BaggageSMART

BAGGAGE SMART!
This is mandatory.

BE SEEN! BOOT UP!
Whilst working in operational areas.

ALWAYS SECURE YOUR LOAD!
Check trailer stops before you move.

NO DISTRACTIONS!
Earbuds and gadgets? Leave them out.

PARK SMART!
No double parking. Stay out of hatched area.

NO TAILGATING!
Stop, Swipe & Proceed.

ROLLERDECKS = NO - GO ZONE!
No loading from rollerdecks.

5MPH - THAT'S IT!
Slow it down.

ROADWAY SAFETY!
No walking between trailers.

SPEAK UP!
Report every accident/incident to GCC (222)

BAGGAGE SAFETY RULES

- Always adhere to the baggage hall golden rules.
- Baggage must never be opened or interfered with.
- Always follow established procedures and safe systems of work.
- Do not create waste/FOD always keep your work area clean.

EMERGENCY STOPS /PRESSLINES AND HAND SAFES

- Activate the Press line by pulling the red cable or pressing the button.
- Call faultline immediately after activation on 01293 501111 or x1111 option 3, alternatively if an emergency contact Gatwick Control Centre on 01293 501222 or x222.
- Stay at the activation point and explain the issue when the engineer arrives.

ISOLATION OF EQUIPMENT

- Gatwick Airport Ltd detail the safe working practices to be followed for electrical isolations under GAL Electrical Safety Rules (ESRs) to comply with the electricity at work 1989 regulations under the Health and Safety at Work Act 1974. ESRs detail the required isolation process to be followed by all competent persons.
- Always ensure all machinery that you are working on/ near is turned off and locked off. This means isolating and locking off sections before, after and including the equipment, you are about to work on/near.
- A self-risk assessment should be carried out before proceeding with maintenance or intervention activities.
- Please note that even when conveyors have stopped, they could be in sleep or energy save mode and so could start up automatically at any time.

ACCESS

- GAL ID with 'B' and 3 or 7 required to enter baggage hall.
- Zones restricted by job role & training.
- Never bypass safety barriers.

SECURITY

- Security is everyone's responsibility.
- Stay alert for unusual behaviour.
- Challenge anyone without a visible ID.
- Report concerns: 01293 50222 x222.

SAFETY OCCURRENCES

- Report all accidents, incidents, near misses, unsafe conditions & environmental issues.
- Contact Gatwick Control Centre by calling 01293 501222 / x222.
- Do not move equipment unless instructed.

PPE

- PPE must comply with Risk Assessment & GAL Directives.
- High-visibility clothing must be fully fastened.
- Wear gloves as appropriate; avoid moving parts.
- Ear protection required above 80 dB.
- Safety footwear must be worn whilst working in operational areas.

ENVIRONMENTAL

- Follow procedures for storing & disposing of oils & waste
- Spillages include any escaped liquids (oils, lubricants, cleaning products etc)
- Report spillages by calling 01293 501944 x1944
- Use spill kits only if trained
- For hazardous or flammable substances, call 01293 501222 x222

EMERGENCY CONTACT INFORMATION

- Emergencies: Dial 01293 50222 x222 or 999
- Faults: Dial 01293 501111 x1111
- Incident Reporting: Report all incidents to the Manager Baggage Operations:
- North Terminal: 01293 504110 X4110
- South Terminal: 01293 504669 X4669

MANUAL HANDLING

- Avoid manual handling where possible; use mechanical aids where available.
- Plan the lift: Check load weight, route, and clear any obstacles.
- Bend knees, not back.
- Keep load close to the body.
- Avoid twisting; move feet instead.
- Lift smoothly, no jerking.
- Rotate tasks and allow rest breaks to reduce fatigue

FIRE EMERGENCY PROCEDURE ON DISCOVERY OF A FIRE

- Raise the alarm immediately.
- Activate the nearest fire alarm point.
- Dial 01293 501222 x222 or 999 from a public line to report a fire.
- Attempt to extinguish the fire only if trained and safe to do so.
- Use the appropriate fire-fighting equipment.
- Do not put yourself or others at risk.
- Evacuate the building promptly.
- Use the nearest available emergency exit route to reach the designated assembly point or safe haven.
- Assist less mobile persons to the nearest safe area.
- Listen for public announcements and do not use lifts.
- Report and account for all persons.
- Immediately inform the Fire Officer or Assembly Point Marshal of any unaccounted persons and the location of less mobile individuals.
- Wait for the official 'All Clear' before returning to an area.
- Do not re-enter the building until authorised.

MEANS OF ESCAPE

- Complete GAL fire training (horizontal evacuation common)
- Mezzanine areas may have level changes
- Follow marked alternative routes
- Lone workers or impaired staff may need a Personal Emergency Escape Plan (PEEP)

ASSEMBLY POINTS

South Terminal Assembly Points

Assembly Point 5 Landside opposite the main entrance to Ashdown house

Assembly Point 6 Ground floor adjacent to ITTS south station

Assembly Point 7 East of railway beneath the Northern end of the down ramp.

Assembly Point 2 Airside Forecourt of the Sussex Suite

Evac Holding Pier 2

Assembly Point 1 Parking area adjacent to Pier 2 coach station

Temporary Assembly Point 3 Airside fenced area adjacent to south security gate

Assembly Point 8 Landside area beneath check-in zones A and C

Assembly Point 4 Southgate building landside forecourt

North Terminal Assembly Points

Assembly Point 1 Under pier 5 at gate

Temporary Assembly Point 1A Airside Adjacent to TBU1

Assembly Point 2 landside area underside vehicle down ramp from upper forecourt

Assembly Point 8 Airside area adjacent to Gate 45 Pier 4

Airside Jubilee House

Assembly Point 4 Landside area of eastern end of Jubilee House

Assembly Point 5 Airside area of aircraft stand 55

Assembly Point 6 Airside area aircraft stand 53

Evac Holding Point. Airside domestic baggage reclaim

Assembly Point 3 Airside area aircraft stand 51

Assembly Point 7 Airside area aircraft stand 48