



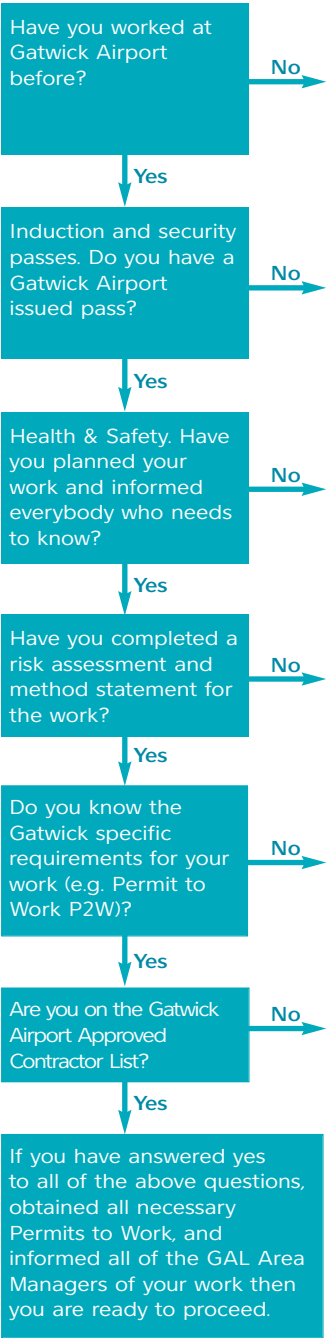
Your introduction to working
safely at Gatwick Airport



Contents

1	Introduction	4
2	Induction and Security Passes	6
3	General Health and Safety Information	9
	3.1. Personal Protective Equipment (PPE)	9
	3.2. Fire	9
	3.3. Accident Reporting	10
	3.4. Reporting of Faults	10
	3.5. First Aid	10
	3.6. Spillages	11
	3.7. Security	11
	3.8. Waste	11
4	Job Specific Paperwork	12
	4.1. Risk Assessment	12
	4.2. Method Statement	13
5	Permit to Work (P2W)	14
	5.1. Baggage Environment Notification of Works	14
	5.2. Confined Spaces	15
	5.3. Cranes	15
	5.4. Hot Working	15
	5.5. Life Safety Systems	16
	5.6. Limitation of Access Electrical	16
	5.7. LV Certificate of Electrical Isolation	17
	5.8. Sanction for Work or near Live Electrical Equipment	17
	5.9. Permit to Dig/Drill	17
	5.10. Pressurised Hot Water	17
	5.11. Service Clearance	18
	5.12. Suspended Access Equipment (SAE)	18
	Appendix A Method Statement Guidance	19
	Appendix B Road Map to Gatwick Airport	20

A smart guide to working at Gatwick Airport



Section 1 is a brief introduction to working at Gatwick Airport. Even if you are working for another company at the airport, GAL still need to know about the job and how you are going to do it.

Good induction is key to working at Gatwick Airport. Landside or airside, you must have an ID pass. **Section 2** gives you information about induction and the issuing of passes and how to obtain one.

Section 3 provides information on general Health & Safety inc. PPE, reporting incidents and what to do in case of fire.

You must have the correct site specific paper work. **Section 4** will help you with the requirements including COSHH.

Section 5 explains the Permit to Work system although you will need the complete documentation to fully understand all the requirements.

Approved Contractors
GAL has an approved list (as of 1 May 2016) of contractors who have met the minimum requirements in respect of managing Environmental, Health and Safety. Any contractor wishing to undertake work at Gatwick must submit an application to join the Approved Contractor List - Go to www.airdat.org for a link to the Authorised Contractor list.

1 Introduction

Welcome to Your London Gatwick

Gatwick is the busiest single runway airport in the world, the second largest airport in the UK and the sixth busiest international airport in the world. It has two terminals and handles over 40 million passengers a year. The facilities cater for over 45 airlines that operate to over 200 destinations around the world. There are in excess of 28,000 people working for 300 different companies at the airport with many thousands more working for support industries.

