Control of tradesman’s tools and equipment**

**ASK: When we talk about ‘controlling’ tools and equipment what do we mean?**

30 April 2018
Answer:

- They must be kept in view of the user.
- If the tools are not needed immediately but may be needed again, they must be retained in secure conditions.
- Tools must be secured in a locked toolbox and accounted for by a person specifically appointed.
- Where work is being done in any area of Glasgow Airport, tools and equipment must not be left unattended at any time. This includes all worksite areas landside and airside in all areas of Glasgow Airport.
- All Worksites must be secured at all times to prevent unauthorised access to the works area, i.e. by secure hoardings, locks etc.
- The responsibility for preventing such access to the site will be one of the duties of the site foreman – but everyone else must act responsibly.
- Whenever work within the worksite or work area ceases or moves to another location, it is the responsibility of the contractor to ensure that all tools are removed from the site.

ASK: What does this mean for us?

Answer:
If you need to work with any prohibited items (like those previously mentioned) you need to make sure they are used in a secure area and are stored securely as well when not in use.

3. Failure of control

Failure to exercise control over tradesman’s tools, equipment or prohibited articles will result in the removal of Glasgow Airport Security and Contractor ID Passes of individuals and possible prosecution by Police Scotland.

Glasgow Airport cannot afford to breach the Government rules that control the airport licence to operate.

An example of a failure to control – show picture below.

This contractor brought along his whole toolbox, forgetting he had a selection of knives that came in useful now and again – and they were not safeguarded and kept in a secure area!
4. **Briefings:**

All Managers and supervisors are responsible for ensuring that, before starting work, contractors under their control are fully briefed in respect of health, safety and security requirements and that includes individual responsibilities to properly secure tools and equipment.

5. **UK Legal Framework:**

This is an extract from the Aviation and Maritime Security Act 1990 which Police Scotland **will use** to prosecute offenders.

Under the law, any person who commits an offence will be convicted and may be sentenced to a maximum term of **life imprisonment**.

---

**Aviation and Maritime Security Act 1990**

**1990 CHAPTER 31**

An Act to give effect to the Protocol for the Suppression of Unlawful Acts of Violence at Airports Serving International Civil Aviation which supplements the Convention for the Suppression of Unlawful Acts against the Safety of Civil Aviation; to make further provision with respect to aviation security and civil aviation; to give effect to the Convention for the Suppression of Unlawful Acts against the Safety of Maritime Navigation and to the Protocol for the Suppression of Unlawful Acts against the Safety of Fixed Platforms Located on the Continental Shelf which supplements that Convention; to make other provision for the protection of ships and harbour areas against acts of violence; and for connected purposes.  

[26th July 1990]

**PART I AVIATION SECURITY**

**Endangering safety at aerodromes**

1.—(1) It is an offence for any person by means of any device, substance or weapon intentionally to commit at an aerodrome serving international civil aviation any act of violence which.

(a) causes or is likely to cause death or serious personal injury, and

(b) endangers or is likely to endanger the safe operation of the aerodrome or the safety of persons at the aerodrome.

6. **European Legal Framework:**

Aviation security is also covered under an EU Regulation where the law lays down detailed measures for the implementation of common basic standards for safeguarding civil aviation against acts of unlawful interference that jeopardise the security of civil aviation.
COMMISSION REGULATION (EU) No 185/2010
of 4 March 2010
laying down detailed measures for the implementation of the common basic standards on aviation security

Article (EU) No 185/2010 of the regulations
The Annex to Regulation (EU) No 185/2010 is amended as follows:
(1) Chapter 1 is amended as follows:
(c) the following point 1.6 is added:

‘1.6. PROHIBITED ARTICLES
1.6.1. Persons other than passengers shall not be permitted to carry into security restricted areas the articles listed in Attachment 1-A.
1.6.2. An exemption to point 1.6.1 may be granted on condition that the person is authorised to carry prohibited articles into security restricted areas in order to undertake tasks that are essential for the operation of airport facilities or of aircraft, or for performing in-flight duties.
1.6.3. In order to allow reconciliation of the person authorised to carry one or more articles as listed in Attachment 1-A with the article carried:
(a) the person shall have an authorisation and shall carry it. The authorisation shall either be indicated on the identification card that grants access to security restricted areas or on a separate declaration in writing. The authorisation shall indicate the article(s) that may be carried, either as a category or as a specific article. If the authorisation is indicated on the identification card, then it shall be recognisable on a need-to-know basis; or
(b) a system shall be in place at the security checkpoint indicating which persons are authorised to carry which article(s), either as a category or as a specific article.

Reconciliation shall be performed before the person is allowed to carry the article(s) concerned into security restricted areas or on board an aircraft, or upon being challenged by persons performing surveillance or patrols under point 1.5.1 (c).
1.6.4. Articles as listed in Attachment 1-A may be stored in security restricted areas provided they are kept in secure conditions. Articles as listed in points (c), (d) and (e) of Attachment 4-C may be stored in security restricted areas provided they are not accessible to passengers.’;

(d) the following Attachment 1-A is added:
‘ATTACHMENT 1-A
PERSONS OTHER THAN PASSENGERS
LIST OF PROHIBITED ARTICLES

(a) guns, firearms and other devices that discharge projectiles — devices capable, or appearing capable, of being used to cause serious injury by discharging a projectile, including:
  — firearms of all types, such as pistols, revolvers, rifles, shotguns,
  — toy guns, replicas and imitation firearms capable of being mistaken for real weapons,
  — component parts of firearms, excluding telescopic sights,
  — compressed air and CO$_2$ guns, such as pistols, pellet guns, rifles and ball bearing guns,
  — signal flare pistols and starter pistols,'
— bows, cross bows and arrows,
— harpoon guns and spear guns,
— slingshots and catapults;
(b) **stunning devices** — devices designed specifically to stun or immobilise, including:
— devices for shocking, such as stun guns, taser and stun batons,
— animal stunners and animal killers,
— disabling and incapacitating chemicals, gases and sprays, such as mace, pepper sprays, capsicum sprays, tear gas, acid sprays and animal repellent sprays;
(c) **explosives and incendiary substances and devices** — explosives and incendiary substances and devices capable, or appearing capable, of being used to cause serious injury or to pose a threat to the safety of aircraft, including:
— ammunition,
— blasting caps,
— detonators and fuses,
— replica or imitation explosive devices,
— mines, grenades and other explosive military stores,
— fireworks and other pyrotechnics,
— smoke-generating canisters and smoke-generating cartridges,
— dynamite, gunpowder and plastic explosives;
(d) any other article capable of being used to cause serious injury and which is not commonly used in security restricted areas, e.g. martial arts equipment, swords, sabres, etc.';

7. Worksite Notice

---

**NOTICE TO CONTRACTORS**

**The Security of Tools & Equipment at Glasgow Airport**

- All tools and equipment **MUST** be secured and safeguarded at all times when working within the premises of Glasgow Airport Ltd.
- Toolboxes and other containers of tools are to be placed in a lockable area or vehicle when not in use or when not required.
- When airside, vehicles are to be locked over and any tools & equipment inside will still need to be secured and safeguarded.
- It is a criminal offence under the Aviation and Maritime Security Act 1990 for tools or equipment to be left unattended or unsecured in any area within Glasgow Airport and offenders will be prosecuted.
- We operate a zero – tolerance policy and offenders WILL be severely reprimanded and will be removed from the worksite immediately.

glasgowairport.com

30 April 2018
Tool Safes are located within various areas at Glasgow Airport

8. Use of Tool Vaults

Glasgow Airport encourages contractors to use our tool vaults for the safeguarding of their tools and equipment.

