Terms and Definitions

Acronym & Term	Definition
Accident	An unintended incident causing physical injury arising out of or in connection with work
ACM (Asbestos Containing Material)	Any material containing asbestos fibres
Airside	Restricted operational areas of the airport, including aprons, taxiways, stands and other zones accessible only to authorised personnel
AM (Airport Manager)	Senior operational manager responsible for airport-wide decision making
AMN (Airport Management Notice)	Formal notice issued by LLA providing operational or safety information
AOCC (Airport Operations Control Centre)	Central control point for airport operations, incident response and coordination
Assembly Point	Designated evacuation location during fire or emergency
CDG (Carriage of Dangerous Goods)	UK regulation controlling the use, storage and handling of dangerous goods
CDM (Construction Design & Management Regulations)	UK regulations defining duties for construction work, including Principal Contractor and Principal Designer roles
CMS (Contractor Management System – Concerto)	LLA's electronic system for Work Authorisations, High-Risk Permits, contractor access and clearance of works
COCO (Control of Contractor Office)	LLA team responsible for all contractor work authorisations and high risk permits alongside auditing and compliance checks.
Confined Space	A space with limited entry/exit presenting specific hazards requiring a High-Risk Permit
Construction Phase Plan (CPP)	Document prepared by the Principal Contractor outlining project arrangements, responsibilities, risks and control arrangements during the construction phase of a project
Contractor	Any person or company engaged by LLA or an LLA concessionaire to carry out work on airport premises
COSHH (Control of Substances Hazardous to Health)	UK regulation controlling the use, storage and handling of hazardous substances
Dangerous Occurrence	Serious incident with high potential for death or major injury
DSEAR (Dangerous Substances and Explosive Atmospheres)	UK regulation covering flammable substances and explosive atmospheres
Duty of Care (Waste)	Legal requirement to manage waste safely and maintain documentation
Dynamic Risk Assessment	Real-time assessment carried out on site to evaluate changing conditions
Emergency Work Authorisation	Work Authorisation issued for urgent works required within 4 hours of a failure

Acronym & Term	Definition
Escort	Authorised employee responsible for accompanying personnel in restricted areas; not permitted to assist with work
Exposure Action Values (Noise)	Statutory noise thresholds (lower = 80dB, Upper = 85dB, Limit = 87dB) requiring employer action
FOD (Foreign Object Debris)	Loose material posing a hazard to aircraft operations
Guest Experience Team (GX Team)	LLA team responsible for passenger experience
Hazardous Waste	Waste posing risks to health or the environment
High-Risk Activities	Tasks requiring additional controls and permits (e.g., lifting, hot works, confined space entry)
High-Risk Permit	Permit required for high-risk activities such as hot works, lifting operations or confined space entry
HSE (Health and Safety Executive)	The UK regulator for workplace health and safety
HV (High Voltage)	Electrical systems operating above 1,000 volts AC or 1,500 volts DC, requiring specific controls and Transfer of Control processes
ID Centre	LLA facility responsible for issuing airport identification passes
Incident	Event causing loss, damage, business interruption or environmental impact
Landside	Public-accessible areas of the airport
Lift Plan	Document detailing how a lifting operation will be planned, controlled and supervised
Lifting Operation	Any activity involving lifting equipment, cranes or accessories requiring planning and supervision
LLA (London Luton Airport)	Airport operator responsible for safety, security and operational control
LSS (Life Safety System)	Fire alarms, suppression systems, smoke control and other critical life-safety infrastructure
LV (Low Voltage)	Electrical systems operating below 1,000 volts requiring specific controls and Transfer of Control processes
Near Miss	Event that did not cause harm but has the potential to do so
Noise Hierarchy	Prioritised controls required to reduce noise exposure through engineering, administrative and PPE measures
OCC (Operations Control Centre)	LLA's control room for operational coordination and emergency response
PC (Principal Contractor)	CDM duty holder responsible for planning and managing the construction phase of construction projects
PD (Principal Designer)	CDM duty holder responsible for planning and managing the design phase and design-related safety of construction projects
Permit to work issuer	LLA employee authorised to issue and close High-Risk Permits

Acronym & Term	Definition
Plant Room Logbook	Mandatory record of all contractor activities undertaken within plant rooms
PPE (Personal Protective Equipment)	Equipment worn to protect workers from hazards
RAMS (Risk Assessment and Method Statement)	Contractor prepared document describing hazards, risks, controls and safe systems of work
Risk Assessment	Identification and evaluation of hazards and control measures
SDS (Safety Data Sheet)	Document detailing hazards and safe handling information for chemicals
Spill Kit	Equipment used to contain and clean up oil, fuel, chemical or other types of spills
Technical Approver	LLA field expert responsible for desktop review and approval of specific permits
Transfer of Control (Electrical)	LLA's formal process for handing control of LV/HV systems to contractors for safe work
TSD (Technical Services Department)	LLA department responsible for engineering, maintenance and technical approvals
UN (United Nations) Approved Packaging	Packaging certified for the safe transport of dangerous goods
WA (Work Authorisation)	Mandatory approval required for all contractor maintenance, construction and infrastructure works
Waste Hierarchy	Prioritised framework requiring waste prevention, reuse, recycling and responsible disposal
Waste Management Plan	Document outlining how waste will be segregated, stored and disposed of
Work Sponsor	LLA employee or Concessionaire instigating the contractor engagement, overseeing the activities and issuing Work Authorisations