Gatwick Airport Limited (GAL) is a large and busy complex, made up of several organisations with many potential hazards. We are proud of our EHS performance and one of Gatwick's strategic objectives is to build and maintain a strong environment, health and safety culture. The way that we go about our business is by ensuring robust systems and procedures are in place and followed.

This guide has been developed to help contractors when planning and implementing work at the airport. It is designed to provide guidance to the procedures and practices of working in and around the facilities and remind people of their duties. It will introduce the Permit to Work process and give an overview of how we use permits to mitigate inherent risks.

Everybody has a part to play in ensuring a safe workplace and we expect everybody who comes onto our site, whether as a GAL employee, a contract company or a visitor, to show the highest possible commitment to health, safety and the protection of the environment.

Safe working is a condition of employment and we require that all current legislation and codes of practice are followed.

Remember:

- We want you to leave site as healthy as when you arrived.
- No job is so important that it cannot be done safely.
- Help yourself by following all rules, signs and instructions.
- In all working places there are risks from slips, trips and falls, as well as moving equipment.
- Read this booklet carefully – ask about anything you don't understand.



Our ambition and strategy

Our overall ambition is to compete to grow and become London's Airport of choice. The key elements supporting our ambition are set out in our strategic priorities, to;

- Deliver the best passenger experience.
- Help our airlines grow.
- Increase value and efficiency.
- Protect and enhance our reputation.
- Build a strong EH&S culture.
- Develop the best people, processes and technology.

Our values

In order to successfully deliver our strategy, we need to have a shared set of values. These will help guide the way we behave at work, towards each other and towards our customers. Our values;

- Impact every aspect of our organisation.
- Guide every decision.
- Help establish priorities in daily working life.
- Are demonstrated in behaviour every day.
- Are inspirational and memorable.
- Are relevant to stakeholder expectation.

Deliver great service every day	Be better than the rest	Work together as one team
Approachable Proactive Energetic	Challenging Innovative Pace	Integrity Respect Accountable

Our commitment to delivering great service is a clear theme, along with being proactive and energetic. Importantly also, is the notion of working together as one team. Every department and every person has a role to play in ensuring we deliver the best passenger experience and help our airlines grow.

2 Induction and Security Passes

GAL is committed to ensuring the health and safety of employees, customers and business partners, as well as to minimising the impact of our business on the environment. To ensure that everyone who works at our airport does so responsibly and is held accountable for those health, safety, security and environmental decisions and duties required by their role, this booklet is provided to all contractors, to explain their specific responsibilities.

Prior to work commencing, contractors must receive the GAL induction which includes a health and safety video and briefing. This can be arranged through your GAL contact or the relevant manager for the facility you are working in. The induction is aimed at giving contractors an insight into the safety requirements and procedures for working at the airport and needs to be renewed every year.

The induction will include aspects on the following:

- Site hazards to be aware of.
- Permits required.
- Welfare i.e. toilets and canteen facilities.
- Equipment and plant.
- Access/Working times.
- Delivery routes.
- General rules and regulations.
- Site housekeeping.
- Communication lines.
- COSHH Issues.
- No smoking policy.
- No drinking policy.
- Noise abatement.
- Airport trolley usage.



Additional local inductions may be provided dependent on the area the work is being undertaken.

All contractors will require passes, whether working landside or airside. To obtain a pass, contractors will need to complete the induction and have valid ID, such as a driving licence or a passport. There are three types of pass that can be used and these are detailed in the table over the page.

All contractors employed by any company or person on GAL premises must be in possession of a valid pass issued by GAL.

The pass should be clearly visible at all times on attending and leaving site.

Full airside pass	Contractors with full airside passes can move through security to airside areas without being escorted. Contractors must regularly view the health and safety video and must have current fire training . These should be organised through the concessionaire and the GAL manager for the area.
Escorted pass	Contractors with escorted passes must be escorted airside by a full airside pass holder who must remain with them at all times. The contractor must also be in possession of a contractors pass. These should be organised through the concessionaire.
Landside Security Pass	Contractors who only work landside must be in possession of a Landside Security Pass. Temporary Landside Passes (1-5 Days) can be obtained from the Contractor Support Centre, ID Centre or by Remote Validators. Full Landside Passes (6+days) can be obtained from the ID Centre

If you are in any doubt relating to which pass you need or the organisation of the pass, please contact the relevant GAL manager for the area who can provide further information.

Airside Driving

Anyone wishing to drive a vehicle airside **must** have an Airside Driving Permit (ADP). Details on how to obtain an ADP can be found at www.airdat.org

Training

Fire Safety: GAL requires everyone working at the airport to have appropriate fire safety awareness training. This can be arranged through AirDat at www.airdat.org/tms/login

Gatewick is investing in more e-learning to promote awareness, and to ensure compliance in a number of EHS subjects.

Asbestos Awareness Training is one e-learning module that you can find at www.airdat.org/tms/login

Useful Information

Gatewick Visa www.gatwickvisa.com gives you access to useful telephone numbers, incident response, fire and evacuation procedures, fire assembly point information, as well as environmental management and health and safety information.

Save the link on your phone or other mobile device for easy access when you are working at Gatewick.

The screenshot displays the Gatewick Visa website interface. At the top, there is a navigation bar with icons for: Useful telephone numbers, Responding to an incident, Fire and evacuation, Security information, Safe bases and assembly points, The Environment, and Distribution Data. Below this, a section titled 'Useful telephone numbers' features a table of emergency services. A red banner below the table states 'Do not obstruct emergency calls or emergency exit routes'. At the bottom, a section titled 'RESPONDING TO AN INCIDENT ... think response' features a large 'RESPONSE' graphic with sub-points: Review scene and assess the damage, Evacuate fire and responsibilities, Secure scene, Preserve and protect, Notify report, Notify CEC and duty manager of area, Report report, Report report, and Report corrective actions.

222 EMERGENCY SERVICES OR 01293 501222			
Report unattended items	01293 501232	South Terminal spills	01293 502556
Report dangerous situation/accidents	01293 503455	North Terminal spills	01293 502667
Report equipment faults	01293 501111	Airside spills	01293 503030

Tools of the Trade pass

There is a requirement to carry Tools of the Trade passes for full and temporary pass holders.

Persons not in possession of a T Pass who are in possession of tools, either carried or within their vehicle (excluding tools that are supplied with the vehicle), will not be permitted entry into the critical areas of the airport.

Application forms are available on the ID centre website:

www.gatwickairport.com/idcentre/forms

Serial No: 01234

Job title:

Expiry date:

Category:

ID No:

Name:

Signature:

Serial No: 01234

This card is for identification of Contractors and Airport Staff who are authorised to carry Tools of their Trade required to perform work requirements.

This pass remains the property of the issuing airport and must be returned upon cessation of employment.

It must be carried at all times whilst on duty and must be kept available for presentation to Security Staff if requested.

Pass must be returned to:
Gatwick ID Centre
Ashdown House
Gatwick Airport
West Sussex
RH6 0NP

3 General health and safety information

The key aspects of our health and safety policy that you must adhere to are the use of personal protective equipment, GAL fire and accident procedures, first aid, security and environmental guidelines.

These are explained further in the following sections. More detailed Health and Safety information and requirements will be provided dependent on the level of work being undertaken.

3.1. Personal Protective Equipment (PPE)

PPE is provided because your job may involve risks to your health and safety that cannot be adequately controlled in other ways. With this in mind it is important that you wear your PPE as instructed by your manager. Never take risks – there are no exemptions for those jobs which take ‘just a few minutes’.

PPE includes:

- Safety shoes.
- High visibility clothing.
- Ear defenders.
- Protective gloves.
- Safety glasses/goggles.



Safety shoes must be worn at all times, and high visibility clothing should always be worn and fully fastened when you are working in external areas such as bus stations, crossing roads, car parks and when working airside where it is a legal requirement. If you require PPE to carry out an activity, and have not been issued or provided with the item/s that you need, then you should make a request to your Line Manager. Under law, employers must provide PPE where it is required.

3.2. Fire

If you smell smoke or suspect that something is burning, report the incident as stated below. Should you discover a live fire, follow these steps:

Report

Break glass at the nearest fire alarm point.

Call the fire service – dial 222 on an internal phone or 999/112 on a public line. State “fire” and give a precise location.

Act

Try to put out the fire **ONLY** if safe to do so, using the appropriate fire fighting equipment. **DO NOT PUT YOURSELF AT RISK.**

Evacuate

Use the nearest available Emergency Exit route to the appropriate assembly points (see maps on Gatwick Visa gatwickvisa.com).

Help passengers and other staff to evacuate in an orderly manner. Less mobile individuals must be assisted to the nearest safe area such as an emergency exit or stairwell.

Remember:

Continuous alarm = Evacuate.

Intermittent alarm = Be prepared to evacuate.

3.3. Accident Reporting

It is really important that if there is an accident then you report it as this is the only way that we can identify areas that are potentially hazardous. Doing this will not reflect badly on you or your colleagues and may prevent future incidents.

By reporting incidents and near misses, you are highlighting areas for improvement and encouraging a healthier and safer working environment for everyone.

If someone is seriously injured and requires medical attention, dial 222 from an internal phone or 999/112 from an external public line.

You must then state:

- ✓ The problem.
- ✓ Whether or not the individual is conscious.
- ✓ If there is any chest pain.
- ✓ Approximate age of individual.
- ✓ If they are breathing.
- ✓ If there is severe bleeding.

All accidents, incidents and near misses must be reported as soon as possible to your Supervisor or Line Manager. This includes any damage to buildings, equipment or GAL property. Details of the incident must be passed to your GAL contact, and will be recorded on PRIME, which is the GAL incident recording system.

A further investigation will be carried out if required.

3.4. Reporting of Faults

If an item of equipment is broken or faulty then you should call our dedicated fault line on x1111 or 01293 50 1111. Any equipment that you feel is unsafe should be reported immediately to your Line Manager, and not used until it has been checked and/or repaired.

3.5. First Aid

Please take the time to find out who the designated first aider is for your area. Your Line Manager should be able to tell you this if you are not sure. First aid kits are held in and around the terminals and staff accommodation areas.

As a general rule each company is responsible for administering first aid to their own staff. However, emergency assistance should be given from any source if it is required.

3.6. Spillages

If you come across a spill, however minor it may seem, then please make sure you act quickly in order to reduce environmental impact. Chemicals, oils and even materials which appear to be non-hazardous such as food and drinks can cause serious damage to the environment.

Airside major spills, such as the contents of a road tanker or a vehicle fuel tank burst, should be reported by calling 222 and asking for the Airport Fire Service. You should give the operator details of the spill, its location and your name and contact details.

Airside minor spills should be reported to the Operations Teams who have access to the necessary cleaning materials. You will need to give details of the spill, its location and your name and contact details.

You can call Airside operations internally on extension 3090 or externally on 01293 69 3090. If you do ANY work with chemicals or where a leak or spill may occur, you **MUST** have appropriate spill kits in the area that you are working. Spills inside the Terminal buildings, in public access areas, can be reported to 01293 50 2667 (North) and 01293 50 2666 (South).



3.7. Security

You should look out for unusual situations or behaviour and report them as soon as possible. Potential security threats could be where you least expect them and, as you know your work area better than anyone else, you are best placed to spot behaviour that seems out of the ordinary.

It is everyone's duty to protect our passengers and staff and we hope you will feel empowered to challenge someone or something that could be suspicious.

3.8. Waste

Gatwick Airport has committed to environmental and sustainability targets for the increase in recycling, reduction in waste to landfill, and to ensure legal compliance.

Please make sure that you dispose of your waste responsibly. Plastic and paper cups, bags, empty cans, food debris, newspapers and baggage waste should be disposed of in the bins provided.

Airside - If waste materials drift on to apron areas and cause damage then it can seriously disrupt airside and aircraft operations. Therefore controlling waste is essential.

All contractors working at Gatwick Airport must have suitable arrangements in place for the storage and removal of waste.

4 Job Specific Paperwork

4.1. Risk Assessment

A risk assessment is simply a careful examination of the potential harm that your work could cause to people, property or the environment, so that you can make sure that you have taken enough precautions. The aim is to prevent incidents, illness or damage to property or the environment.

The important thing is to identify all hazards and decide whether they are covered by satisfactory precautions that minimise the risk. The following five steps provide guidance for assessing the risks.

- **Look for the hazards.**
Visit the site and walk around the area noting what has the potential to cause harm. Ask people who know the site what they think. Consider the equipment you are using and the whole environment.
- **Decide who or what might be harmed and how.**
Staff working with you, airport staff and passengers should not be forgotten. Consider what damage may be caused to property as this itself can endanger life indirectly.
- **Evaluate the risks and decide whether precautions are adequate.**
Consider how likely a hazard is to occur and, if it occurred, what harm would it cause. Can the hazard be removed or, if not, can the risk be controlled to avoid harm. If controlling the risk try the following; use a less risky option, prevent access to the area, reduce exposure to the risk, PPE, better facilities.
- **Record your findings.**
Write down the hazards and detail control and conclusions. Inform staff and people who use the area of your findings. Ensure a copy is always available.
- **Review your assessment and revise.**
When you come to site, review your assessment. New hazards may have arisen which need taking into account.

Your risk assessment should be site specific, be signed by the person in charge and the undertaker of the work and be dated. Further information on risk assessments can be found at the HSE website: [www.gov.uk/risk assessment](http://www.gov.uk/risk-assessment)

4.2. Method Statement

The method statement should be a detailed list of what you plan to do and how you plan to do it. It should contain details of the operatives skills, the equipment to be used, materials and the sequence of events that make up the task. Some events may need to be carried out in a set order to ensure safety or minimise disruption. A method statement should state the safe system of work for the task. Listed below are key points that should be included:

- Location of work.
- Contact numbers and communication lines (This should include the site foreman, Project Manager and GAL personnel).
- Responsibilities and duties.
- A description of work to be done and the sequence in which this work will take place.
- Equipment to be used, test details and operative training.
- Specifications, fixing methods for cable and components.
- Programme of works to include personnel numbers and working times.
- Permits to work including system isolation requirements (especially smoke heads if you are creating fumes or dust), hot works and sprinkler shutdown.
- Safety of public and passengers (Barriers or hoarding details).
- Delivery routes to be used for personnel and materials.
- Rubbish removal and material storage - how and where.
- Fire rating of materials used. (i.e. Minimum class 1).
- Proof of contractors competency (i.e. Gas Safe registration, NICEIC, PASMA certification).
- Information about materials including COSHH data sheets, storage arrangements and application details.
- Personal Protective Equipment (PPE) and first aid equipment details.
- Hand over procedures including testing and certification.
- Fire protection, emergency procedures, emergency plans and contingency plans.
- IEE wiring certificates for electrical installations and modifications.

Method statements should be clear, concise and accurate providing a clear picture of what is to happen, where, when and by whom. This should then be discussed with the relevant GAL manager for the area. The attached Health and Safety plan will aid the GAL manager in the planning of the work and should be included with the method statement.

