

SAFETY NOTICE

**OPERATIONAL AND SAFETY
PLAN FOR THE CONSTRUCTION
OF THE NEW
BRISTOW'S HELICOPTER
HANGAR FACILITY**

BRIEFING NOTES

**START DATE 16th May 2017
END DATE 9th February 2018**

ISSUE 1

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Part 1. PROJECT DESCRIPTION & MANAGEMENT

1. General Works Description

- 1.1 Information in this notice is correct at the time of issue, but certain minor aspects may change in due course. A revised safety notice will be published as changes occur.
- 1.2 The working site is located on the grass area adjacent and north of the Bravo Parking Apron as Drawing 1.
- 1.3 The work area will be entirely landside with the temporary perimeter fence line secured by the use of heras fencing panels. The fence line is to be equipped with red warning lights displayed at intervals along its length abutting the parking area to highlight the compound perimeter during the hours of darkness. In addition, the perimeter fence line will be fitted with coloured stripes or small panels to highlight the fence for daytime use.

2. Works duration & timings

- 2.1 The Contractor's (Westridge Construction) will be starting works on the new SAR facility as of 16th May 2017 for approximately 10 months. The projected completion date is 9th February 2018.
- 2.2 The proposed works time will be Monday – Friday 07:30 to 17:00 (Local Time).
- 2.3 Timings and work days may occasionally alter to account for issues arising from weather or other situation outside of the control of the airport authority or contractor as Drawing 1.
- 2.4 The Significant elements of the WIP is as follows:
 - 16th May 2017 - Site Clearance / Levelling
 - 29th May 2017 – Pilling Works Commence
 - 21st July 2017 – Steel Frame Construction
- 2.5 A detailed schedule of works was not available at time of publication. Details will be added to this future amended document when it becomes available.
- 2.6 Blue taxiway/apron edge lights will be withdrawn from between approximately stand 4/5 and the NW end of the Apron. There will be taxiway circuit rewiring

works over the first few weeks of the WIP, potentially resulting in temporary outage. This is not expected to have an adverse effect on ATC operations due to the current long daylight hours. Night time outages will be subject to NOTAM for the benefit of OOH flights.

3. Aerodrome Project Management

- 3.1 The overall project is managed through the airport Operations Department. The persons responsible for day to day control of the project are the Airport Manager & Terminal Supervisor. Contact details for the airport authority are contained at part 4.
- 3.2 The method of construction works, planned schedule including closure or changes to aerodrome operational state, surfaces and markings, use of cranes etc, will be notified to all airport staff departments, pilots and other airside users through a number of mediums including; direct e-mail, internal briefing documents, ATIS and NOTAM.
- 3.4 Briefing documents will generally be issued in e-mail copy to on airport departments and home based organisations. In addition, briefing documents and works notification information will be positioned on notice boards located within the terminal facility to ensure that all users have the opportunity to become informed of the works.

4. Contractor Project Management

- 4.1 The project is being undertaken on behalf of Bristow's Helicopters Ltd by Westridge Construction Ltd as a 'turn-key project'.
- 4.2 Contact details for the contractors are contained at part 4.
- 4.3 The contractor will provide the airport authority with all relevant safety working method statements and assessments prior to the project commencing which will be updated and reissued as it becomes necessary.

Part 2. AIRSIDE SAFETY & WORKING ARRANGEMENTS

1. Contractors Airside Briefing

- 1.1 Prior to starting work airside the contractor staff will be given a safety briefing on working within the airport environment, safety rules, likely hazards and emergency procedures.

2. Contractors Working Site Location and Marking

- 2.1 The landside work area perimeter will be marked and secured by the use of heras fencing panels. There will be 2 access gates with abloy padlocks located strategically in the Heras fence to allow the aerodrome RFFS access to the site in the event of a medical emergency or other emergency response as deemed necessary. The Hydrant located at the top end of apron Bravo will be accessible via a set of access gates in the fence line however, the Hydrant located at the North end of H2 should be used to top-up appliances for the duration of construction works, eliminating the need to enter a construction site unnecessarily.
- 2.2 The temporary land-side area will be adequate in size and shape to cater for the construction of both the footprint foundations and hangar facility, contractor's equipment, crane, welfare facilities and general storage. A site set-up drawing is appended at Part 4 of this document.