Contractors wishing to use these for temporary storage of their tools and equipment should contact the Control of Contractors Office and request a key.
## Application for Permit Form

**APPLICATION FOR PERMIT FORM**

Glasgow Airport ITS Department CRU

*Please Refer to Guidance Notes When Completing This Form*

### 1. Location of Works:

### 2. Description of Work and Equipment to be used:

### 3. Type of Permit Required (please tick the relevant boxes below):

- [ ] Hot Works
- [ ] Confined Spaces
- [ ] Airside Works
- [ ] Re-instatement of Fire Barriers
- [ ] Other … Please specify

- [ ] Service Clearance
- [ ] Life Safety Systems
- [ ] Crane Operations
- [ ] Cable Wayleave

### 4. Authorisation period:

<table>
<thead>
<tr>
<th>From:</th>
<th>To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Date:</td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>......... hours.</td>
<td>......... hours.</td>
</tr>
</tbody>
</table>

### 5. Details of Supplier & Person in Charge of Works:

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<thead>
<tr>
<th>Supplier’s Name:</th>
<th>Company:</th>
<th>Tel. No:</th>
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<th>Person in Charge’s Name:</th>
<th>Company:</th>
<th>Tel. No:</th>
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Signature ..................................  Date .................................

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Once fully completed please send to the Contractors Registration Unit (CRU).
Email: derek.haldane@glasgowairport.com  AND scott.steel@glasgowairport.com

30 April 2018
Application for Permit Guidance Notes

Section 1 - Location of Works:

- Where the permit will be in force. Do not list other work locations which do not require a permit.
- If working in the Terminal Building please give exact location (e.g. plant room 2 / Domestic Baggage Reclaim Hall / MTB Costa Coffee Unit / MTB Roof Area etc.)
- NB: For work taking place Airside (e.g. Airfield or Terminal locations past security search) all contractors must be in possession of a valid Security ID pass. If unsure please contact your airport contact for further details.

Section 2 - Description of Work & Equipment to be used:

- Give a brief description of the task to be undertaken, listing equipment to be used.
- A full Method Statement & Risk Assessment will also need to be submitted with this application to the Contractors Registration Unit office.
- NB: No work will be authorised which remains High Risk after Risk Assessment & Control Measures have been identified.
- NB: All portable electrical tools must be 110V or under.

Section 3 - Type of Permit Required:

- **Hot Works**
  Anything that causes heat, sparks, flames or smoke (e.g. oxy-acetylene welding or cutting / arc welding / brazing / grinding / bitumen heaters / thermal lance / hot air blowers / drilling).
  NB: Water cooled grinders / circular saws / drills may not require a hot work permit. Work which creates dust or smoke may result in a Fire Alarm Isolation depending on the location of works. Seek advice from the CRU.
  
  A lead time of 3 days is required except in emergencies.

- **Services Clearance**
  Works involving excavation, drilling, piling or any other activity into the ground surface.
  Plant operators must be in possession of a valid training / competency card (e.g. CPCS).
  
  A lead time of 5 days is required except in emergencies.

- **Confined Space**
  Access required to areas where there is a risk of being overcome by gas or fumes, lack of oxygen, becoming trapped, drowning or at risk from explosion. Examples of such areas are tanks / chambers / culverts / pits / sewers / trenches.
  
  Any one undertaking Confined Space work at Glasgow Airport must be able to prove they have been fully trained to do so. Any Company undertaking the works will provide their own rescue equipment.
  
  A lead time of 3 days is required except in emergencies.

- **Life Safety Systems**
  Required when working on fire alarms, fire shutters, escape lighting, interfaces etc.
Fire alarm isolation would be required where there is a risk of dust or smoke from Contractor works accidentally activating a fire alarm. Physical contact may also be enough to activate a smoke alarm. Ceiling void smoke detectors are also prone to false activation due to dust being disturbed if working on cable trays etc.

A lead time of 3 days is required except in emergencies.

- **Airsode Works Authorisation**
  Required for all activities taking place in areas designated below which form part of the movement area.

  All airside areas out-with the Terminal Building, International Pier, East Pier and outbuildings but inside the perimeter fence line and those areas just outside the perimeter fence line including where runway approach lighting is installed.

  A lead time of 5 days is required except in emergencies.

- **Crane Operations**
  Details requirements to be met when contractors involved in crane operations and other tall construction equipment is intended to be used on the aerodrome or within 6km vicinity of the aerodrome & at heights of more than 10 metres AGL or that of existing surrounding structures or trees.

  Normally 30 days notice required but dependant on location, height and other factors.

- **Re-instatement of Fire Barriers**
  Sets out responsibilities and standards that must be maintained to ensure that fire compartmentalisation zones within a building remain intact.

  It applies to all parties concerned with the work who may be required to form openings for services through any type of fire barrier or fire rated wall.

  A lead time of 3 days is required except in emergencies

- **Other Permits**
  Other permits available are High Voltage (HV) Systems, Steam & Pressure Systems, Fire Fighting Systems, Isolation of Machinery, Cable Wayleave, Airfield Electrical Systems and Low Voltage (LV) Systems, Fire Door Closure.

**Section 4 - Authorisation Period :**

- Please give an estimated start date and time taking into account the lead time of the permit required.
- NB: Permit maximum valid times vary according to location and permit type. You may need to extend or request another permit if you cannot complete in time.

**Section 5 - Details of Supplier & Person in Charge :**

- Supplier’s Name is the contact for the Company who are main contractor for the work. This person will usually submit the permit application, RA & MS and liaise with the Contractors Registration Unit.
• Person in Charge is the on site contact. Usually a supervisor, team leader or most experienced person on the job. It will be the Person in Charge who is responsible for ensuring the Permit to Work conditions are adhered to.
• Supplier Name & Person in Charge can be the same person.
• The Supplier Company and Person in Charge Company may be different. For example when a sub-contractor is used to excavate a trench for a utility company.
• If sending by fax or email, it is acceptable to print your name.
• Permit applications can be handed in to the CRU office. Location maps can be requested from the CRU.
**23.19 A.32 Application for Life Safety System Isolation Permit**

**GLASGOW AIRPORT ITS DEPARTMENT**

**APPLICATION FOR LIFE SAFETY SYSTEM ISOLATION**

**Contractor Task Assessment Reference Number:**

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# GLASGOW AIRPORT ENGINEERING DEPARTMENT

## APPLICATION FOR HOT WORK PERMIT

Contractor Task Assessment Reference Number: ____________________________

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<th>1. Location of Hot Works:</th>
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<th>2. Description of Work and Equipment:</th>
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**Type of Equipment to be used (please tick the box below)**

- Oxy-Acetylene  
- Arc Welder  
- Cutter/Grinder  
- Propane Torch  
- Hot Air Gun  
- Belt Vulcaniser  
- Bitumen Boiler  
- Plasma Cutter  
- Others please specify  ____________________________

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<th>3. Authorisation period:</th>
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<td>From: ____________________________  Hours  Date: ____________________________</td>
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<td>To: ____________________________  Hours  Date: ____________________________</td>
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<tr>
<th>4. Details of Supplier &amp; Person in Charge of Works:</th>
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<tr>
<td>Supplier’s Name: __________________________________________________________  Company: ____________________________  Telephone No: ____________________________</td>
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<tr>
<td>Person in Charge’s Name: ________________________________________________  Company: ____________________________  Telephone No: ____________________________</td>
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<tr>
<th>5. Requirements; If you intend to carry out any of the following, please note an additional permit will be required.</th>
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<tbody>
<tr>
<td>Do you intend to work Airside?  IF YES Airside Working Permit may be required</td>
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<tr>
<td>Do your works require you to enter a Confined Space?  IF YES Confined Space Permit may be required</td>
</tr>
<tr>
<td>Do you require to isolate any Fire Alarms?  IF YES Fire Alarm Isolation Permit is required</td>
</tr>
<tr>
<td>Do you require to isolate any sprinklers?  IF YES Sprinkler Isolation Permit is required</td>
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**Your Name** ____________________________  **Company** ____________________________

**Signature** ____________________________  **Date** ____________________________

This form to be submitted together with *work specific* method statements & risk assessments to:-
Scott Steel - Safety & Control Officer – scott.steel@glasgowairport.com Tel: 0141 848 4866 / 07770736577 or
Derek Haldane - Control of Contractors Officer – derek.haldane@glasgowairport.com Tel: 0141 848 4295 / 07920806042

*Please note - At least 3 working days notice is required before any permit will be issued.*

30 April 2018
## 23.21 A.36 Contractor Special Procedures

**CONTRACTOR SPECIAL PROCEDURES**

Contractors **MUST** adhere to the following special procedures whilst working at Glasgow Airport Ltd.

1. Call the Airport Duty Engineer on 07768 723894 on arrival at the CRU to register.

2. Collect & sign your Contractor ID Pass on arrival at the Contractors Registration Unit.

3. Call the Airport Duty Manager on 01418484510 or 07831170676 before starting and when complete.

4. Return all Contractor ID Passes back to the Contractors Registration Unit.

5. Call the Airport Duty Engineer on 07768 723894 when work is complete.

6. Return any Permits to Work to Glasgow Airport Engineering point of issue for sign off procedures.

7. Return all Access Keys to the Contractors Registration Unit.

8. Notify the Airport Duty Engineer on 07768 723894 before work starts and when work is complete.

9. Sign for your Contractor ID Pass on arrival at the Contractors Registration Unit.

10. Contact the Airport Duty Engineer on 07768 723894 for the **issuing** of Fire Alarm Isolation Permits or Hot Work Permits **before** work starts. **DO NOT** proceed with any work until authorisation has been given.

11. Contact the Airport Duty Engineer on 07768 723894 for the **cancellation** of Fire Alarm Isolation Permits or Hot Work Permits **after** work stops.

12. Contact the Airfield Operations Duty Officer on 07768 176362 for Airside Works Authorisation **before** work starts and note the ODO’s name and time of call on Permit. **DO NOT** proceed until authorisation has been given.

13. Contact the Airfield Operations Duty Officer on 07768 176362 for Airside Works Authorisation **after** work stops and note the ODO’s name and time of call on Permit.

14. If using East or West Service Yard parking areas – notify the Control of Contractors Office for permission to park there. We will ask for the vehicle details. Please note that private cars are not permitted here.

15. **Do not** use any of the Public Toilets within the Terminal - use the Staff Toilets instead which are located behind W H Smiths shop in the Main Terminal Building ground floor.

16. Notify the Security Duty Officer on 0141 848 4751 or 07771 947887 before work starts and when complete.

17. **Do not** use any existing Airport waste facilities - all waste must be bagged and taken off site.

18. Service Clearance Permits must be returned to the Contractors Registration Unit for sign off procedures.

19. Other Please Specify :-
## Control of Contractors – Worksite Inspection Sheet

### Weather Conditions
- Internal / Dry / Bright / Wet / Overcast / Snow / Cold

### Task: Brief Description of Work Being Undertaken:

### Are Risk Assessments & Method Statements in Place?
- Yes
- No

### AUTHORISATIONS: If Authorisations Are Not in Place Work MUST STOP Immediately Until Rectified
- Inducted
- Registered
- Passes
- Permits

### Authorisations / Permits in Place
- Hot Work Authorisation Permit
- Fire Alarm Isolation
- Fire Barrier Breach
- Service Clearance
- Sprinkler System Isolation
- Confined Spaces
- Airside Works Authorisation

### Comments:

### Actions Required

### OBSERVED ACTIONS:
- Are individuals working safely
- Possession of the correct PPE and what PPE is being worn and used
- Work areas safeguarded by barriers and signage
- Working at height, steps - 3 point contact, scaffold scafflag

### WORKER INTERVIEW:
- Select at least one worker and discuss their job with them. Have they been adequately trained. Are they competent. Do they know how to carry out their task safely. Are they aware of risks, knowledge of accident reporting, near misses, emergency action in an evacuation. Safety Observation Card.
- Comment, praise and advise as necessary

### ELECTRICAL:
- No broken plugs, sockets or switches
- No frayed or damaged leads
- Portable power tools in good condition
- All portable electrical appliances tested and tagged
- No temporary leads on floor and no 3 way adaptors
- Only approved lock-off devices used when electrical supply is isolated

### Actions Required
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<tr>
<th>FIRE PRECAUTIONS:</th>
<th>Yes</th>
<th>No</th>
<th>Comments:</th>
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<tbody>
<tr>
<td>Fire Extinguishers in place</td>
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<tr>
<td>Clearly marked for type of fire and recently serviced</td>
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<tr>
<td>Fire Extinguisher Seal intact</td>
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<td>Fire Exits clear of obstructions</td>
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<tr>
<td>Break Glass intact and clear of obstruction</td>
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<tr>
<td>Fire Point instructions available and displayed</td>
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<tr>
<td>Assembly point information clearly identified</td>
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<tr>
<td>Route clear of obstructions</td>
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<tr>
<td>Smoke / Heat Detectors and Fire Bells not obstructed</td>
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<tr>
<td>Are all fire doors kept closed and not wedged open</td>
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<tr>
<td>Are heating appliances kept clear of all stored, combustible material</td>
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<td>Are heat sources including lights clear of items that may melt or ignite</td>
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<tr>
<td>No rubbish in area</td>
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<th>GENERAL LIGHTING:</th>
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<td>Adequate illumination</td>
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<tr>
<td>No direct light or reflected glare</td>
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<tr>
<td>Emergency lighting operable</td>
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<td>Light fittings clean and in good condition</td>
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**Actions Required**

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<th>HOUSEKEEPING:</th>
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<td>Are work areas tidy and free from scrap, rubbish and debris</td>
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<td>Are litter bins available and not overflowing</td>
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<td>Are no smoking signs present</td>
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<td>Oily rags and combustibles in covered container</td>
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<td>Equipment and materials stored correctly in designated areas</td>
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<td>Floors, passages &amp; stairs clean, non-slip and free from obstruction</td>
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**Actions Required**

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<td>Are ventilation levels adequate</td>
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<td>Are heaters / radiators suitable safe and efficient</td>
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<td>Are shelves / storage racking stable and secure</td>
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<tr>
<td>Is there sufficient space to allow people to move about with ease</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there sufficient lighting to allow people to work safely</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First aid boxes / eye wash facilities provided and adequate</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Actions Required**

<table>
<thead>
<tr>
<th>WELFARE FACILITIES:</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Is there an adequate hot and cold water supply</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there an adequate supply of soap and towels (or hand dryer)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there a supply of drinking water</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is an area set aside for the consumption of food</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there sufficient toilet provision and are they clean</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Actions Required**

**OVERALL CONTRACTOR RATING:**

| 0 = Unacceptable, 1 = Poor, 2 = Satisfactory, 3 = Good, 4 = Excellent |
|---|---|---|---|---|
| 0 | 1 | 2 | 3 | 4 |

**Name:**

**Date:**

**Signed:**

**Time:**

30 April 2018
23.23  A.40 Safety Observation Card

Safety Observation Card

Front

Rear

30 April 2018
Please read and understand the contents of this instruction as this ensures a safe system of work is in place and that you are complying with Glasgow Airport's Fire Safety Management Policy.

- **UNDERTAKER OF WORK**
The Undertaker of Work, as mentioned on the Authorisation, becomes the Person in Charge when accepting the Authorisation for Fire Alarm System Isolation. Unless it is unavoidable, the Person in Charge cannot leave the location of the work until the task is completed. If the Person in Charge has to temporarily leave the location of the work, the task is to be suspended and adequate safety precautions will be required to be undertaken to prevent danger of fire and any other significant risk. A fire watch with or without fire extinguishers or other fire fighting equipment may be required under these circumstances or a temporary reconnection then isolation of the fire detection and devices will be necessary instead. Work will not resume until the Person in Charge has returned to the location of the work.

- **PERSON IN CHARGE DEPUTY**
A deputy may be nominated in the event of the Person in Charge not being available. This deputy will assume the responsibilities of the Person in Charge providing these responsibilities are explained to them in full. It is the Person in Charge's duty that any person deputising them in their absence will also have been fully briefed on the reporting process as detailed in this instruction.

- **ISOLATION OF DEVICES**
The Person in Charge will contact the Airport Duty Engineer (ADE) on mobile number 07768 723894 for any isolation of fire detection and devices and **before** any commencement of work. The Person in Charge will state who he is, what company he works for and quote the Authorisation Number for the Fire Alarm System Isolation and ask for this to be isolated. **Do Not Proceed** until you have received a verbal instruction from the ADE that all the devices have been isolated. Once the ADE has confirmed that all of the devices have been isolated, please ask for their name and enter it into the Contractor Fire Alarm System Isolation Notification Log along with the date & time you received this confirmation then add your signature in the space provided.