5 Permit to Work (P2W)

GAL operate a P2W system to ensure that all aspects of hazardous work have the correct controls and authorisations. Any changes required during the course of the work must be agreed with the Permit Issuer. This may result in permits being withdrawn and/or reissued.

The majority of hazardous permits are applied for online via the P2W site. <https://a2w.gatwickairport.com/P2W>.

Subject to having the correct competency, the following permits will need to be requested via the P2W system:

- Baggage environment notification of works.
- Confined spaces (High, Med & Low risk).
- Cranes (on-airport).
- Cranes (off-airport).
- Hot works.
- Hot works - Airside/Outside.
- Life Safety Systems - Fire alarm isolations.
- Life Safety Systems - Fire hydrants & dry risers.
- Life Safety Systems - Other systems.
- Limitation of access electrical.
- LV Certificate of electrical isolation.
- Permit to dig/drill.
- Sanction for work on or near live electrical equipment.
- Service clearance.
- Suspended access equipment.



Quick start guide documents that detail the whole P2W process for each of the above permits, can be obtained from the Contractor Support Centre (CSC) <https://a2w.gatwickairport.com/P2W>. For brief descriptions of each permit, see below. If you require a comprehensive explanation of the process to be followed for each of the permits above, please refer to the relevant Standard Operating Procedure (SOP) or the Electrical Safety Rules for electrical permits. Documents are available from the Contractor Support Centre (CSC).

5.1. Baggage Environment Notification of Works

For working in or around the Baggage Belt Systems at the airport, you must request access to these areas at least 24 hours before the start of works. Applications to work in these areas are submitted to the GAL Baggage Systems Teams via the P2W system.

5.2. Confined Spaces

A confined space permit to work can only be issued by the Engineering Duty Manager (EDM) or their representative to a Confined Space Licence Holder. This permit is required before starting work involving entry into confined spaces e.g. vessels, tanks, pit & duct systems.

This permit only allows access to the plant and is designed so that access is allowed only when the plant has been isolated and made safe. It does not authorise any work which might present a hazard in itself, such as welding inside a vessel. For such work, other additional permits and precautions will be needed. In order to raise a request for confined space working on the P2W system. You must first complete the Confined Space Authorised Persons Training, you must also ensure that anyone who needs to work in confined spaces has completed the confined space skilled persons course. For more information on training, contact the Contractor Support Centre.

There is a GAL standard operating procedure associated with this permit available from the Contractor Support Centre (CSC).

5.3. Cranes

Operating cranes or other tall equipment requires a permit to be issued by Airfield Operations and or the EDMs. If you are planning to operate cranes or tall equipment within 6km of the airport, you must apply for a crane (off-airport) permit on the P2W system. Airfield Operations will need to give you permission to proceed. For more information about this contact the Contractor Support Centre. If you need to operate cranes or other tall equipment within the airport boundary, you must get permission to do so from the EDMs and Airfield Operations via the P2W system. You will need to relate your crane on-airport permit to a valid service clearance request on the system. It must be specific to the use and the crane. To operate cranes, you must take steps to ensure you use competent contractors. You will be expected to provide evidence of this on your application.

There is a GAL standard operating procedure associated with this permit available from the Contractor Support Centre (CSC).

5.4. Hot Working

A Hot Work Permit is issued by the Engineering Duty Manager (EDM) or their representative and is required before starting work involving:

- Welding.
- Burning.
- Grinding.
- Bitumen Boilers (e.g. roofing and over banding).
- Use of any equipment producing sparks, heat capable of triggering combustion or a naked flame.

Suitable fire extinguishers and fire blankets must be provided by the contractor together with training certification of the contracting staff before a Hot Work Permit can be issued.

