

Assessment number	RAMSC0005
Title	Airport Visits
Description	<p>This risk assessment evaluates and outlines the requirements for institutions including schools that intend to take students under the age of 18 years old, on planned and authorized visits within Malta International Airport. Students are expected to visit designated areas as part of their educational and curriculum delivery.</p> <p>Institutions including schools that are intending to take students under the age of 18 years old, on visits within Malta International Airport as part of their curriculum delivery or otherwise are required to comply with the requirements outlined in the procedure SC-OH-21.</p> <p>The following tours fall within the scope of this procedure:</p> <p>Tour A - Passenger Terminal Age Group: 8 years + Appointed Responsable Person: Maria Daniela Caruana Duration: 60min</p> <p>All visits will be facilitated by the Customer Services personnel.</p> <p>The group is greeted at the Check-In Information Desk and receives a brief introduction to the airport, followed by a brief explanation of the FIDS and check-in counters.</p> <p>The group shall proceed through the e-gates and up to the security screening area where we give a brief description of the security procedures and prohibited items. If a security senior officer is available during this time, he/she would say a few words at this point.</p> <p>Once the group passes through security, they will proceed directly to the gates area (straight through DUFY as no items can be purchased). Once arriving at the Schengen Information Desk there is an explanation on these items:</p> <ul style="list-style-type: none">• Schengen vs Non-Schengen implications• Gate allocations• Immigration• Customs <p>VIP terminal (subject to operational requirements)</p> <p>Once the lounge is complete, the visit will proceed through transit and through the arrivals corridor, and down to the Baggage Reclaim Area where an explanation of the reclaim allocation and customs will be given.</p> <p>Once the group enters the Welcomers Hall, there are a few concluding remarks, kids are provided with packs and the visit is ended.</p> <p>Tour B - MET Office Age Group: 11 years+ Appointed Responsable Person: Lianne Rapinett Duration: 60min</p> <p>The group will be visiting the MET Office and observing forecasters, using instrumentation, and monitoring data through display screen equipment. They will also have the opportunity to observe communication and briefings between forecasters and pilots and other stakeholders.</p> <p>Tour C - MIA Fire Station Age Group: 11 years+ Appointed Responsable Person: Luke Pace / Robert Attard Duration: 60min</p> <p>Watch room Visit The visitors will be shown the equipment we have in the fire watch which include;</p> <ul style="list-style-type: none">o Fire alarm systemo Apron CCTVo Crash alarmo Radio Telephony <p>Hanger Visit The visitors will be shown around the hanger, non-essential vehicles will be toured;</p> <ul style="list-style-type: none">o Domestic vehicleo Washdown/incident command vehicleo High-pressure pump Vehicle <p>- The equipment available will also be shown</p> <p>Compressor room The room will be toured and the process explained We will also explain the basic functions of BA</p> <p>Fire Extinguisher service room Explanation on different fire extinguishers and their uses Servicing process</p> <p>Foam Store</p>

Foam reserve
Powder reserve
Trailer fire pump

Indoor and outdoor gym 5 mins
- Just a walk-through here

Organisation	Malta International Airport
Department	Safety & Security, Fire Services & Procurement
Assessment Methodology	Hazards with Consequences
Recurrence	Ongoing
Expected Completion Date	
Current Status	
Actual Completion Date	15/03/2022
Reference file(s)	

Review Details

Last Conducted On	11/03/2022
Next due by	11/03/2023
Confidentiality	Visible to everyone
Assessor	Borg, Daniela
Created by	Luke Pace
Manager responsible for sign-off	

Hazard Assessments

<input checked="" type="checkbox"/> Hazard	Highest Score			<input checked="" type="checkbox"/> Last Reviewed	Actions
	Inherent Risk	Current Risk	Planned Risk		
H01: Impact by a Vehicle/Equipment	15	9	3	09/03/2022 by Daniela Borg	
H02: Impact by fire trucks in the event of a Crash Alarm at RFFS	10	8	4	09/03/2022 by Daniela Borg	
H03: Slips, Trips and Falls	16	9	4	09/03/2022 by Daniela Borg	
H04: Exposure to Chemicals, Allergens and Biological agents	15	5	5	09/03/2022 by Daniela Borg	
H05: Choking, Suffocation, Strangulation	5	2	2	09/03/2022 by Daniela Borg	
H06: Fire & Emergency	15	6	1	11/03/2022 by Daniela Borg	
H07: Construction Projects	8	4	1	09/03/2022 by Daniela Borg	
H08: Lifts and Escalators	12	9	4	09/03/2022 by Daniela Borg	
H09: Lost Children	12	8	4	15/03/2022 by Daniela Borg	
H10: Vulnerable Children/ Disruptive Behavior	9	4	4	09/03/2022 by Daniela Borg	
H11: COVID-19	8	6	3	09/03/2022 by Daniela Borg	
Highest Score:	16	9	5		

