Emergencies

1. Introduction

All contractors working on LLA premises must be familiar with the airport's emergency procedures and must ensure their workers know what to do in the event of a fire, spill, accident, medical emergency or any other incident. Contractors are responsible for making sure their teams understand the site-specific arrangements, emergency contacts, evacuation routes and assembly points before work begins. These requirements always apply, including during drills.

2. Fire and Evacuation

- If a fire is discovered, contractors must raise the alarm immediately by calling:
  - County Fire Brigade: 9-999
  - Airport Fire & Rescue Service: 01582 395200 (or 5200 from an internal phone)
- If it is safe to do so, a small fire may be tackled using the correct extinguisher. If there is any doubt, evacuate immediately.
- During an evacuation or fire drill, contractors must leave the area using the nearest safe exit and report to the designated Assembly Point.
- The contractor's nominated person must carry out a roll call and report their findings to the Assembly Point Marshal.
- Any use of firefighting equipment must be reported to the LLA Representative.

3. Oil, Fuel and Hazardous Substance Spills

- Any oil, fuel or hazardous substance spill must be contained immediately.
- Contractors must notify the Operations Control Centre (OCC) on 01582 395525 as soon as a spill is identified.
- If the spill is extensive or there is any risk of fire, the Airport Fire Station must be contacted first on 01582 395200.
- Contractors storing fuel or refuelling on site must have a spill kit positioned nearby and ensure workers know how to use it.
- Clean-up must follow approved methods. Oil, fuel or hazardous substances must never be washed down or allowed to enter drains or gullies.
- Failure to follow spill procedures may result in enforcement action or prosecution.

4. Accidents, Incidents, Near Misses and Dangerous Occurrences

- Definitions:
  - Accident: An unintended incident causing physical injury, including acts of non-consensual violence. Must arise out of or in connection with work.
  - Incident: An event causing loss, damage, business interruption or environmental impact.
  - Near Miss: An event that did not cause harm but had the potential to do so.
  - Dangerous Occurrence: A serious incident with high potential for death or major injury.

- Contractors must comply with their own legal duties under RIDDOR, but must also report events to LLA as follows:

Type	Notification Timescale	To be Notified
RIDDOR Reportable	Immediate	LLA H&S Team & COCO
Lost Time Incident	Immediate	LLA H&S Team & COCO
Accidents, Incidents & Near Misses which do not meet the above criteria	Within 7 days of event taking place	LLA H&S Team & COCO

- The following emails must be used when notifying of any event described in the above table:
  - LTNHealthandSafety@ltn.aero
  - Coco@ltn.aero
- Where immediate assistance is required, please contact Airside Operations Team on 01582 395525.

5. First Aid and Medical Emergencies

- Contractors must comply with the Health and Safety (First-Aid) Regulations 1981.
- Before work starts, contractors must complete a first-aid needs assessment to determine the level of provision required for the task, location and workforce.
- Adequate first-aid arrangements must always be in place, including:
  - trained first-aiders (where required)
  - suitable and fully stocked first-aid kits
  - arrangements for summoning emergency medical assistance
  - access to additional equipment where the work presents higher risks
- All workers must be briefed on:
  - What first-aid facilities are available
  - where they are located
  - how to contact first-aiders or emergency services
  - What to do if a medical emergency occurs
- Contractors must ensure first-aid provision remains suitable throughout the work, including during night shifts, remote working, or when staffing levels change.
- Any medical emergency must be reported immediately to the LLA Work Sponsor or relevant LLA staff member, and emergency services contacted where required.
- Contractors must ensure that emergency response arrangements are included in their RAMS and communicated clearly during inductions and toolbox talks.