

# **Inclusion and Accessibility guide for passengers with disabilities and reduced mobility**

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# Inclusion and Accessibility guide for passengers with disabilities and reduced mobility

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## Introduction:

EU legislation came into effect on 26th July 2008 in respect of facilities at airports for “disabled persons” or “persons with reduced mobility”. This law has clarified that airport authorities will be fully responsible for transportation of persons with reduced mobility through the airport onto an aircraft from 26th July 2008.

Cornwall Airport Newquay is committed in providing a seamless Customer Service product for all users of the airport. We are proud of the service we offer and in 2018 we assisted over 6,000 passengers.

As part of our ongoing commitment to provide the highest level of customer service and to help monitor standards we have recently launched a passenger survey questionnaire. We will publish the passenger survey information each year.

All airports follow guidelines set out in regulation EC1107/2006 and airport staff are trained as defined in ECAC Doc 30 Part 1 Section 5.

## Who should receive the Services?

A Person with Reduced Mobility (PRM) is understood to mean any person whose mobility is reduced due to physical incapacity (sensory or locomotive), an intellectual deficiency, age, illness, or any other cause of disability when using transport and whose situation needs special attention and the adaptation to a person’s needs of the service made available to all passengers.

Hidden Disabilities include, but are not limited to, dementia, autism, learning disabilities, anxiety, mental health conditions, visual impairment, and hearing loss.

## How is this service to be managed at Cornwall Airport Newquay?

It is the responsibility of all Cornwall Airport Limited staff members to provide assistance to all users of Cornwall Airport Newquay. The company will provide sufficient and safe equipment with specialist PRM training by Able to Train, South West Training, 5 Degrees West and Seahorse Associates.

This assistance is provided from the designated or agreed landside meeting points to check in, through the security screening area and the departure lounge and to the aircraft.

They are also responsible for assisting disembarking passengers airside through to the designated or agreed meeting point for arriving passengers landside.



## Passenger Notification Process

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It is preferable for passengers to pre book their assistance prior to their journey to ensure sufficient members of staff are available. \*Note some airlines are restricted on the number of passengers with reduced mobility who can be accepted per flight therefore it is strongly recommended assistance is pre-booked.

It is Cornwall Airport Newquay's policy that all members of staff are able to provide the assistance to meet the needs of the passengers.

The airline will notify the Airport Information Desk team of all bookings at least 24 hours in advance.

Alternatively passengers can also request this assistance at the Airport when they arrive either at the call points or at any time throughout the Airport journey.

### **Dedicated Call Points:**

Call points to advise us of their arrival at the airport are located at the car park payment machines in the East and West Car Parks.

A staff member allocated to assist will then meet the passenger at the agreed location.

### **Check-in, Security and Boarding Procedures:**

Passengers are to be fast tracked at both check in and security if assistance is provided by an airport employee.

An area has been allocated within the departure lounge where all assistance passengers should be positioned in preparation for their flight.

**Note for airport staff:**

Please note: passengers will not be left for more than 30 minutes at any one time therefore it is imperative should you be assigned at the Gate you remain there at all times to provide assistance as and when required. Passengers should be assisted in one seamless process and there can only be a maximum of one handover before the baggage reclaim area and a maximum of one handover after the baggage reclaim area or arrivals hall.

**Surveys:**

Passengers are given details of the passenger assistance survey for their feedback on the assistance received. The link to survey monkey is emailed to passengers who agree to submit their email address to us. All surveys are recorded and data is sent to the Civil Aviation Authority (CAA) for monitoring. Survey results form part of the CAA regulations that airports must follow.

**Airport Forum for Accessible Air Travel:**

The airport has an accessibility Forum who meet at least twice a year. The members of the forum are from the disability community and provide valuable guidance to the airport in making air travel accessible for everyone. Minutes from the meetings are published on the airport website

# Statutory EU Service Level Agreements

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## **For Pre-Booked Departing Customers:**

Upon arrival at the Airport, once they have made themselves known:

- 80% of customers should wait no longer than 10 minutes for assistance
- 90% should wait for no longer than 20 minutes
- 100% should wait for no longer than 30 minutes.

## **For Non Pre-Booked Departing Customers:**

Upon arrival at the Airport, once they have made themselves known:

- 80% of customers should wait no longer than 25 minutes
- 90% should wait no longer than 35 minutes
- 100% should wait no longer than 45 minutes.

Note: Waiting times over 15 minutes are subject to availability of waiting areas

## **For Pre-Booked Arriving Customers:**

Assistance should be available at the gate-room / aircraft side for:

- 80% of customers within 5 minutes of “on chocks”
- 90% within 10 minutes
- 100% within 20 minutes.

## **For Non Pre-Booked Arriving Customers:**

Assistance should be available at the gate-room / aircraft side for:

- 80% of customers within 25 minutes of “on chocks”
- 90% within 35 minutes
- 100% within 45 minutes.

# Information Leaflet



Cornwall Airport Newquay has an ongoing commitment to passengers requiring special assistance and the airports procedures and specialist aircraft ground handling equipment have been designed to enable smooth and easy passage through all areas.

## **DEPARTING PASSENGERS FROM CORNWALL AIRPORT NEWQUAY**

If you are being dropped off at the airport by a relative or friend, help buttons are located by the car park payment machines in the east and west car parks. These are connected to our information desk. Should the person dropping you at the airport wish to accompany you in to the main terminal building please utilise the main east and west car parks. Car parking charges are applicable, however we offer 30 minutes parking free of charge within both car parks.

There is directional signage at various locations in the east and west car parks stating the airport telephone number of 01637 860600. You can also contact this number when you arrive in the car park to request assistance.

## **ARRIVING PASSENGERS FROM CORNWALL AIRPORT NEWQUAY**

Airport staff will assist you from the aircraft to the arrivals building or your vehicle within the east and west car parks. Should you have someone collecting you, please advise the person to wait in the arrivals lobby.

Live flight information is available by visiting our website  
[www.cornwallairportnewquay.com](http://www.cornwallairportnewquay.com)

## **HOW TO BOOK\***

Please inform your travel agent or airline of any special assistance requirements when making your booking.

\*Note some airlines are restricted on the number of passengers with reduced mobility who can be accepted per flight therefore it is strongly recommended assistance is pre-booked.

## **HOW TO MAKE A COMPLAINT**

Cornwall Airport Newquay is committed to offering the highest standard of customer service for passengers with reduced mobility. To help us monitor our performance, we invite you to complete the passenger survey.

To make a complaint please email [customerfeedback@cornwallairportnewquay.com](mailto:customerfeedback@cornwallairportnewquay.com) and we will respond within 21 days.