

Safety Information for Staff & Visitors

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Airborne Engineering Limited

Health and Safety Information for Visitors

Emergency information:

In the event of an emergency, inform a member of Airborne Engineering staff immediately. To dial 999, a telephone is available on the shelf above the kitchen area in the Building 409 entrance area. Dial out as normal, no prefix or extension code is needed. The site location is:

Building 409
J-site
Westcott Venture Park
Westcott
Aylesbury
Buckinghamshire
HP18 0XB.

Emergency contact numbers:

- Security Office (Gatehouse): 01296 651870.
- Airborne Engineering, Building 409: 01296 652003.
- James Macfarlane (mobile): 07966 132064.
- Nammo Westcott (Building 47): 01296 652000.

Introduction

In many ways, visiting Airborne Engineering's facility at J-site, Westcott, is like visiting any other industrial business premises. However, J-Site is a rocket firing site. This means there are some important things visitors need to pay attention to, so please read this document carefully. Please ask a member of Airborne Engineering staff if you have any questions.

Abbreviations used in this document

- AEL: Airborne Engineering Limited.
- PPE: Personal Protective Equipment.

General

Airborne Engineering will do its utmost to ensure the safety of visitors to the site but please remember: visitors should take reasonable care for their own safety and that of others who may be affected by their acts and omissions.

Visitors should bring to the immediate attention of a member of AEL staff any accidents, incidents, hazards or safety concerns.

Health and Safety Representative

The AEL Health & Safety Representative is James Macfarlane.

Health and Safety Notices

Health and Safety Notices are posted on the wall to the right of the entrance in building 409.

Site Access

The Westcott site has 24-hour security. Please contact AEL in advance to arrange a visit. Visitors arriving unannounced may not be allowed on site. Visitors must not bring extra people on to site without prior approval of AEL. AEL reserves the right to refuse entry to anyone at any time.

If the J-Site gate is shut it could be because a rocket firing is in progress or about to start. Do not open the gate. Please phone 01296 652003 and wait for someone to let you in.

The following things should not be brought on to the site without prior agreement with AEL:

- Energetic materials such as explosives and pyrotechnics.
- Toxic, flammable or hazardous chemicals.
- Oxidising agents.

Roads & Vehicles

The speed limit on Westcott Venture Park is 30 MPH. The speed limit on J-Site is 10 MPH. Though the road in J-Site is not very busy, there are still staff and delivery vehicles moving during the day so take care when walking between building 409, the firing bays and the toilet block.

Please take extreme care when driving through the J-Site gates especially if only one half is open.

Please do not park so as to block the road. Do not block the J-site gates under any circumstances. Vehicle access is not allowed in front of the firing bays without permission of AEL staff.

Flag System

A warning flag system is in place on the Westcott firing sites. The flags have the following meanings:

- Red flag only: propellant on site
- Yellow flag only: pressure testing being conducted
- Red and Yellow flag: rocket firings being conducted

Noise & Audible Warnings

Be aware that sudden loud noises (such as gas venting) are always possible on J-Site, sometimes without any warning. A siren or audible alarm will sound before rocket firings take place.

Smoking

Smoking is not permitted in or around the control rooms, the firings bays or anywhere inside Building 409. Please smoke outside in the area around Building 409.

Rocket Firings

A specific safety briefing will be provided for visitors watching or partaking in rocket firing activities (but please note the section below on J3 operations.) Safety information about firings will be presented to you by the Firing Officer. Please listen carefully to what they say and follow any directions given.

Visitors working on site

Visitors should not use or handle the following items unless they have been authorized to do so by a member of AEL staff and have received appropriate instruction on the safe use and handling of the item.

- Rocket test rigs or any associated equipment (e.g. in J1 & J2.)
- Compressors.
- Machine tools (e.g. lathe, mill, grinders, band saw.)
- Welding & cutting equipment.
- Hydraulic press.
- Gas cylinders and any equipment which handles pressurised or flammable gas.
- Pumps and pressure testing equipment.
- Industrial chemicals, solvents, etc.
- Rocket propellants.
- Lifting equipment (e.g. hoists in firing bays, forklift truck.)
- Equipment in the electronics lab.
- Calibration & test equipment.
- Solder stenciling & re-flow equipment.
- Radio Communications Equipment.
- Electrical control cabinets, switchboards, 415V 3-phase equipment.

Areas of the site

Visitors should not enter the following areas of the site unless approved by or accompanied by a member of AEL staff:

- Firing bays.
- Control rooms.
- Roofs of firing bays.
- Electronics lab.

Other companies on site

Note that some buildings and areas of the site are operated by other companies and are not under AEL's responsibility. Visitors should not enter these areas without prior approval of the owners / operators. The other companies are:

- Nammo
- SSTL (Surrey Satellite Technology Limited)

J1 and J2

Visitors are not allowed to enter the J1 or J2 bays when any propellant lines are under pressure or when any remotely operated equipment is energised (unless it is completely unavoidable, in which instance a risk assessment should be carried out for each specific case.)

Visitors should not enter the concrete and grass areas in front of (to the north of) the J-site firing bays without permission from AEL.