Current Risk

Assessment	Accept	The risk is acceptable
Comments		

Planned Risk									
Assessment									
Comments									
Sign-Off									
Submitted		11/03/2022 - Daniela Borg							
Signed off		15/03/2022 - Daniela Borg							
Hazards and Consequence in detail (with scoring)									
Hazard		H01: Impact by a Vehicle/Equipment							
Description		Impact by vehicle or equipment especially in high traffic area like service tunnel, apron 9, hangers and service road in proximity of the mentioned.							
Consequence	Mitigation	Inherent Risk		Current Risk		Planned Risk			
		Sev. Likel.		Sev. Likel.		Sev. Likel.			
Main Impact: Safety Personal Injury/Death	Current Mitigation The group of visitors shall ensure that drop off is organized to be in designated areas at the Terminal Façade and that designated pathways to the Terminal are used, including pedestrian crossings and pavements.	5	3	3	3	3	1		
		15		9		3			
	Whilst on Airport Campus, including airside locations at the Gates Area and at the RFFS Hanger, the group shall assure that instructions given are duly followed and that group uses designated pathways suitable for pedestrians.								
	Pick up/Drop off for RFFS Visits will take place from designated safe areas in coordination with the MIA representative.								
	When travelling by foot to the MET Office designated passage ways are to be used.								
	The group of visitors shall always be escorted by an MIA designated person which will ensure regulations and designated pathways are observed.								
	Reversing of RFFS Vehicles whilst group is at the RFFS Hanger is not advisable and in the event of operational exigencies, group shall be asked to relocate to a safe designated area until such maneuvering can take place.								
	Planned Mitigation Supervision by the Visitors Representative shall be available at all times and ratios respected as per clause 7.1.3 (SC-OH-21).								
	Visitors accessing RFFS hanger and airside locations shall be wearing a high-visibility vest which will provided by MIA.								
	Visitors Representatives shall be made aware of peak hours where particular increase in the maneuvering of passengers drop offs by means of taxis and coaches would be expected at the Terminal Façade.								
Ensure that children are advised beforehand with the rules and regulations of such event including behavioral requirements.									

SEE CAPS NOTE ABOVE:

ACTIONS

ACTIONS: NONE

Hazard	H02: Impact by fire trucks in the event of a Crash Alarm at RFFS															
Description	In the event of an aircraft emergency the crash alarm will sound and the crew will proceed hastily to the fire trucks and leave the station in as little time as possible. This will created a moment of high risk and fast tracking events which people who are unaware of the modus operandi may become seriously injured.															
Consequence	Mitigation	Inherent Risk		Current Risk		Planned Risk										
		Sev. Likel.		Sev. Likel.		Sev. Likel.										
Main Impact: Safety Major injury with possible death	Current Mitigation As part of their briefing the school representative including other adults and staff will be advised that, if the alarm goes off they must proceed immediately to a designated safe area. The MIA appointed representative will facilitate and ensure that in such emergency event all the group proceeds to the appointed area. Planned Mitigation Ensure that children are advised beforehand with the rules and regulations of such event including behavioral requirements Supervision by the Visitors Representative shall be available at all times and ratios respected as per clause 7.1.3 (SC-OH-21). All personnel shall wear the given High Visibility clothing provided at all times in airside locations.	<table><tr><td>5</td><td>2</td></tr><tr><td colspan="2">10</td></tr></table>	5	2	10		<table><tr><td>4</td><td>2</td></tr><tr><td colspan="2">8</td></tr></table>	4	2	8		<table><tr><td>4</td><td>1</td></tr><tr><td colspan="2">4</td></tr></table>	4	1	4	
5	2															
10																
4	2															
8																
4	1															
4																

SEE CAPS NOTE ABOVE:

ACTIONS

ACTIONS: NONE

Hazard	H03: Slips, Trips and Falls						
Description							
Consequence	Mitigation	Inherent Risk		Current Risk		Planned Risk	
		Sev.	Likel.	Sev.	Likel.	Sev.	Likel.
Main Impact: Safety Injury to students and accompanying adults	Current Mitigation	4	4	3	3	2	2
	General	16		9		4	
	During cleaning procedures “Wet Floor” Signage must be in place to indicate slippery floors.						
	Cleaners monitor all areas to ensure that there are no spillages and to erect signage when necessary.						
	General good housekeeping in place and maintained at all times.						
	Any spillages are reported immediately and cleaned.						
	Tour A Passenger Terminal						
	MIA representatives must ensure that all visitors are made aware of any uneven or slippery floor.						
	All stairs are equipped with adequate handrails and non-slip strips.						
	Group shall always ensure that instructions						

Consequence	Mitigation	Inherent Risk		Current Risk		Planned Risk	
		Sev.	Likel.	Sev.	Likel.	Sev.	Likel.
	<p>given are duly followed and that roaming unattended is not permissible.</p> <p>The use of escalators shall be used under supervision and children are advisable to make use of the stairs and handrails available.</p> <p>Tour B No access to the MET Office Roof shall be considered during the visit.</p> <p>Tour C</p> <p>Spillages within the fire department hangar caused by overflow from fire trucks are cleared and cleaned immediately.</p> <p>When boarding vehicles (namely the RFFS van) attention shall be given to the process and school representatives shall ensure that children access/egress safely.</p> <p>Access to the RFFS reservoir and other excluded areas where potential drop from heights is expected shall be excluded from such visits.</p> <p>Planned Mitigation Ensure that parents & careers are aware of the clothing requirements needed. All children should wear flat shoes that covers their feet with socks.</p> <p>Always make sure that other weather appropriate clothing including rain coats, hats etc. will be provided, as part of the visit will be outside, and some areas are more at risk for slips and falls.</p> <p>Ensure that children are advised beforehand with the rules and regulations of such event including behavioral requirements.</p> <p>Supervision by the Visitors Representative shall be available at all times and ratios respected as per clause 7.1.3 (SC-OH-21).</p> <p>Children shall be advised to walk carefully and to adhere to instructions given at all times.</p>						

SEE CAPS NOTE ABOVE:

ACTIONS

ACTIONS: NONE

Hazard		H04: Exposure to Chemicals, Allergens and Biological agents									
Description											
Consequence		Mitigation		Inherent Risk		Current Risk		Planned Risk			
				Sev.	Likel.	Sev.	Likel.	Sev.	Likel.	Sev.	Likel.
Main Impact: Safety		Current Mitigation		5	3	5	1	5	1		
Food Allergies and Allergic Reaction to any food consumed during the visit.		In order to avoid any allergic reactions to any food consumed during such visits MIA will refrain from serving any food or snack to visitors.		15		5		5			
		All visitors are allowed to bring their own lunch and/or buy food from designated areas within the airport and consume such food in the allocated lunch breaks during such visits.									

Consequence	Mitigation	Inherent Risk	Current Risk	Planned Risk												
		Sev. Likel.	Sev. Likel.	Sev. Likel.												
	Planned Mitigation The institution organizing such events must be made aware of any allergies visitors might suffer or any other conditions which might trigger an allergic reaction.															
Main Impact: Health Exposure to Chemicals and Biological agents	Current Mitigation During such visits no exposure to chemicals, allergens and biological agents which can potentially affect the group is expected. No operational activities which can potentially trigger exposure will be taking place at the RFFS Hanger during such mentioned activities. Planned Mitigation (not specified)	<table><tr><td>4</td><td>1</td></tr><tr><td colspan="2">4</td></tr></table>	4	1	4		<table><tr><td>4</td><td>1</td></tr><tr><td colspan="2">4</td></tr></table>	4	1	4		<table><tr><td>4</td><td>1</td></tr><tr><td colspan="2">4</td></tr></table>	4	1	4	
4	1															
4																
4	1															
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4																

SEE CAPS NOTE ABOVE:

ACTIONS

ACTIONS: NONE

Hazard	H05: Choking, Suffocation, Strangulation									
Description										
Consequence		Mitigation		Inherent Risk		Current Risk		Planned Risk		
				Sev. Likel.		Sev. Likel.		Sev. Likel.		
Main Impact: Safety		Current Mitigation		5	1	2	1	2	1	
Choking, Suffocation, Strangulation Hazard		All toys and material supplied in the MIA Gift Packs shall be risk assessed and specifically approved by OHS Manager within MIA who will ensure amongst others that;		5		2		2		
		- Age appropriate toys and gifts are to be provided;								
		- Only CE certified toys with EC declaration of conformity toys are to be provided which are in line with SL427.40 and additional subsidiary legislations;								
		- Toys with small parts (eg. balloons, batteries, magnets, marbles) which are small enough to be a choking hazard will not be permitted;								
		- Art Material supplied should meet EU standards and regulations related to chemicals, including chemical requirements under TSD and REACH regulation (EC) 1907/2006								
		Specific Warnings and precaution to be taken shall be made visible on provided toys as per SL427.40 and additional subsidiary legislations;								
		Planned Mitigation								
		The school or institution shall advise MIA if such Gift Bag shall not be given to any visitors with different needs as it might pose their safety or that of others at risk.								
		Ensure that where applicable toys and gifts provided are only given to age appropriate visitors.								

Consequence	Mitigation	Inherent Risk		Current Risk		Planned Risk	
		Sev.	Likel.	Sev.	Likel.	Sev.	Likel.
	Supervision by the Visitors Representative shall be available at all times and ratios respected as per clause 7.1.3 (SC-OH-21).						

SEE CAPS NOTE ABOVE:

ACTIONS

ACTIONS: NONE

Hazard		H06: Fire & Emergency					
Description							
Consequence	Mitigation	Inherent Risk		Current Risk		Planned Risk	
		Sev.	Likel.	Sev.	Likel.	Sev.	Likel.
Main Impact: Safety Fire Emergencies involving students and any accompanying adults.	Current Mitigation All corridors and exit doors are kept well cleared from obstructions.	5	3	3	2	1	1
		15		6		1	
	Fire extinguishers are available and checked regularly.						
	Designated assembly points indicated by proper signage both airside and land side.						
	Written evacuation procedure in place and maintained so that in the event of danger, all persons can evacuate all the building and all parts quickly and as safely as possible.						
	MIA personnel are trained on evacuation procedures and the use of fire extinguishers.						
	All emergency routes and exit doors are indicated by adequate directional signs.						
	Fire alarm and detection system in place and maintained.						
	Fire drills are carried out regularly as per local legislations.						
	A number of certified first aiders available at all times at the terminal building to render first aid.						
	Adequate number of first aid boxes available at all times. Planned Mitigation Visitor's representatives should familiarise themselves with the locations of all the Emergency Exits in all the building. A siren is used to alert staff and visitors of an evacuation.						
	Visitors should remain in the vicinity of the MIA Contact Person at all times for their safety.						
	Assembly Points are on both sides of the terminal building and near any other MIA premises.						
	Visitor's Representatives should be watchful of the group when crossing the road.						
	At the Assembly Points, visitor's representatives should take list of visitors and report anyone missing to the MIA Marshall identified by the high-visibility						

Consequence	Mitigation	Inherent Risk	Current Risk	Planned Risk
		Sev. Likel.	Sev. Likel.	Sev. Likel.
	<p>vests.</p> <p>In the event of a fire evacuation, lifts should not be used.</p> <p>First Aid provision is the responsibility of the visitor's representative/s.</p> <p>The Company has trained employees to provide Basic First Aid treatment and can assist the victim as per provisions published in the latest version of the Company First Aid Procedure. Please ask the MIA Contact if you require any treatment.</p>			

SEE CAPS NOTE ABOVE:

ACTIONS

ACTIONS: NONE

Hazard	H07: Construction Projects																					
Description																						
Consequence		Mitigation		Inherent Risk		Current Risk		Planned Risk														
				Sev. Likel.		Sev. Likel.		Sev. Likel.														
Main Impact: Safety		Current Mitigation		<table><tr><td>4</td><td>2</td></tr><tr><td colspan="2">8</td></tr></table>		4	2	8		<table><tr><td>2</td><td>2</td></tr><tr><td colspan="2">4</td></tr></table>		2	2	4		<table><tr><td>1</td><td>1</td></tr><tr><td colspan="2">1</td></tr></table>		1	1	1		
4	2																					
8																						
2	2																					
4																						
1	1																					
1																						
Injury to students or any accompanying adults.		Work sites are all enclosed with bollards or hoarding.																				
		MIA representatives must ensure that all students are made aware of any works in progress.																				
		All tools, machinery and equipment is always kept within the hoarded area as far as reasonable practical																				
		Planned Mitigation																				
		Good Supervision with adequate ratios at all times.																				
		Ensure that children are advised beforehand with the rules and regulations of such event including behavioral requirements.																				

SEE CAPS NOTE ABOVE:

ACTIONS

ACTIONS: NONE

Hazard	H08: Lifts and Escalators									
Description										
Consequence	Mitigation	Inherent Risk		Current Risk		Planned Risk				
		Sev. Likel.		Sev. Likel.		Sev. Likel.				
Main Impact: Safety Injury to students or any accompanying adults.	Current Mitigation The use of escalators shall be used under supervision and children are advisable to make use of the stairs and handrails available. All lifts and escalators are certified every 6 months as per local legislation. Regular preventive maintenance is carried	4	3	3	3	2	2			
		12		9		4				

Consequence	Mitigation	Inherent Risk	Current Risk	Planned Risk
		Sev. Likel.	Sev. Likel.	Sev. Likel.
	<p>out by competent persons.</p> <p>Planned Mitigation</p> <p>Students should always be accompanied by an adult when using the lifts and escalators.</p> <p>In case the lift stops, push the ALARM button for 10 seconds and wait for assistance. Do not force open the lift cabin doors.</p> <p>Lifts are not to be used in case of an emergency.</p> <p>Loose clothing are to be kept clear of escalators steps and sides.</p> <p>Students are not allowed to sit on escalators' steps or stand too close to the sides.</p>			

SEE CAPS NOTE ABOVE:

ACTIONS

ACTIONS: NONE

Hazard	H09: Lost Children									
Description										
Consequence	Mitigation	Inherent Risk		Current Risk		Planned Risk				
		Sev.	Likel.	Sev.	Likel.	Sev.	Likel.			
Main Impact: Safety Injury to students.	Current Mitigation MIA shall receive the actual head count of all the group upon arrival from the appointed school representatives.	4	3	4	2	2	2			
	Planned Mitigation Ensure that children are advised that in the event they get lost they should identify themselves with any staff carrying a Security Pass and asked to be escorted to MIA information desk.	12		8		4				
	The appointed school representative shall periodically check that the group is intact and report any discrepancies to the MIA contact person.									
	Ensure that children are advised beforehand with the rules and regulations of such event including behavioral requirements.									
	Supervision by the Visitors Representative shall be available at all times and ratios respected as per clause 7.1.3 (SC-OH-21).									
	A head count of all children and adults should be communicated to the MIA contact upon arrival.									
	Children requiring rest room facilities shall be accompanied by an adult of the same gender and notification to the appointed school representative.									

SEE CAPS NOTE ABOVE:

ACTIONS

ACTIONS: NONE

Hazard	H10: Vulnerable Children/ Disruptive Behavior									
Description										
Consequence	Mitigation	Inherent Risk		Current Risk		Planned Risk				
		Sev. Likel.		Sev. Likel.		Sev. Likel.				
Main Impact: Safety Protection of vulnerable children/ children with disruptive behavior which can results in injuries or accidents,	Current Mitigation A set of rules and guidelines currently at version 1 have been outlined in procedure SC-OH-21.	3	3	2	2	2	2			
		9		4		4				
	Planned Mitigation Ensure that written consent from all parents of children attending such event are recorded.									
	Ensure that a separate risk assessment is implemented by the school for any vulnerable children or children with different needs that might require additional support/controls.									
	Due to the data protection of the minors MIA shall not be made aware of such contents and the school representative together with the learning support assistant shall remain responsible at all times. However, should any controls identified require the intervention of MIA, the MIA H&S Manager shall be notified by email on healthandsafety@maltaairport.com prior to the event to ensure we can provide a safe visit.									

SEE CAPS NOTE ABOVE:

ACTIONS

ACTIONS: NONE

Hazard	H11: COVID-19									
Description	Any staff member (educator/ administration staff/ other) or child who feels unwell or has any symptoms should not attend for any airport visits.									
Consequence		Mitigation		Inherent Risk		Current Risk		Planned Risk		
				Sev. Likel.	Sev. Likel.	Sev. Likel.				
Main Impact: Health Exposure to COVID-19		Current Mitigation All schools or entities participating shall ensure that all guidance and requirements as issued by PH shall be duly followed, namely the latest version of the "Advice and guidelines to the educational sector for the re-opening of Postsecondary Schools/ Institutes in Malta and Gozo". Planned Mitigation (not specified)		4	2	2	3	1	3	
				8		6		3		

SEE CAPS NOTE ABOVE:

ACTIONS

ACTIONS: NONE

Actions

ACTIONS: NONE