- **DURING WORK PERIODS**
All isolated devices **MUST** be returned to service at the end of each working period.

- **RECONNECTION OF DEVICES**
The Person in Charge will contact the ADE on mobile number 07768 723894 and requests reconnection of the fire detection and devices **before** leaving the work site. The Person in Charge will state who he is, what company he works for and quote the Authorisation Number for the Fire Alarm System Isolation and asks for this to be reconnected. Ask for the ADE's name and enter it into the Contractor Fire Alarm System Isolation Notification Log along with the date & time you called them, then add your signature in the space provided.

- **COMPLETION OF WORK**
Once work is complete the Person in Charge (or his nominated deputy) returns to the Control of Contractors Office and signs off the Authorisation for Fire Alarm System Isolation form to indicate the work has been completed, and if applicable, that the circuit and devices have been tested, are functioning correctly and have been returned to service. The Contractor Fire Alarm System Isolation Notification Log must also be returned for records and audit purposes.

- **AUDIT**

30 April 2018
During or after any work activity, if an audit shows non-compliance with these conditions then work will be stopped immediately and referred back to the Person in Charge to rectify following an inquiry by the Authorising Authority and to ensure any recommendations are implemented to resume normal work activity.

- **FURTHER INFORMATION**

Please contact Derek Haldane on 0141 848 4295 / 07920 806042 or Scott Steel on 0141 848 4866 / 07770 736577 or visit the Control of Contractors Office located on Campsie Drive, Glasgow Airport.

<table>
<thead>
<tr>
<th>ISOLATED</th>
<th>RECONNECTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Time</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**IMPORTANT - Please refer to the notes overleaf :-**
### 23.25 A.49 Crane Permit Application

#### SECTION 1 - TO BE COMPLETED BY APPLICANT (Block Capitals)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Crane / Equipment Registration Number</td>
</tr>
<tr>
<td>2</td>
<td>Crane / Equipment Hire Company (as liveried)</td>
</tr>
<tr>
<td>3</td>
<td>Type of Crane / Equipment (e.g. Tower, Mobile, etc.)</td>
</tr>
<tr>
<td>4</td>
<td>Maximum Working Height of Crane / Equipment</td>
</tr>
<tr>
<td>5</td>
<td>Location (e.g. OS Grid Ref, Address, Road Name, Building No., Stand No., Terminal, etc.):</td>
</tr>
<tr>
<td></td>
<td>OS Grid Ref: E: N:</td>
</tr>
<tr>
<td></td>
<td>Radius of Operation (of Fixed Crane / Equipment):</td>
</tr>
<tr>
<td></td>
<td>Area of Operation (of Mobile Crane / Equipment):</td>
</tr>
<tr>
<td></td>
<td>INSIDE / OUTSIDE Airport Boundary (delete as appropriate):</td>
</tr>
<tr>
<td></td>
<td>Project Name (if Applicable):</td>
</tr>
<tr>
<td>6</td>
<td>Date(s) of Operation (inclusive)</td>
</tr>
<tr>
<td>7</td>
<td>Local Times of Crane Operation (inclusive)</td>
</tr>
<tr>
<td>8</td>
<td>Name of Sponsoring Company</td>
</tr>
<tr>
<td>9</td>
<td>Contact Name and Phone Number ON SITE</td>
</tr>
<tr>
<td>10</td>
<td>I confirm the details given above and shall comply with any additional operational requirements specified by the Airside Operations Department in Section 2 below.</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Applicant</td>
<td>Print: Sign:</td>
</tr>
<tr>
<td>Applicant’s Contact Details</td>
<td>Phone: Fax: Email:</td>
</tr>
</tbody>
</table>

#### SECTION 2 - TO BE COMPLETED BY CSCO or AIRSIDE OPERATIONS DEPARTMENT

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Additional Requirements specified to the Sponsor or Operator:</td>
</tr>
<tr>
<td></td>
<td>200 candela steady red obstacle light(s) *</td>
</tr>
<tr>
<td></td>
<td>2000 candela flashing red obstacle light(s)**</td>
</tr>
<tr>
<td></td>
<td>Airside Operations Department to be notified BEFORE operations commence</td>
</tr>
<tr>
<td></td>
<td>Crane Operation subject to Runway being in use.</td>
</tr>
<tr>
<td></td>
<td>Crane operating height restricted to m above ground level</td>
</tr>
<tr>
<td></td>
<td>Crane Operation subject to visibility</td>
</tr>
<tr>
<td></td>
<td>Crane operation times restricted to</td>
</tr>
<tr>
<td></td>
<td>Other:</td>
</tr>
</tbody>
</table>

* A steady red light of minimum intensity 200 candelas mounted at the highest part of the crane / at the end of the boom and top of the tower (tower crane only).  
** Flashing red lights of minimum intensity 2000 candelas must be mounted at the highest point of the crane and at intermediate levels not exceeding a spacing of 45m. In the case of a tower crane lighting is required at the end of the boom and top of the tower.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>NOTAM action required by CSCO or Airside Operations Department</td>
</tr>
<tr>
<td></td>
<td>YES</td>
</tr>
<tr>
<td>13</td>
<td>Details of Crane/Equipment Position:</td>
</tr>
<tr>
<td></td>
<td>metres from ARP (Aerodrome Reference Point)</td>
</tr>
<tr>
<td></td>
<td>Bearing degrees True / Magnetic (delete as appropriate)</td>
</tr>
<tr>
<td></td>
<td>Issued by:</td>
</tr>
<tr>
<td></td>
<td>Initials:</td>
</tr>
<tr>
<td></td>
<td>Date:</td>
</tr>
<tr>
<td></td>
<td>Local Time:</td>
</tr>
<tr>
<td></td>
<td>Addition Comments:</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>Authorised by (Signature): Date: Ref:</td>
</tr>
</tbody>
</table>
**ENGINEERING AUTHORISATION TO BREACH FIRE BARRIER**

To:  
Engineering Manager  
Engineering Department  
Glasgow Airport  
Arran Avenue  
PAISLEY PA3 2ST  

Customer: __________________________________________

Applicant: _____________________________

Location of Works: __________________________________________________________________________________________________________

Brief Description of Work: _______________________________________________________________________________________________

I hereby request permission to breach fire barrier at the locations shown on the attached drawing(s), Ref No: ______________________________________________________

Signed: _________________________________________  
Position: _______________________________________________  
Telephone No: ___________________________________  
Fax No: _____________________________

**Conditions**

- A Risk Assessment and Method Statement must be attached to this form.
- Drawings of the appropriate fire zones will be supplied by GLAL Engineering. They must be “marked up” showing which fire barriers are to be breached.
- Work must be carried out in accordance with Engineering Safety Instruction No 539.
- ALL breaches must be re-instated at the end of each shift.

From: The Authorising Authority, Glasgow Airport  
To: _________________________________________________________  
_________________________________________________________________

This application is hereby **approved*/rejected* subject to the following additional conditions:

_____________________________________________________________________________________________

Signed: _____________________________________________  
Position: _________________________________  

Date: _______________________________________________  
Tel: ___________________________________________________

**NOTIFICATION**

I confirm that the work is complete and that all breaches have been reinstated in accordance with EI 539.

Applicant: ___________________________________________

Signed: _________________________________________  
Date: _______________________________________________

**CANCELLATION**

I confirm the reinstatement works have been inspected and accepted.

Authorising Authority: _____________________________

Signed: _________________________________________  
Date: _______________________________________________

This section must be completed and the form, along with any associated papers, returned to the Contractors Registration Office to enable this Authorisation to be cancelled.

It is the Applicant’s responsibility to ensure:

1. That the Authorising Authority is notified on completion of the reinstatement works to enable an inspection to be made prior to the work being covered up.
2. To return this completed form, together with all associated drawings, to the Contractors Registration Office for cancellation.
## 23.27 A.53 Hot Work Permit Risk Assessment Form

**HOT WORK RISK ASSESSMENT**

<table>
<thead>
<tr>
<th>Work Requested By:</th>
<th>Risk Assessment Co-ordinated By:</th>
<th>Works Undertaken by:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company:</th>
<th>Nominated Representative:</th>
<th>Company:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Section/Department:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tel No:</th>
<th>Tel No:</th>
<th>Tel No:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Description of Works:

- [ ] Method Statement No.: ...

### Hazards Identified:

- ...

### Control Measures:

- ...

### Risk Assessment:

- High / Medium / Low

### Fire Precautions:

<table>
<thead>
<tr>
<th></th>
<th>YES / NO</th>
<th>Qty.</th>
</tr>
</thead>
<tbody>
<tr>
<td>9Lt Water Extinguisher</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9Lt Foam Extinguisher</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heavy Duty Fire Blanket</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Kg Dry Powder Extinguisher</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Kg CO2 Extinguisher</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Residual Risks/Any other information:

- ...

### Emergency Exit Route (2 routes to be identified)

- ...

### Nearest Call Point

- ...

### Approvals:

<table>
<thead>
<tr>
<th></th>
<th>YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Alarm System Isolation</td>
<td></td>
</tr>
<tr>
<td>Sprinkler System Isolation</td>
<td></td>
</tr>
<tr>
<td>Airside Work Permit</td>
<td>YES/NO</td>
</tr>
<tr>
<td>Confined Space Entry Permit</td>
<td></td>
</tr>
</tbody>
</table>

### Signed:

- Nominated Representative: ...
- UNDERTAKING WORK: ...
## SECTION 1: SERVICES CLEARANCE REQUEST

(To be completed by the Contractor)

1.1 Contractor Undertaking Works
- Name: _____________________
- Company: ___________________
- Tel No: ___________________

1.2 Details of Location - Include Sketch/Drawing

1.3 Brief Description of Works and Equipment

1.4 Expected Duration
- From Date: ____________________
- To Date: ______________________

## SECTION 2: SERVICES CLEARANCE

(Glasgow Airport Authorised Person)

<table>
<thead>
<tr>
<th>LV Electricity</th>
<th>Gas</th>
<th>Water</th>
<th>Telephone</th>
<th>Fibre Optic</th>
</tr>
</thead>
<tbody>
<tr>
<td>[]</td>
<td>[]</td>
<td>[]</td>
<td>[]</td>
<td>[]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HV Electricity</th>
<th>Drainage</th>
<th>Street Lighting</th>
<th>Airfield Lighting</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>[]</td>
<td>[]</td>
<td>[]</td>
<td>[]</td>
<td>________</td>
</tr>
</tbody>
</table>

See attached drawing(s)
- Name: ____________________________
- Signature: _______________________

## SECTION 3: ACKNOWLEDGEMENT

(To be completed by the Contractor)

3.1 The responsibility for location of all services lies with the Contractor.

3.2 Reference should be made to Airport Engineering Instruction EI 552.

3.3 Safety: reference should be made to HSE Guidance Note HS (G) 47 “Avoiding danger from underground services”. Please ensure that a copy of this guidance note is read by your site management and other personnel.

3.4 Be aware of Scotland’s utilities (gas, electricity, water and telecomms) free phone one call centre called SUSIEPHONE which can be contacted on 0800 800 333. This facility is designed to be used by excavators prior to starting work on site. When contacted, Susiephone will notify all utilities of your proposed works, enabling you to comply with the New Roads and Street Works Act 1991 (if you give sufficient notice) and HS (G) 47. It is not intended to be used for speculative or forward planning enquiries which should continue to be addressed directly to the relevant utilities.

3.5 Services are accurate as far as records permit, but are not warranted as being absolutely correct.

3.6 EXCAVATIONS MUST NOT COMMENCE UNLESS THIS PERMIT IS ACKNOWLEDGED BY THE CONTRACTOR

3.7 The Contractor must provide a Risk Assessment and Method Statement.

3.8 The Contractor must provide ‘As Fitted’ drawings on completion.

3.9 Trial holes MUST be excavated by hand to confirm the position of any buried services within the works area. Hand held power tools and mechanical excavators are the main causes of danger and they should not be used too close to underground services.

3.10 Acknowledgement: I have read this section, carried out a survey of the area, understand the hazard of this work and the precaution to be taken. These have been fully explained to the operatives carrying out this work and I consider them competent to proceed safely.

Name of Supervisor/Contractor: ____________________________
- Title: ___________________
- Tel No: ___________________

Signature: ____________________________
- Date: ____________________________
- Time: ____________________________

---

30 April 2018
SECTION 4: AUTHORISATION TO DIG (Glasgow Airport Authorised Person)

4.1 Approval: The above work is authorised to proceed in accordance with Safety Specifications included in Works Contracts, Engineering Instruction 552 and the requirements set out in the Method Statement.

4.2 This Permit is valid from Date: _____________________ to Date: _____________________

4.3 Additional comments: _______________________________________________________

Authorised by: ___________________________________________ Title: ___________________________ Tel No: ___________________________

Signature: __________________________________________________________________________ Date: ___________________________ Time: ___________________________

SECTION 5: CANCELLATION (Contractor and Glasgow Airport Authorised Person)

I have completed the work in this Permit, restored the location to a safe and orderly condition and passed the ‘As Fitted’ drawings and information to the Airport Engineering Department.

Signature: ___________________________________________ Date: ___________________________

Supervisor/Contractor

I accept the work has been completed.

Signature: ___________________________________________ Date: ___________________________

Authorising Authority

Details of as-fitted works carried out and services found during works (provide sketch on a separate sheet if required):
23.29 A.59 Airside Works Approval Form

Airfield Operations Works Approval Form

PART A

To be completed by works applicant;  X

Company carrying out work – X

Sponsor – Glasgow Airport

Planned dates of works - X

Planned times of works – X

Description of works - X

Addition requests – X

Equipment/vehicles to be used – X

Tools – X

Permits - X

Risk Assessment attached? X
Method Statement attached? X

Completed by  X                                   Date X

PART B

To be completed by Airfield Operations approver;

1 Are the planned dates acceptable?

2 Is the risk assessment suitable and sufficient?
3 Is the method statement acceptable?

4 Do the planned works require any section of the airfield to be closed?

5 Do any of the planned works affect the strip and/or clear and graded area?

This work has been approved / not approved

Approval Signature ___________________
23.30 A.60 Terminal Refuge and Fire Assembly Points
WORK AREA REQUIRED NOTICE

This notice is being issued in advance of the handover of the under noted area for the work as detailed below:

<table>
<thead>
<tr>
<th>Location of Area Required</th>
<th>Sketch + Programme Reference</th>
<th>Nature of Works</th>
<th>Duration of Works</th>
<th>Schedule of Work required prior to handover</th>
<th>Date Response Required By</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Status – Draft</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted By</td>
<td></td>
</tr>
<tr>
<td>Approved By</td>
<td></td>
</tr>
<tr>
<td>Terminal Operations Manager</td>
<td>Date</td>
</tr>
<tr>
<td>Fire Tech Group</td>
<td>Approval Number</td>
</tr>
<tr>
<td>Change Control</td>
<td></td>
</tr>
<tr>
<td>Kenny Flett</td>
<td>Approved</td>
</tr>
<tr>
<td>Compliance managers</td>
<td></td>
</tr>
<tr>
<td>Paul Scott</td>
<td>Date</td>
</tr>
<tr>
<td>Kenny Welsh</td>
<td>Date</td>
</tr>
<tr>
<td>Dan Adam</td>
<td>Date</td>
</tr>
<tr>
<td>Ian Wilson</td>
<td>Date</td>
</tr>
<tr>
<td>(On Behalf of Glasgow Airport)</td>
<td></td>
</tr>
<tr>
<td>Returned Form received by Capital projects</td>
<td>Date</td>
</tr>
<tr>
<td>Contact during Notice period</td>
<td></td>
</tr>
</tbody>
</table>

30 April 2018
## Name of Project/works

### 1.0 PROGRAMME DATES

### 2.0 SCOPE OF WORKS

### 3.0 AIRPORT OPERATIONAL IMPACT

<table>
<thead>
<tr>
<th>Query/Action/Issue</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terminal Operational Delivery Team Action</td>
<td></td>
</tr>
<tr>
<td>Services Implications</td>
<td></td>
</tr>
<tr>
<td>Contractors Access and Parking</td>
<td></td>
</tr>
<tr>
<td>Public Implications</td>
<td></td>
</tr>
<tr>
<td>Emergency Escape</td>
<td></td>
</tr>
<tr>
<td>Airport Staff Implications</td>
<td></td>
</tr>
<tr>
<td>Property/Retail Decant Arrangements</td>
<td></td>
</tr>
</tbody>
</table>
4.0 PERMITS

<table>
<thead>
<tr>
<th>Permit Requirements/ Applications</th>
<th>Please tick if required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfield Works</td>
<td></td>
</tr>
<tr>
<td>Service Clearance</td>
<td></td>
</tr>
<tr>
<td>Fire Isolation</td>
<td></td>
</tr>
<tr>
<td>Sprinkler Isolation</td>
<td></td>
</tr>
<tr>
<td>Hot Works</td>
<td></td>
</tr>
<tr>
<td>Fire Breach</td>
<td></td>
</tr>
<tr>
<td>High Voltage</td>
<td></td>
</tr>
<tr>
<td>Steam</td>
<td></td>
</tr>
<tr>
<td>Confined Space</td>
<td></td>
</tr>
<tr>
<td>Crane</td>
<td></td>
</tr>
<tr>
<td>Change Control</td>
<td></td>
</tr>
</tbody>
</table>

5.0 PROGRAMME / DRAWINGS AND SCHEDULE OF WORKS

6.0 ASSOCIATED WAR NOTICES.
<table>
<thead>
<tr>
<th>Date of Request</th>
<th>Requested By:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact Telephone:</td>
<td></td>
</tr>
<tr>
<td>Contact email</td>
<td></td>
</tr>
<tr>
<td>Date &amp; Time of proposed Closure</td>
<td></td>
</tr>
<tr>
<td>Reason for Closure</td>
<td></td>
</tr>
<tr>
<td>Door/Shutter Location &amp; Number</td>
<td></td>
</tr>
<tr>
<td>Duration of Closure?</td>
<td></td>
</tr>
<tr>
<td>Is there alternative means of escape? (please provide details)</td>
<td></td>
</tr>
<tr>
<td>For Assurance Team Use Only</td>
<td></td>
</tr>
<tr>
<td>Does this affect the fire strategy?</td>
<td></td>
</tr>
<tr>
<td>Occupancy Levels</td>
<td></td>
</tr>
<tr>
<td>Travel Distances</td>
<td></td>
</tr>
<tr>
<td>Is the timescales acceptable?</td>
<td>Risk</td>
</tr>
<tr>
<td>Approved?</td>
<td>Approved By</td>
</tr>
<tr>
<td>Date of Approval</td>
<td></td>
</tr>
<tr>
<td>Comments and Other Requirements</td>
<td></td>
</tr>
</tbody>
</table>
## Inspection Sheet

<table>
<thead>
<tr>
<th>Item</th>
<th>Description of what to check for</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site set up</td>
<td>F10</td>
</tr>
<tr>
<td></td>
<td>Insurance documents</td>
</tr>
<tr>
<td></td>
<td>Fire Plan</td>
</tr>
<tr>
<td></td>
<td>Safety policy</td>
</tr>
<tr>
<td></td>
<td>Permits</td>
</tr>
<tr>
<td></td>
<td>Fire Technical and Life Safety Group approvals</td>
</tr>
<tr>
<td></td>
<td>Emergency contacts list</td>
</tr>
<tr>
<td></td>
<td>First aid poster with contact details</td>
</tr>
<tr>
<td></td>
<td>Health and Safety law poster</td>
</tr>
<tr>
<td></td>
<td>Sign in/out book</td>
</tr>
<tr>
<td></td>
<td>Site specific induction</td>
</tr>
<tr>
<td></td>
<td>Site mandatory PPE signage</td>
</tr>
<tr>
<td></td>
<td>Process in place to ensure Permits are isolated and reinstated at end of each working shift</td>
</tr>
<tr>
<td></td>
<td>Fire Risk Assessment (up to date)</td>
</tr>
<tr>
<td></td>
<td>Emergency escape signage</td>
</tr>
<tr>
<td></td>
<td>Welfare</td>
</tr>
<tr>
<td></td>
<td>RAMS, signed onto</td>
</tr>
<tr>
<td></td>
<td>Traffic</td>
</tr>
<tr>
<td>Fire Fighting</td>
<td>Fire bell or means of raising alarm</td>
</tr>
<tr>
<td>Equipment</td>
<td>Fire extinguishers(labelled ,commissioned and tested)</td>
</tr>
<tr>
<td></td>
<td>Fire blanket</td>
</tr>
<tr>
<td></td>
<td>Screens for hot works</td>
</tr>
<tr>
<td>Access and Egress</td>
<td>Safe and clear routes within site</td>
</tr>
<tr>
<td>Site Security</td>
<td>Hoarding or fence intact</td>
</tr>
<tr>
<td></td>
<td>Doors or gates securely locked</td>
</tr>
<tr>
<td></td>
<td>Control of Contractors pass</td>
</tr>
<tr>
<td></td>
<td>Glasgow Airport ID pass or escorted pass</td>
</tr>
<tr>
<td>Security of Tools</td>
<td>Tool vaults for locking away tools</td>
</tr>
<tr>
<td></td>
<td>Unattended tools</td>
</tr>
<tr>
<td>Site signage</td>
<td>Mandatory site warning signs</td>
</tr>
<tr>
<td></td>
<td>Deep Excavation signage</td>
</tr>
<tr>
<td>First aid supplies</td>
<td>Adequate first aid supplies on site for the amount of operatives on site</td>
</tr>
<tr>
<td></td>
<td>Contents list and within manufactures expire date</td>
</tr>
<tr>
<td>Emergency contacts list</td>
<td>Fully up to date contacts lists, including phone numbers.</td>
</tr>
<tr>
<td>Welfare facilities</td>
<td>Hot and cold running water</td>
</tr>
<tr>
<td></td>
<td>Means of heating food</td>
</tr>
<tr>
<td></td>
<td>Adequate seating and tables</td>
</tr>
<tr>
<td></td>
<td>Adequate toilet facilities</td>
</tr>
<tr>
<td></td>
<td>Cleaning regime in place</td>
</tr>
</tbody>
</table>

30 April 2018
<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>All drains</td>
<td>properly connected to a tank or drainage system</td>
</tr>
<tr>
<td>Fridge for canteen</td>
<td>area</td>
</tr>
<tr>
<td>Drying room</td>
<td></td>
</tr>
<tr>
<td>Hand wash and dryer</td>
<td>facilities</td>
</tr>
<tr>
<td>Housekeeping</td>
<td>All areas kept clean and tidy and free from trip hazards</td>
</tr>
<tr>
<td></td>
<td>Adequate bins etc for off cuts and debris</td>
</tr>
<tr>
<td></td>
<td>Emergency escapes kept clear at all times</td>
</tr>
<tr>
<td>Material storage</td>
<td>Area for material storage segregated</td>
</tr>
<tr>
<td></td>
<td>Good signage in place</td>
</tr>
<tr>
<td>Site temporary</td>
<td>Certificates in place for electrical installation</td>
</tr>
<tr>
<td>electricity</td>
<td>Power supply suitable to run the site(110v)</td>
</tr>
<tr>
<td></td>
<td>Portable Appliance Testing</td>
</tr>
<tr>
<td>Site lighting</td>
<td>Adequate lighting in place during all works( no halogen flood lights )</td>
</tr>
<tr>
<td></td>
<td>Adequate lighting in place throughout the site, including emergency escape</td>
</tr>
<tr>
<td></td>
<td>routes</td>
</tr>
<tr>
<td></td>
<td>Emergency lighting and signage in place</td>
</tr>
<tr>
<td>Electrical tools</td>
<td>All tools to be 110v</td>
</tr>
<tr>
<td></td>
<td>Portable Appliance Testing for tools and chargers/office equipment</td>
</tr>
<tr>
<td>PPE</td>
<td>Mandatory PPE whilst working at Glasgow Airport, Gloves</td>
</tr>
<tr>
<td></td>
<td>Hard Hat</td>
</tr>
<tr>
<td></td>
<td>Safety footwear( preferably none metallic or ceramic toe caps and mid sole)</td>
</tr>
<tr>
<td></td>
<td>High Viz jacket or tabard</td>
</tr>
<tr>
<td></td>
<td>protective eye wear</td>
</tr>
<tr>
<td></td>
<td>Harness &amp; Lanyard</td>
</tr>
<tr>
<td>Access equipment</td>
<td><strong>Scaffolds/podium</strong></td>
</tr>
<tr>
<td></td>
<td>Built correctly</td>
</tr>
<tr>
<td></td>
<td>Scafftag in place and filled out</td>
</tr>
<tr>
<td></td>
<td>All wheels locked</td>
</tr>
<tr>
<td></td>
<td><strong>MEWPS</strong></td>
</tr>
<tr>
<td></td>
<td>IPAF trained operatives</td>
</tr>
<tr>
<td></td>
<td>Machine within test date</td>
</tr>
<tr>
<td></td>
<td>No defects</td>
</tr>
<tr>
<td></td>
<td><strong>Steps(short duration )</strong></td>
</tr>
<tr>
<td>Permits</td>
<td>Hot works</td>
</tr>
<tr>
<td></td>
<td>Fire Isolation</td>
</tr>
<tr>
<td></td>
<td>Service Clearance</td>
</tr>
<tr>
<td></td>
<td>Fire breach</td>
</tr>
<tr>
<td></td>
<td>Crane</td>
</tr>
<tr>
<td></td>
<td>Airfield</td>
</tr>
</tbody>
</table>