J3

Note that J3 is operated by Nammo. Specific hazards, including toxic propellants, exist in and around the J3 firing bay. Visitors should not approach any part of J3 unless authorized by a representative of Nammo.

Working in J1 or J2 when J3 is active

If firing operations are being conducted by Nammo then specific safety and evacuation plans may be in place. These are available separately but the following procedures should be noted: when a firing operations are being conducted in J3, red and yellow flashing lights will show on J3. When a firing is about to commence in J3, it will be announced on the J3 PA system. At this point, all personnel must vacate the J2 firing bay until the "firing complete, area safe" announcement is given. Please obey any other announcements. It is usually safe to shelter in the J2 control room or anywhere up wind but please seek advice from AEL staff before working in or around the AEL firing bays when firings are being conducted on J3. When J3 is active, people working in or around the J2 firing bay may be required to wear personal gas monitors. These will be provided when necessary.

Sometimes J3 operations necessitate that all visitors and non-essential staff leave the site altogether. Fortunately, such procedures are not often required but if they are, all visitors will be made aware of what they need to do.

Information about specific J3 operations, hazards and safety procedures will be posted in Building 409.

J4

The J4 facility is operated by SSTL. Visitors should not enter the J4 facility without SSTL's permission.

Building 338

Visitors must not enter the fenced area around Building 338 (Nammo X-ray facility) unless authorised. A flashing red beacon will operate when the X-ray system is in use.

Trip Hazards

Please take extra care when moving around the firing bays since there are many different ground levels, slopes, gaps and undulations. Take care when treading on duct covers because they can be slippery when wet.

Contractors

Any work being carried out on site by a visiting contractor (e.g. building work or electrical work) must be planned and approved in advance by a member of AEL staff.

Visiting contractors should bring any tools, PPE and other safety equipment they think they might need to safely carry out work on site.

Visiting contractors must be appropriately qualified and experienced for any work they carry out and must have appropriate insurance cover.

Asbestos

Contractors should note that there is asbestos present in Building 409. A plan is available which shows the location of the asbestos. Please ask the AEL Health & Safety Representative for a copy before commencing work.

Pressure Systems

Visitors and visiting contractors must not carry out any work on high-pressure pipe lines without prior consultation with, and approval by, AEL staff. All such work must be inspected by AEL staff before putting the system back into service. Any pressure tests or leak tests carried out by visitors must be witnessed and documented by AEL staff.

Personal Protective Equipment (PPE)

PPE for hearing protection will, if required, be issued to visitors who are watching a rocket firing and this equipment must be used since hearing damage could result otherwise.

Visitors working on site must ensure they have suitable PPE for the job being undertaken. Please ask AEL staff if in doubt.

Welfare

The toilet block for J-site is located opposite J1.

Kitchen facilities are located in Building 409 entrance area. Drinking water and hand-washing facilities are available at the sink in Building 409.

Disposal of Waste

Domestic waste can be disposed of in the bin in the kitchen area of Building 409 or the green plastic bin outside. Items for recycling should be placed in the purple bin outside Building 409. Metal waste (scrap, swarf, etc) should be placed in the blue bins in the workshop area. (Do not handle metal swarf with bare hands, use gloves or tools.) Any activity expected to generate hazardous waste should be approved by AEL before commencing work. Visiting contractors are normally expected to dispose of any specialist waste generated by their activities.

Spill or release of hazardous substances

Visitors must inform a member of AEL staff immediately if any spillage or release of hazardous or flammable substances occurs. Absorbent spill-control material is available in the broom cupboard in Building 409.

Please note that no chemicals (other than water) shall be allowed to enter the gully system on J-site until further notice.

Emergencies

A specific safety briefing will be provided for visitors watching or taking part in rocket firing activities. This will address any emergency actions pertaining to the firings being conducted.

Fire

If a fire is discovered, vacate the area as quickly as possible and inform a member of AEL staff. Small fires can be tackled with fire extinguishers which are available in Building 409 (by the front door under the safety notices, by the welding area and on the back of the door of the electronics lab) and in the J1 and J2 control rooms (by the door.) If in doubt, get out.

If the fire involves rocket propellants, hazardous substances or pressurised gas, evacuate immediately and inform AEL staff. In such an instance (fire in or around firing bays), rendezvous at the AEL entrance to Building 409.

Accident and Injury

Please notify a member of AEL staff immediately if an accident or injury occurs.

A First Aid kit is located above the sink in Building 409.

In the event of a serious injury, dial 999. See the emergency telephone details at the top of the document.

Security

Use of IT infrastructure

Access to any AEL computer or computer network is strictly forbidden except by prior arrangement.

Photography

Please ask permission from a member of AEL staff before taking any photographs or video on site. Do not take any photographs or video of any part of J3 without first obtaining permission from Nammo.

Revision History

Issue 2: Document Number AEDN-1099.

Issue 3: Change Moog to Nammo, remove Oxford Pipelines.

Issue 4: Change details about recycling bin. Fence on grass area in front of J-site bays has been removed.

Notes: