



OPERATIONAL SAFETY INSTRUCTION

Version E

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Winter Hazards and the Aerodrome Snow Plan

Issued By Airside Operations
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 OSI introduces the Bristol Winter Weather Response Plan (WWRP) and sets out the actions and precautions to take in winter conditions, including the responsibilities of airside users.

2. WINTER WEATHER RESPONSE PLAN

The airside section of the WWRP is published in accordance with the requirements of regulation 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 Operations in Winter Conditions.

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

2.1. Aim of the Winter Weather Response Plan

The aim of the WWRP 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, the Airside Operations Duty Manager (or deputy) is responsible for the assessment and reporting of airside surface conditions, whilst the Snow Boss is responsible directing an effective snow and ice clearance operation.

2.2. Forecasts

Ice and or snow forecasts will be supplied by Storm Geo / Met Office. These warnings will be promulgated to airside users by the Airport Control Centre (ACC) via e-mail and the Airport Community App 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. Pedestrian Routes

The gritting of airside pedestrian routes following ground frost or ice warnings, will be completed by the allocated airside business partner. Bristol Airport is a large site and therefore a collaborative approach is required to ensure all areas are treated. Refer to the plan at Appendix A. Business partners should provide safety footwear and gloves for their employees.

These allocations do not replace the responsibility for ground handling agents to check passenger routes prior to boarding or de-boarding of aircraft (see 2.3.4).

Number	Area	Limits	Allocated to
1	West Apron	Stand 30 to stand 39, around perimeter of west apron	Swissport / Airside Operations
2	Western Service Road (Airside)	Stand 30 to the ATC Tower *landside areas under contractor.	Up and Away
3	West Apron	Stand 21 to stand 26	Swissport
4	ATC Tower	Paved area around ATC Tower Steps from main gate to ATC	NATS
5	Aviation House	Paths around building Vehicle airlock Main gate pedestrian crossings Footpath/steps to the ramp	ICTS
6	Fuel Farm	All paths within the fuel farm	North Air
7	Terminal Forecourt	Domestic arrivals, to Forward Coaching Lounge	OCS / Airside Ops
8	Covered Walkways	Stand 1 to Stand 5	OCS
9	East Apron	Stand 7 to Stand 20, around perimeter of east apron	DHL / Airside Ops
10	Eastern Service Road	Stand 14 to Northside House	NSH Tenants
11	Head of Stand 7N	Jet2 / OCS building and parking	Jet2 / OCS

2.3.3. Aircraft Stands

Aircraft stands will be assessed by Airside Operations and cleared or treated as required. The priority will be established in conjunction with the stand allocation team in the ACC, 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.

Ground handling partners are empowered to **STOP** operations if a stand is contaminated or in their opinion is unsafe. Contamination or hazards should be reported to the ACC for action.

2.3.4. 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 Lead Agent or Team Leader will be jointly responsible with the Turnaround Co-ordinator for completing this assessment.

Passenger routes can be treated with salt, except where they enter an aircraft stand, where an approved airside de-icing agent must be used. Passenger routes within the aircraft stand footprint must be treated with liquid de-icer available from a container at the head of stand 39.

2.3.5. Airside Roads

Airside roads will be assessed by Airside Operations and cleared or treated as required.

2.3.6. Manoeuvring Area

The manoeuvring area surfaces will be assessed by Airside Operations and cleared or treated as required, and in accordance with the clearance priorities map in the WWRP.

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 Co-ordinator 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 on the ground underneath the wing.

- c) Any areas identified as being hazardous and that cannot, or have not been treated, should be reported to the ACC on **ext. 3402**. The ACC 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 unless the brakes are set and for GSE, the vehicle/equipment is chocked.
- 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 vehicle wash bay on the east apron. Unless urgent, users should delay use of the wash bay in freezing conditions.
 - 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. Aircraft De-icing

- a) Whilst aircraft anti-icing or de-icing is in progress, no persons or vehicles shall enter the aircraft stand without authorisation from the de-icing coordinator.
- b) Aircraft doors must not be open whilst aircraft anti-icing or de-icing is in progress, unless this has been agreed between the de-icing coordinator and the Pilot-in-Command, in advance.
- c) All GSE must be removed from the aircraft prior to anti-icing or de-icing, so that it does not become contaminated with de-icing fluid. An exemption applies to front boarding steps only, which may be left attached to the aircraft during de-icing, with the airline's permission. De-icing crews should be aware that airline policies may vary.
- d) If front aircraft boarding steps are left attached to the aircraft during de-icing, there is a risk they may become contaminated with slippery de-icing fluid. The handling agent's dispatcher is responsible for assessing the safety of the steps and platform, prior to permitting use by crew and passengers. Contaminated steps may need to be switched.

3.4. 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 ACC 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 ACC 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 WWRP should be addressed to the Airside Operations Duty Manager AODM@bristolairport.com.

APPENDIX A AREAS OF RESPONSIBILITY