30 April 2018
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Confined Space</strong></td>
<td>Change Controls in place with approvals numbers</td>
</tr>
<tr>
<td><strong>RAMS</strong></td>
<td>In place and up to date</td>
</tr>
<tr>
<td></td>
<td>All signed on to by all employees</td>
</tr>
<tr>
<td><strong>Skips</strong></td>
<td>Fully enclosed</td>
</tr>
<tr>
<td><strong>FOD</strong></td>
<td>No materials left lying that could potential be a FOD issue</td>
</tr>
<tr>
<td><strong>Heras fencing</strong></td>
<td>All panels double clipped</td>
</tr>
<tr>
<td></td>
<td>In good condition with no broken or loose parts</td>
</tr>
<tr>
<td></td>
<td>All feet and additional brace supports in place (design in place)</td>
</tr>
<tr>
<td></td>
<td>Debris netting in place and securely fixed to the fence line</td>
</tr>
<tr>
<td></td>
<td>Boards around bottom of the heras for FOD</td>
</tr>
<tr>
<td><strong>Hoardings</strong></td>
<td>Fire rated to 1 hr</td>
</tr>
<tr>
<td></td>
<td>Completely sealed</td>
</tr>
<tr>
<td></td>
<td>Door fitted with Digi lock and self-closing device</td>
</tr>
<tr>
<td><strong>Traffic</strong></td>
<td>Traffic Plan</td>
</tr>
<tr>
<td></td>
<td>Pedestrian walkways and segregation</td>
</tr>
<tr>
<td></td>
<td>Delivery routes</td>
</tr>
<tr>
<td></td>
<td>Parking areas</td>
</tr>
</tbody>
</table>
23.34 A.69 Project Pre-handover Check List

Pre Handover check list

Guidance:
1. This certificate should be completed for all Glasgow Airport projects as evidence that it meets the brief and to prepare for successful handover to the business and must be signed by competent signatories that are agreed at the start of the project.
2. This document has to be completed 1 week in advance of Handover.

<table>
<thead>
<tr>
<th>Project details (Section 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Name</td>
</tr>
<tr>
<td>Project Number</td>
</tr>
<tr>
<td>Project Leader</td>
</tr>
<tr>
<td>Business Unit (Department)</td>
</tr>
<tr>
<td>Principal Contractor/s</td>
</tr>
<tr>
<td>Project Handover date (Beneficial Use)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Safety System Commissioning (Section 1A)</th>
<th>Yes</th>
<th>No</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project specific Handover Deliverables Schedule</td>
<td></td>
<td></td>
<td>Confirm understood list of required documents/services relating to items delivered</td>
</tr>
<tr>
<td>All certification in place for handover</td>
<td></td>
<td></td>
<td>Confirmation certification in place</td>
</tr>
<tr>
<td>Redundant services removed</td>
<td></td>
<td></td>
<td>Confirmation/physical inspection</td>
</tr>
<tr>
<td>Fire Stopping, Security clearance void checked – mid build</td>
<td></td>
<td></td>
<td>Confirmation/physical inspection</td>
</tr>
<tr>
<td>All life safety systems, change control, design verification approvals in place</td>
<td></td>
<td></td>
<td>Production of approvals number</td>
</tr>
<tr>
<td>Fire Tech Group requirements met</td>
<td></td>
<td></td>
<td>Production of approvals number/comments addressed</td>
</tr>
<tr>
<td>Building warrant in place, inspection visit scheduled for completion certificate</td>
<td></td>
<td></td>
<td>Confirmation warrant in place</td>
</tr>
<tr>
<td>Cause and Effect scheduled or completed</td>
<td></td>
<td></td>
<td>To be advised by Project Leader</td>
</tr>
<tr>
<td>Snagging list compiled</td>
<td></td>
<td></td>
<td>Copy to be provided by Project Leader</td>
</tr>
<tr>
<td>Assured Critical Asset register updated</td>
<td></td>
<td></td>
<td>Confirmation of completion</td>
</tr>
<tr>
<td>Health and Safety File Operation and maintenance manuals planned</td>
<td></td>
<td></td>
<td>Confirmation in progress</td>
</tr>
<tr>
<td>Training requirements if required, been agreed and arranged</td>
<td></td>
<td></td>
<td>Confirmation of training dates</td>
</tr>
<tr>
<td>Wayfinding and signage</td>
<td></td>
<td></td>
<td>Confirmation of completion</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountable</td>
</tr>
<tr>
<td>Project Leader</td>
</tr>
<tr>
<td>Principal Contractor</td>
</tr>
<tr>
<td>Maintenance Integrator</td>
</tr>
<tr>
<td>Operational Interface Manager</td>
</tr>
<tr>
<td>Planned dated for PA3 Handover Stage 1</td>
</tr>
</tbody>
</table>

30 April 2018
## Pre start Meeting

### Agenda

**Organisation**
- 
- 

**Description of the works**

**Design**
- Constraints of existing installation
- Design Verification
- Life Safety Systems
- Fire Technical group approval
- BAA Standards

**Documentation**
- H&S policy
- Method statements and Risk assessments
- Insurance details

**Contract details**
- Start and completion dates
- Programme
- Valuation dates

**Logistics**
- Access and storage
- Security/Airside working
- Welfare
- Protection of the works
- Isolations and permits

**Operational liaison**
- Look forward communication
- Nightly meeting attendance
- Work area acceptance procedures
- Variations to plan
- WAR notices

**Communication**
- Key contact names and contact details
- Out-of-hours contact procedures
- Issue of instructions
- Non conformance documentation
- Scope changes
### Fire
- Site Fire Plan
- Hot works
- Material’s specifications

### Safety
- PPE and personal safety
- Accident and incident reporting
- ASI Welfare inspections and observation cards
- Airport emergency procedures

### Site Environmental
- Noise and dust control
- Monthly Sustainability Sheet
- Site Drainage

### Handover
- Cause and Effect testing
- Pre PA 3 handover check list completed
- PA 3 handover Stage 1 & stage 2

### AOB
PA3 Handover Certificate

Guidance:
1. This certificate should be completed for all Glasgow Airport projects as evidence that it meets the brief and to demonstrate successful handover to the business and must be signed by competent signatories that are agreed at the start of the project.
2. The Stage One and Two checklist’s signatures must be the principal person supplying the information.
3. Suppliers may additionally use this form to indicate completion of their specific work package but a single project master version must always be completed for the whole project.
4. A snag is defined as:
   - workmanship, materials, products and components not in accordance with standards or specifications, or quality samples where appropriate
   - incomplete work that is expected and agreed to be complete under the contract.
5. The hard copy form is intended to be a live document that should be available for inspection at any time.

