



OPERATIONAL SAFETY INSTRUCTION

Version A Issued 11/12/2019

Winter Hazards and the Aerodrome Snow Plan

Issued By Airside Operations and Safety Manager Ref BRS-OSI-WX-001

It is the responsibility of all employers to ensure that relevant OSIs are brought to the attention of their staff. However, individuals remain responsible for their own actions and those who are in any doubt should consult their Supervisor or Manager.

1. INTRODUCTION

This instruction introduces the Bristol aerodrome snow plan and sets out the actions and precautions to take in winter conditions, including the responsibilities of airside users.

2. AERODROME SNOW PLAN

The airside section of the aerodrome snow plan is published in accordance with the requirements of Regulation (EU) No 139/2014), Annex IV — Part-ADR.OPS SUBPART B — Aerodrome Operational Services, Equipment and Installations (ADR.OPS.B), ADR.OPS. B.035, AMC1 ADR.OPS.B.035 and GM1 ADR.OPS.B.035 to ED Decision 2014012-R AMC & GM to Authority, Organisation & Operations for Aerodromes. All snow clearance procedures will comply with the Acceptable Means of Compliance for Operations in winter conditions.

The aerodrome snow plan, distributed annually, details the preparation and procedures necessary to enable safe airfield operations to continue during snow and ice conditions at Bristol Airport.

The responsibility for snow and ice control on airside areas at Bristol Airport is vested in the Head of Airside Operations and Safety.

2.1. Aim of the Snow Plan

The aim of the aerodrome snow plan is to keep the airfield open for normal safe operations, as far as is reasonably practicable, during adverse weather conditions such as snow and ice. The precise plan adopted will depend on the forecasted weather conditions and will be adaptable as the situation progresses. The airside Snow Team Leader will be responsible for operational command and control, whilst the Snow Boss is responsible for the airfield state.

2.2. Forecasts

Ice and or snow forecasts will be supplied by the UK Meteorological Office. These warnings will be promulgated to airside users by the Airport Control Centre and updated as forecasts change.

The forecast will normally contain the following, and will normally be issued not more than twelve and not less than two hours ahead:

- a) Whether snow, ice or frost is expected
- b) Time of onset of snow or icing conditions
- c) Intensity (slight, moderate or heavy) and probable duration
- d) Estimated depth in (cm) and type (dry/wet/mixed) and possibility of drifting
- e) Forecast surface wind speed and direction

2.3. Responsibilities

2.3.1. Leased Areas

Tenants are responsible for the assessment and clearance of snow and ice within their individual leased areas.

2.3.2. Northside House

The pedestrian routes from Northside House to the head of stand 13 will be assessed by either of the ground handling agents that occupy Northside House and cleared or treated as required.

2.3.3. Aviation House

The pedestrian routes from Aviation House to the ramp will be assessed by the Aviation House security team and cleared or treated as required.

2.3.4. Aircraft Stands

Aircraft stands will be assessed by the Snow Boss and cleared or treated as required. The priority will be established in conjunction with the stand allocation team in the Airport Control Centre, subject to anticipated movements and aircraft types.

Handling agents are responsible for the assessment and clearance of contamination around equipment stored in the equipment parking areas.

2.3.5. Passenger Routes

Passenger routes between aircraft stands and the gate/terminal building will be assessed by the ground handling agent as part of the stand pre-use checks. The ramp lead agent or team leader will be jointly responsible with the turnaround coordinator for completing this assessment. Passenger routes can be treated with approved airside de-icing agents.

2.3.6. Airside Roads

Airside roads will be assessed and cleared by the Snow Boss and cleared or treated as required.

2.3.7. Manoeuvring Area

The manoeuvring area surfaces will be assessed by the Snow Boss and cleared or treated as required, and in accordance with the clearance priorities map in the Aerodrome Snow Plan.

3. PRECAUTIONS IN FREEZING CONDITIONS

Winter weather brings extra hazards. To avoid accidents, more care should be taken by all Airside personnel. Accident risks can be reduced by taking the following simple precautions:

3.1. Pedestrians

- a) Surfaces that have been treated with anti-icing or de-icing fluids may become more slippery initially, particularly painted surfaces. This is very common after the spraying of aircraft de-icing fluid on stands. Allow additional time for all ramp activities and take extra care and caution when walking across ramp surfaces.
- b) When pedestrian routes are identified as being slippery, the turnaround coordinator should ensure warning announcements are made to passengers prior to boarding or disembarking, and consider using the front aircraft steps only to avoid the largest concentrations of de-icing fluid residue around the wing.
- c) Any areas identified as being hazardous and that cannot, or have not been treated, should be reported to the Airport Control Centre on **ext. 3402**. The Control Centre can then arrange for action to be taken if possible, and an alert to be issued on the Airport Community App.

3.2. Vehicles

- a) Ensure that attention is given to vehicle inspection prior to use. Check operation of lights, battery condition and antifreeze.
- b) Do not leave vehicles unattended with engines running.
- c) Take extra care when driving, especially at the approach to road junctions and on the ramps to/from the undercroft. Bear in mind that vehicles will require a greater distance in which to stop.
- d) Only take essential journeys on the ramp and avoid driving on fresh snow where possible to avoid compacting it into solid tracks of ice, which are then hard to remove.
- e) Operators of specialist vehicles involved in the carriage of water should take special precautions as follows:

- a. In freezing conditions, or when freezing conditions are forecast, action must be taken to avoid unnecessary formation of ice on aprons and road surfaces. Operators of equipment such as potable water tankers and toilet servicing vehicles must take special care to ensure that there is no emptying, spillage or leakage leading to subsequent freezing. Care must also be taken in the use of potable water points to contain spillage and overflow to a minimum.
- b. The washing of ramp equipment may only be undertaken in the specialist wash down area provided.
- c. Catering vehicle operators should ensure that any surplus ice from aircraft galleys is disposed of properly.
- d. All operators of aircraft parked on stands during freezing conditions should ensure that galley drains are not left dripping onto apron surfaces and that when aircraft water tanks are drained, water is disposed of where it cannot present a hazard if it subsequently freezes.

3.3. Manoeuvring Area Operations

When the manoeuvring area is contaminated with snow or ice, only essential vehicle movements will be permitted. Essential vehicles include airside operations and fire vehicles undertaking safety or emergency response tasks, and engineering vehicles undertaking emergency maintenance or repairs.

4. COMMUNICATIONS

It should be noted that whilst Bristol Airport will make every effort to disseminate information on the changing weather situation as it develops, (from the Airport Control Centre via email and the Airport Community App), responsibility also rests upon handling agents, airlines, and business partners to warn passengers and staff of the likely presence of snow and/or ice in their operational areas and to take self-help measures wherever possible.

Any winter airside hazards observed that require action from the airport authority or communicating to airside users should be reported to the Airport Control Centre on **ext. 3402**.

5. GENERAL ENQUIRIES

Any enquiries regarding this Instruction should be addressed to the Airside Operations Department on **01275 473705 / 07712 792235** or airsideops@bristolairport.com.

Any enquiries regarding the Aerodrome Snow Plan should be addressed to the AOSM dan.jones@bristolairport.com.