

## WINTER OPERATIONS

ASA REF: -	05/2019	DATE OF ISSUE: -	13 <sup>th</sup> December 2019	EFFECTIVE DATE: -	13 <sup>th</sup> December 2019
------------	---------	------------------	--------------------------------	-------------------	--------------------------------

This notice is issued to advise all operators working through periods of inclement weather of the hazards associated with winter operations.

During inclement weather conditions East Midlands Airport (EMA) makes every effort to clear snow and ice from airside areas. However, this can be a lengthy process, particularly during periods of persistent and heavy snowfall.

It is very important that all individuals are constantly aware that during periods of particularly cold temperatures snow and/or ice may be present and as such must remain vigilant, taking extra precautions as necessary.

The following safety advice must be followed:

1. Take extra care when walking and use designated walkways; as some areas of snow and/or ice may not have been treated or may have refrozen.
2. Drive with extra care and at speeds that take account of the surface conditions, especially when in the immediate vicinity of passengers, other workers and aircraft – for example during an aircraft turn-round.
3. Before transferring passengers between the terminal building and aircraft Airline Operators and Handling Agents should check the surfaces, ensuring the apron surface is free of ice and snow contamination. Particular attention should be paid to painted pedestrian walkways. Under Section 7 of the Health and Safety at Work Act 1974 all employees have a duty to take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work and to cooperate with their employer and others to enable them to fulfil their legal obligations.
4. Operators should ensure their staff are equipped with suitable PPE, including footwear with non-slip soles as other soles can be particularly hazardous on icy surfaces, they should also brief their staff to take extra care and remain vigilant when operating in conditions where snow and/or ice is likely to be present.
5. It is the responsibility of Handling Agents and Airline Operators to ensure aircraft steps (including integral aircraft steps) are clear of snow and ice contamination prior to and during use.

Any Airside areas assessed to be unsafe must be reported to the Operations Control Room on extension number 2973.

Any Landside areas assessed to be unsafe must be reported to the Operations Control Room on extension number 2840.

## AIRCRAFT DE-ICING FLUID

Surfaces contaminated with aircraft de-icing fluid can be hazardous and slippery. Aircraft de-icing fluid is often transferred underfoot from the apron stand onto pedestrian walkways and into gate entrances. When aircraft de-icing has been undertaken, Airline Operators and Handling Agents should check the surfaces before transferring passengers between the terminal, coaches and aircraft. The relevant safety advice relating to transfer of passengers (outlined above) should be undertaken.

AOI 24 – Environmental Procedures outlines the requirements for reporting the use of de-icing fluid on site, including within the Maintenance Area, which can be found:

<https://www.eastmidlandsairport.com/about-us/operational-documents/airside-operational-instructions/>

The Airport restricts the use of aircraft de-icer rigs for aircraft de-icing to areas which are already subject to increased levels of environmental control. These areas are:

- The Central Apron
- The Central West Apron
- The East Apron
- The West Apron
- The Aircraft Maintenance Area - use of small agricultural type hand sprayers (normally used on light aircraft) is permitted within the.

Aircraft de-icer rigs are not to be used in any other area.

Operators are to ensure that they have adequate procedures in place to minimise the exposure of aircraft de-icing operations to passengers and other apron users. During aircraft embarkation/disembarkation processes, aircraft de-icing operations are not to be carried out in the immediate vicinity of the passengers.

To allow the Airport to manage the environmental impact of de-icing operations, operators are required to provide information of aircraft de-icer usage to the Airport daily. This information is to be scanned and emailed to the East Midlands Airport Control Room ([controlroom@eastmidlandsairport.com](mailto:controlroom@eastmidlandsairport.com)) using form OCR7, which can be found in AOI 22, an electronic version of OCR7 is available on request.

END.

**Originator: -**

Compliance Manager Operations and Safety

**Confirmed By: -**

Head of Fire and Airfield Operations