3. Aircraft movements within the Bravo apron.

- 3.1 The management of air traffic manoeuvring on and off the bravo apron either after landing or prior to take-off remains with the Air Traffic Controller on duty.
- 3.2 A temporary fence line will extend from gate 2 to Hangar 4. From Hangar four towards the grass edge at the northern side of the apron. From here it will extend 3.5m from the grass edge for approximately 130m before turning left in a northerly direction across the grass towards the farmer's fence line. A basic illustration of the general parking availability is published as Drawing 1.
- 3.3 The controller will be mindful that due to the works in progress, the inter-stand taxi-lane centre line abeam stands 7, 6 and 5 cannot be used as the temporary fence line is obstructing wing-tip clearance for the largest aircraft that are able to use the stands (3C). Stand 7 is already reduced in length due to the proximity of the new temporary hangar facility; this will be taken out of use for the duration of the WIP.
- 3.4 Clearance distance from stand 4 is affected by the fence line. However, the corner of the fence line it is to be (temporarily) re-profiled by cutting the corner to accommodate aircraft parking on stand 4 with the minimum clearance of 22.5m to the obstruction. In future, to allow for work to continue within the area of the re-profiled fence line, it will be necessary to re-establish the corner. This realignment and associated clearance distance will be notified to all users at least five days prior to the fence line being re-established.
- 3.5 Stand 3 is unaffected by the fence line location and therefore will be the preferred stand for large commercial and FAL executive aircraft movements. Stands 2 and 1 are mainly used for helicopter and GA aircraft.

- 3.6 Where we are experiencing congestion the availability of stand 2 will be considered and GA redeployed accordingly. Where circumstances are favourable, there are opportunities to utilise the front row of the Charlie apron to park smaller FAL aircraft, in addition larger aircraft over 10mt may be positioned within the northern half of the front row or by prior arrangement with ATC to park aircraft on the Delta apron.
 - 3.7 The Duty ATC Controller should closely liaise with the Ground Operations staff in regard to accommodation requirements especially for larger aircraft and marshalled guidance as required. Aircraft which are to be parked on stands 5 to 6 will be assisted with marshalled guidance; dependant on circumstances, this may be unnecessary where the aircraft is under tow. Where it is judged necessary by the person marshalling, a second person should be detailed to assist as 'wing-man' to ensure there is adequate wingtip clearance from the fence line at all times.
 - 3.8 Those marshalling aircraft in the vicinity of the fence line / works area, should be mindful of the potential for the engine exhaust to move the fence line or items within the compound with the force of air. The marshaller should prepare for the arrival by assessing the area and discussing any potential issues with the contractor and ATC in the first instance. ATC will advise the arrival / departure of the WIP and request the crew use the minimum power necessary for manoeuvring in the area; likewise, the marshaller should avoid signalling sharp turns where possible. This will reduce the likelihood of any safety issues occurring during the exercise.
 - 3.9 The direct "Bravo Join" for light helicopters will be withdrawn from the date the site fencing is erected. All helicopters will be required to fly fixed wing procedures and land/depart runway 03/21.
 - 3.10 The SAR winching area has been temporarily relocated to the grass area east of the Control Tower, with the weight about 10m from the fence. The SAR helicopter will ground taxi via taxiway A, then lift and position over the weight up to a maximum height of 300ft. During winching, taxiway A shall not be used by other aircraft. Traffic information shall be passed to landing/departing traffic. After winching is complete – usually 20 minutes – the helicopter will land on taxiway A for the winch man to embark.
4. Vehicle movements between airside and the working compound.
 - 4.1 Gate 2 entrance will be used as the normal access point in to the 'Landside' compound. However, the turn in to this gate from the roadway is relatively tight. At times during the construction there may be a requirement for an escort to bring large plant or machinery through gate 3 entrance on to the

Bravo apron and in to the access point built in to the fence line of the works compound.