The type of Hot Works Permit that you must raise on the P2W system, is defined by location. If you are working Airside and Outside, you must raise a Hot Works Airside/Outside Permit. For all other areas, you would simply raise a Hot Works request on the P2W system. The issue of a hot work permit does not imply that permission to carry out work has been granted. A site visit by the EDM (or representative) and subsequent activation will also be required.

There is a GAL standard operating procedure associated with this permit available from the Contractor Support Centre (CSC).

5.5. Life Safety Systems

These systems include Fire Alarm Systems, Deluge Systems, Ansul Systems, Stair Vents, Emergency Lighting, Sprinkler Systems, Fire Hydrants, Dry Risers, Hose Reels, Smoke Extracts, Fire Barriers, Fire Interface Systems and Equipment, Fire Walls, Fire Dampers, Fire Shutters, Smoke Curtains, Fire Doors and Stairwell Pressurisation. All work on these systems must be planned in advance and all documentation must be completed in accordance with the GAL Standard Operating Procedure.

Consideration must always be given for works in the vicinity of fire alarm systems that have the potential to cause an activation. These will require a fire alarm isolation permit, which can be applied for on the P2W system in accordance with the GAL standard operating procedure for Life Safety Systems.

In order to apply for permits to work on life safety systems, you must have attained the following competencies:

- Life Safety Systems – Fire Alarm Isolations (Isolations Nominated Representative Competency).
- Life Safety Systems – Fire Hydrants & Dry Risers (Life Safety Systems Nominated Representative Competency).
- Life Safety Systems – Other Systems (Life Safety Systems Nominated Representative Competency).

There is a GAL standard operating procedure associated with this permit available from the Contractor Support Centre (CSC).

5.6. Limitation of Access Electrical Permit

In order to access switch rooms or other areas that require electrical competencies, there is a process for getting access without the need for training. The limitation of Access Electrical permit, can be applied for on the P2W system for persons without competencies that need to access restricted areas. For more information on this, refer to the Electrical Safety Rules. **Information on how to apply for this permit can be obtained from the Contractor Support Centre (CSC)**

5.7. LV Certificate of Electrical Isolation

Some works on the airport require electrical isolations of equipment before works can proceed. An example of this is the cleaning of baggage conveyor belts in the arrivals halls. For Low Voltage isolations, a request must be submitted using the P2W system. Such a request can only be made by someone directly employed by GAL that has a MOD 2 Electrical Competency. [Information on how to apply for this permit can be obtained from the Contractor Support Centre \(CSC\)](#)

5.8. Sanction for Work on or near Live Electrical Equipment

Although not often used, there is a process for applying to work on or near live Electrical Equipment at the Airport. Such a request can only be made by someone directly employed by GAL that has a MOD 2 Electrical Competency.

5.9. Permit to Dig/Drill

Any works classed as 'disruptive' (as listed below) are subject to the need to obtain service clearance and subsequently, a permit to dig or drill via the P2W permit process. **Disruptive works** covered by this procedure includes:

- External works that require any excavation, drilling, piling or any other activity that requires the penetration of the ground, at or below surface level.
- Building works where existing services or infrastructure will be altered by the work activity, as well as alterations to floor slabs, walls, ceilings and the fabric of buildings. This includes any intrusive maintenance work that requires penetration of any surface.
- Emergency works that require any of the activities described above.

If you are planning to penetrate any surface on Gatwick owned property, you will need to apply for a permit to dig/drill using the P2W system. Once you have raised a permit to dig/drill, you will need to open it and relate it to the relevant service clearance request on the system. Training and guidance for this is provided by the Contractor Support Centre (CSC).

[There is a GAL standard operating procedure associated with this permit available from the Contractor Support Centre \(CSC\).](#)

5.10. Pressurised Hot Water

This procedure defines the process for ensuring a safe system of work for anyone who works on high and medium temperature hot water installations (anything above 100°C).

The system includes all parts or fabric, including pipework, valves, drains, vents, brackets, signage, labelling, etc.

Important note: This process requires the use of a permit or sanction to work, which is NOT included within the suite of permits available on P2W.