### Project details (Section 1)

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Project Number</th>
<th>Project Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Unit (Department)</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Principal Contractor(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Handover date (Beneficial Use)</th>
<th>Signed (Project Leader)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

### Project Handover Countdown reviews

<table>
<thead>
<tr>
<th>8 weeks prior to Handover</th>
<th>4 weeks prior to Handover</th>
<th>2 weeks prior to Handover</th>
<th>1 weeks prior to Handover</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The following handover documents are to be reviewed and confirmed ‘accurate’ and ‘complete’ by the supplier prior to acceptance of completion of the PA3 Handover form.

### Safety System Commissioning (Section 1A)

<table>
<thead>
<tr>
<th>Stage One Checklist to be completed at Handover</th>
<th>Document Number</th>
<th>Status</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project specific Handover Deliverables Schedule</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Life Safety System Change Control and Design Verifications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Means of Escape &amp; Signs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Structural Conformity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Load Test Certificate (LOLER)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hydraulic Test Certificate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evacuation Strategy updated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lift/travellator/escalator Conformity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical Test Certificate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Lighting Test Certificate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Alarm Test Certificate &amp; Cause and Effect Documentation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Alarm Graphics Updated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Stopping Certificates</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sprinkler design &amp; Installation Certificate</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Version 1.0

Page 1 of 4 Document - Glasgow Airport Handover Certificate

30 April 2018
| Chlorination of water supplies & Certificate |
| Legionella risk assessment                   |
| Asbestos Clearance Certificate               |
| Airfield Ground Lighting installation Conformity |   |
| Specialist Systems/Electronics Passwords    |
| Specialist Systems/Electronics Software licences |

### Assurance Requirements (Section 1B)

<table>
<thead>
<tr>
<th>Document Number</th>
<th>Status</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Control Completion Certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reference to schedule of outstanding NCR's (Non Conformance Reports)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reference to schedule of Concessions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Security Clearance Void Approval</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Statutory Inspection Certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Snagging* completion certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Tech Approvals Accepted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assured Critical Asset register updated</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Operation & Maintenance Requirements (Section 1C)

<table>
<thead>
<tr>
<th>Print name (Maintenance Integrator)</th>
<th>Signed acceptance</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility BMS updated &amp; accepted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asset Information complete &amp; accepted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance Work plans complete &amp; accepted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spare Parts Identified and Minimum Recommended Levels Identified</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access Keys provided</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specialist tools identified</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training &amp; familiarisation complete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plant and equipment labelling complete (eg Fire Doors, Sprinkler Valves, Dot Boards)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Systems &amp; infrastructure capacity understood by Operations &amp; Maintenance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Conditional Acceptance Requirements (Section 1D)

<table>
<thead>
<tr>
<th>Print name (Principal Contractor)</th>
<th>Signed acceptance (Project Leader)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>For review</em> Health &amp; Safety File Incorporating O&amp;M issued</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>For review</em> As Built Drawings issued</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>For review</em> As Built CAD Models Issued</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hazardous Materials and Substances Identified</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dimensioned location sketch for new assets when no H&amp;S File required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Snag* list identified and any risks adequately managed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

30 April 2018

165
<table>
<thead>
<tr>
<th>Accountable</th>
<th>Print name</th>
<th>Signed</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Sponsor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Head of Assurance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering Manager</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance Integrator</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal Contractor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asset Steward</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Leader</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stage two</td>
<td>Checklist to be completed within 2 months of Handover</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>--------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Operation &amp; Maintenance Requirements (Section 2A)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health &amp; Safety File issued</td>
<td><img src="attachedImage" alt="Image" /></td>
<td></td>
<td></td>
</tr>
<tr>
<td>As Built Drawings issued</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>As Built CAD Models issued</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drawing Register issued</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dimensioned location sketch for new assets when no H&amp;S file required</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>List of Special Materials and Suppliers contact details</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Assurance Requirements (section 2B)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document number</td>
<td>Status</td>
<td>Version</td>
<td></td>
</tr>
<tr>
<td>Snagging completion certificate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Control Completion Certificate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissioning Certificates register for non-safety systems</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificates of Compliance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Each 1st tier designer &amp; supplier must provide a 'Certificate of Compliance' to indicate compliance of their work with specified requirements.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reference to schedule of Concessions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Stage Two Sign Agreement (Section 2C)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accountable</td>
<td>Print name</td>
<td>Signed</td>
<td>Date</td>
</tr>
<tr>
<td>Development Manager/Client</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilities Manager</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Control</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance Integrator</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assurance Team</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal Contractor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Leader</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Glasgow Site Sustainability Report

Project name:  
Note: either enter 'Local Projects' if grouping all hours worked together, or, if working on various larger projects, please enter the specific project name, and fill out a separate form for each project.

<table>
<thead>
<tr>
<th>Glasgow Airport Project number:</th>
<th>Contractor:</th>
<th>Month:</th>
</tr>
</thead>
</table>

**Waste Generated**  
- please enter the total amount of waste generated in **tons**.

**Segregated Waste**  
- please enter the amount of waste in **tons**, divided into Inactive, Active and Special Waste, into the boxes below:

<table>
<thead>
<tr>
<th>Inactive</th>
<th>Active</th>
<th>Special</th>
<th>Total</th>
</tr>
</thead>
</table>

**Recycling**  
- please enter the amount of waste recycled in **tons**, broken down into types:

<table>
<thead>
<tr>
<th>Wood</th>
<th>Metal</th>
<th>Combustibles</th>
<th>Concrete</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
</table>

**Electrical Energy Consumption**  
- please enter the amount consumed in **kilowatt hours**, divided between Site Accommodation and Site Usage:

<table>
<thead>
<tr>
<th>Site Accommodation</th>
<th>Site Usage</th>
<th>Total</th>
</tr>
</thead>
</table>

**Water Consumption**  
- please enter the amount consumed in **cubic metres**, divided between Site Accommodation and Site Usage:

<table>
<thead>
<tr>
<th>Site Accommodation</th>
<th>Site Usage</th>
<th>Total</th>
</tr>
</thead>
</table>

**Man-hours**  
- please enter number of man-hours spent on site:

Total Man-hours spent on Site (this includes anyone who does any type of work on site and any visitors to site)

**Incidents**  
- please fill out the number of any accidents etc. that may have occurred, and the number of Observation cards handed into the Project Team:
<table>
<thead>
<tr>
<th>Incident Type</th>
<th>Near Miss</th>
<th>No. of Obs. Cts. sent to Project Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Incident</td>
<td>No. of Obs. Cts. sent to Project Team</td>
<td></td>
</tr>
<tr>
<td>Dangerous Occurrence</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Glasgow Site Sustainability Report

30 April 2018
### Active Site Inspection Sheet

<table>
<thead>
<tr>
<th>Category</th>
<th>Hazard</th>
<th>Action Code (AC)</th>
<th>Action Site Score (ASS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Risk</td>
<td>Hot Work (welding, etc.)</td>
<td>A</td>
<td>A (A)</td>
</tr>
<tr>
<td></td>
<td>Electrical</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fall Protection</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lifting</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Access &amp; Fall Prevention</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Traffic Control</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Visible Safety Leadership</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Working at Heights</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PART 1**

**INSTRUCTIONS** - Complete Part 1 - High Risk Category. Please enter a score (on Asst Sc) for each applicable item in form.

**FALLOUT OF THE REQUIRED SCORE (RS) FOR ANY HAZARD IN THIS CATEGORY WHEN APPLICABLE WILL RENDER THE FULL AUDIT WITH A SCORE OF ZERO.

<table>
<thead>
<tr>
<th>Category</th>
<th>Hazard</th>
<th>Action Code (AC)</th>
<th>Action Site Score (ASS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Risk</td>
<td>Hot Work (welding, etc.)</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Working at Heights</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PART 2**

**INSTRUCTIONS** - Complete all relevant sections. If a score of 1 is scored for any category, please try to accomodate with the Action Code (AG) given.