- 4.2 Where there is a requirement for oversized plant the contractor's will initially liaise with the airport ground handlers who will; after gaining permission from ATC provide escort airside and in to the compound..
 - 4.3 The airport authority project managers must be advised beforehand of and large deliveries of material or plant which are required to be placed directly into the working compound via the Bravo apron. This is to ensure those who need to be can be informed in a timely organised manner and the allocation of staff resources can be pre-arranged for escort in to airside areas.
 - 4.4 There will be occasions where the Ground Ops team need to access gate 2 for refuelling purposes. The temporary access gates 1 & 2 (marked on the illustration at Part 4) are fitted with abloy padlocks and current gate 2 lock will be linked with the contractors padlock to enable independent access to the fuel storage units.
5. Airside Security and Access Arrangements
 - 5.1 The contractor is responsible for the security of the compound, accommodation and equipment stored within. The contractor must inform the airport Duty Manager where there is evidence found of attempted or actual unauthorised access in to the compound area, resulting in damage to the fence-line, equipment or plant; theft or attempted theft.
 - 5.2 Gate No 2 gives direct access in to the landside work area compound, this is supplemented by an enclosed gated 'Airlock' positioned next to the site offices which ensures everyone is screened to ensure they are entitled to be within the compound. This should remain closed when not in use. The contractor will provide their own pad lock and chain to secure the outer access gate 2. The lock will be combined on the chain with the airport authority lock so that either can be unlocked independently to gain access.
 - 5.3 The airport authority will; where discovered whilst the contractor is off site, report broken or blown down fencing, open accommodation containers, obvious damage or missing items to the site manager as soon as possible. Where the situation has the potential for damaging aircraft or a hazard to airside users; such as broken or blown over fence lines, available airport staff will instigate repairs to the satisfaction of the airport duty manager.
 - 5.4 From time to time the airport authority will require access to the aviation fuel storage area which is just landside of Gate 2. This will necessitate accessing through the works compound from the apron through gate 2. In order to reduce any level of disruption to the contractor, where necessary ground

operations staff will endeavour to refuel the bowsers outside of the contractors working time as far as it is reasonably practicable to do so.

6. On Airport Plant Operations Working at Height

- 6.1 Crane operations, pile driving etc will be notified to Airport Departments and aerodrome users in advance. NOTAMs will be actioned by SATCO. Due to the location of the site, cranes are not anticipated to give rise to significant ATC operational issues.
- 6.2 The contractor will produce a working method statement and risk assessments for crane operation at least two weeks prior to commencement of the crane operation commencing. This is required in order for airport management to scrutinise the documents and update this safety document for airport users as is required.
- 6.3 The project manager will ensure that the revised document is brought to the attention of and circulated to all staff, on-airport companies and is available to other users via notice boards at key areas such as flight briefing. He will also ensure that appropriate NOTAM and ATIS action is taken relating to the use of crane on site.

Part 3. EMERGENCIES & RESPONSE

1. Evacuation of contractors personnel

- 1.1 The contractor will apply the regulations pertaining to fire precautions, portable extinguishers and staff fire safety on site. He will draw up a plan for evacuation from the occupied compounds and any crane or plant operating in the area it will include reconciliation of the number of workers and visitors under his control in conjunction with the detail below. The site manager will ensure a copy of this document is passed to the airport Fire Services Manager for information.
- 1.2 In an emergency situation where an evacuation of the works compound becomes necessary, the contractor will muster his employees, visitors and delivery drivers outside (landside) of Gate 2. The contractor's site manager should send a member of staff to report to the fire officer at the main airport muster point which is situated at the main terminal car park to state that all of his staff, visitors etc, are safely out of the compound or report injuries or a missing person should the need arise. In the event of a protracted incident after reporting to the airport authority, the contractor should report to the main airport muster point which is situated at the main terminal car park with appropriate signs displayed along the security fence line towards access gate 4.

- 1.3 The senior fire officer on duty will make the decision to allow persons back in to the buildings and work areas as the emergency passes.

2. Summoning Emergency Assistance

- 2.1 Where the contractor witnesses an incident / accident or requires the attendance of the emergency services, they should initially telephone the Air Traffic Controller on duty stating their name and company, their location on the airport, the nature and location of the emergency and what services they require. The ATC officer will where appropriate arrange contact with the external services and also alert the airport Fire & Rescue Service who are able to respond quickly to many differing types of emergencies from a high level of first aid as trained medical first responders to the local community area to fire suppression and rescue facilities.
- 2.2 In the event of a site emergency, It is understood their maybe circumstances where we may not be available to assist for instance, awaiting the imminent arrival/departure of a higher category commercial aircraft movement. In any event, a standard response from the local authority fire service or ambulance will be requested to ATC by the site manager
- 2.3 Where 999 is independently called by the contractor or his staff, the relevant information must also be passed to the Air Traffic Control Officer as they will need to assess the effect on the aerodrome operations and may need to commence alternative procedures, reduce or suspend air services as required dependant on the emergency at the time. The airport address and contact numbers are at part 4 of this document.

3. Aviation Emergencies

- 3.1 In the event of an aircraft accident or fire near the location of the work compound, the area must be evacuated immediately following the clearest and safest route away from the emergency as described in 1 above.
- 3.2 Aircraft accident or fire at a remote area away from the work compound the contractor will initially stop works and contact the airport duty manager for advice on whether it is safe to remain on site or not.
- 3.3 Where a crane is being used at height, it must be lowered immediately on hearing the crash siren (a continuous mid pitch siren). It should remain lowered until the contractor is informed by ATC that it is safe to raise it again.