5.11. Service Clearance

One of the most common permits issued on the airport, service clearance requests are processed via the P2W system. Service clearances are required for any intrusive works or when using lifting equipment with a reach more than 5 metres. Applicants must submit a drawing with the area that they wish to request service clearance for clearly marked. They must also relate the service clearance permit to its respective lifting or digging/drilling permit. Training and information on how to do this is provided by the Contractor Support Centre (CSC).

There is a GAL standard operating procedure associated with this permit available from the Contractor Support Centre (CSC).

5.12. Suspended Access Equipment (SAE)

If your work involves operation cradles or working at heights in harnesses, you will need to apply for a suspended access permit on the P2W system.

Depending on the type of work you need to undertake one or more of the following competencies will be required. Competent Cleaning Cradle Operative – SAE, Competent Cleaning Cradle Rigger – SAE, Competent Inspector – SAE, Competent Maintenance Person – SAE, Competent Rigging Trainer – SAE.

There is a GAL standard operating procedure associated with this permit available from the Contractor Support Centre (CSC).



Appendix A

Method Statement Guidance		
Method Statement Title Title of the document.	Date Date the document is written.	Revision Number Insert number when/ if document is revised.
Site Name & Address Location where the works are to take place.	Contractor Name & Address Name & address of the contractor carrying out the works.	
Description of Works <ul style="list-style-type: none"> • What is to be done - task or job. • Exact location: where the works will take place. • Sequence of works – write out the job step by step & how it will be carried out. • Date of commencement. • Duration of works. 		
Resources <p>Personnel</p> <ul style="list-style-type: none"> • Details of different trades involved [if applicable]. • Name & address of any subcontractors employed to carry out the works. • Number of operatives and their training details. • Supervisors: names, training, duties & responsibilities. <p>Plant & Equipment</p> <ul style="list-style-type: none"> • List the plant & equipment including access equipment required to carry out the job. • Provide any test certifications. • Identify any lifting operations and provide necessary Lifting Plans. • Detail maintenance and inspection regimes. <p>Materials</p> <ul style="list-style-type: none"> • List the materials to be used. • Provide COSHH assessments. • Detail storage requirements. • Detail any disposal requirements. 		
Risk Assessments Include all possible hazards associated with the job & control measures.		
PPE List clearly the PPE to be used. Remember gloves are mandatory at GAL, specify the type used following risk assessment.		
Emergency Arrangements Include: <ul style="list-style-type: none"> • Rescue procedures for MEWPs, safety harnesses, tower cranes, cradles, scaffold, confined space entry etc. • First Aid arrangements: include the names of first aiders. • Fire procedures to be adopted. 		
Temporary Amended Systems Consider traffic and pedestrian routes, fire arrangements, services etc.		
Compiled by:	Checked by:	Reviewed by:
Method Statement communicated with Confirmation of operative briefed on contents of method statement.		
Name:	Date:	
Issued to: List individual's method statement is issued to.		

YOUR LONDON AIRPORT

Gatwick

Contractor Support Centre 01293 501439

Route from Train Station
Via Rapid Transit

From M25
M23 J9

Jct 9a

Airport Way
R'bout East

Longbridge Road North

Perimeter Road North

South Terminal

Hilton Hotel

Short Term Car Parks

Police Station

North Terminal

Staff Car Park M

Longbridge House

Jubilee House

Rapid Transit

From Crawley

A23 London Road

Perimeter Road North

From Crawley

Gatwick Airport



Please ensure that you programme these numbers in to your mobile phones, and instruct your staff and operatives to do so as well:

Emergencies Call:

Internal telephone - 222 / 112

Public Line - 999

Faults Call - 1111 / 01293 50 1111

Engineering Duty Manager:

01293 503610

Contractor Support Centre:

01293 50 1439

e-mail: atw-gatwick@gatwickairport.com