4. Non-Aviation Emergencies

- 4.1 Where there is a fire or explosion on site all personnel must evacuate the area immediately and call the Air Traffic Control Officer as set out in the sections above. The person reporting must give their name, location, the nature of the emergency and the amount and severity of any injuries sustained.
- 4.2 Fuel and oil spills must be dealt with immediately. The contractor is responsible for retaining an amount of absorbent material to aid the clean-up. The airport authority retains a stock of absorbent pads and granules which may be available to the contractor at cost. The site manager must inform the airport Rescue and Fire Fighting Service (RFFS) and the airport project manager as soon as possible in order that an evaluation of risk to other persons working airside and facilities can be made.
- 4.3 Injuries to those working for the contractor must be reported to the site manager who will retain a log of such events. Major injuries etc, which fall in to the official reporting program RIDDOR must be dealt with by the contractor's site manager, the airport project management should also be informed by telephone. The RFFS Department are able to afford first aid and assistance as in 2 above.
- 4.4 Security of the aerodrome is paramount to the airport operations and the following points must be observed.
 - a. Access gates must be kept locked unless they are in use where they must not be left un-manned.
 - b. Any keys or passes issued to the contractor by the airport authority or keys used to secure areas which are supplied by the contractor which have been lost or suspected to have been stolen must be reported to the airport project manager as soon as operationally practicable.
 - c. Do not leave bags or other items which may be perceived to be suspicious articles around the working areas or the main terminal buildings. The contractor must supply storage for staff personal items.
 - d. Contractor's staff vehicles must be parked in areas approved by the airport authority. Do not leave unattended vehicles at access gates or along air side fence lines where they could be used as climbing aids.

- e. In the event that the contractor receives any security threat, warning or other communication from a third party which poses a risk to airport security must be reported to the airport duty manager as soon as possible. In the event that security threats are received by airport staff or other companies on airport, they will report the matter to the airport duty manager.
- f. Where a security threat warning is suspected to be credible, the airport duty manager will take appropriate action in relation to the airport infrastructure and advise on action to be taken by those using the site including contractors working within the airport on a temporary basis and inform the police and the DfT Threat office.

Part 4. LIST OF MAPS, PLANS AND ASSOCIATED MATERIAL.

- 4.1 Point of Contact Information Sheet
- 4.2 General Site Layout Overview Plan
- 4.3 Bravo Parking Illustration

4.1 Point of Contact Information Sheet

<p>Lydd Airport, Lydd, Romney Marsh, Kent TN29 9QL</p> <p>Main Switchboard Number</p> <p>Main Fax Number</p> <p>Duty Manager Mobile</p> <p>Airport Manager</p> <p>Terminal Supervisor</p> <p>Customer Services</p> <p>For Emergency and Crane Use- Contact: Lydd Air Traffic Control</p> <p>-----</p> <p>Westridge Construction Ltd Ruskin House Junction Rd Bodiam TN32 5UP</p>	<p>01797 322400</p> <p>01797 322419</p> <p>07944 809868</p> <p>Bernard Daly 07967591173</p> <p>Kate Adams 07979232811</p> <p>Info Desk 01797 322400</p> <p>FAX 01797 322419</p> <p>01797 320881</p> <p>-----</p> <p>Westridge contact information:</p> <p>Simon Puckey Technical Manager 07964 305589</p> <p>Site Manager – John Gately 07964305812</p> <p>Contracts Manager – Martyn Smith 07968514651</p> <p>Health & Safety Manager – David Smith 07968514649</p> <p>Construction Director – Martin Buckthorpe 07973500052</p>
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4.2 General Site Layout Overview Plan

(Awaiting Updated Site Plan Drawing)

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4.3 Bravo Parking Illustration



APRON BRAVO POTENTIAL PARKING ILLUSTRATION

- Temporary Fence Line 3.5m from grass edge at the nearest stands 7 - 5
- - - - - Temporary fence line; fence temporarily adjusted to provide code 3C minimum clearance of 22.5m
- ← → Clearance from stand 4 lead-in line to fence line minimum 22.5m
- ← → Largest Code 3C aircraft potentially to use the stands - B737-800 wingspan 35.79m
- ⊗ Temporary Landside Access gates Abloy padlocks

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