

Operational Safety Instruction

Winter Hazards and the Aerodrome Snow Plan

15th November 2023

ASWeather_OSI_053

Version 8.0

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

- 1.1 This instruction introduces the Heathrow Snow Plan Airside for 2023/24 season and sets out the actions to be taken in winter conditions, including the responsibilities of Airside users.
- 1.2 Landside and terminal areas will be dealt with in accordance with the separate plans developed for those areas.
- 1.3 ASWeather_OSI_053 V7.0 is hereby cancelled.

2. Definitions

| Abbreviation | Description |
|--------------|--------------------------------------|
| AIP | Aeronautical Information Publication |
| AfDM | Airfield Duty Manager |
| APOC | Airport Operations Control Centre |
| CAP | Civil Aviation Publication |
| cm | Centimetres |
| HSPA | Heathrow Snow Plan Airside |
| kt | Knots |
| SNOCO | Snow Coordinator |

3. Safety Procedure

3.1 Aerodrome Snow Plan

- 3.1.1 The HSPA is published in accordance with the requirements of CAA Regulation 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 2014-012-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.



3.1.2 The HSPA, effective from 15th October 2023, details the preparation and procedures necessary to enable airfield operations to continue during snow and ice conditions at Heathrow.

3.1.3 The responsibility for ice prevention and snow clearance operations on Airside areas at Heathrow is vested in the Head of Airside Operations.

3.1.4 Copies of the HSPA are available at www.heathrowairport.com/airside.

3.2 Aim of the Aerodrome Snow Plan

3.2.1 The aim of the HSPA 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 be as a result of the forecasted weather conditions and will be adapted as the situation progresses. The Airfield Duty Manager will be responsible for operational command and control, and will have regard for such factors as;

- 3.2.1.1** Forecast weather conditions
- 3.2.1.2** Severity of the snow conditions
- 3.2.1.3** Time of day/night
- 3.2.1.4** Traffic movements expected
- 3.2.1.5** Staff and equipment available
- 3.2.1.6** Environmental considerations

3.3 Forecasts

3.3.1 Ice and or snow forecasts will be supplied by the UK Meteorological Office and DTN to Heathrow. These warnings will be promulgated to Airside users by means of the Airport Community App, telephone conferences such as the Heathrow Operational Conference Call (HOCC) and the publication of regular forecasts. Updates to this information will be generated by Heathrow upon data received from the Met Office and DTN. The forecast will take the following format, and will be issued not more than twelve and normally not less than two hours ahead;

- 3.3.1.1** Probability of snowfall
- 3.3.1.2** Time of onset of snowfall.
- 3.3.1.3** Intensity (slight, moderate or heavy) and probable duration.
- 3.3.1.4** Estimated depth in (cm) and type (dry or wet) and probability of drifting.
- 3.3.1.5** Forecast surface wind speed and direction
- 3.3.1.6** Probability of ice formation



- 3.3.2** When snow is not expected to lie, the phrase 'amounts negligible – not expected to lie' will be used. Amounts less than 1cm will be reported as 'accumulation less than 1cm'.

3.4 Responsibility for Non-Airfield Areas

3.4.1 Airbridges

- 3.4.1.1** Terminal management is responsible for the clearance of snow and ice from exposed areas of airbridge heads, but staff must remain behind barriers at all times. Terminal management is also responsible for de-icing of airbridge external steps, where these are fitted. However, users are also responsible for their own safety; de-icing material will be supplied at strategic locations around the airfield and housed in 'bins' for self-help purposes.

3.4.2 Airside Roads and Tunnels

- 3.4.2.1** Designated teams are responsible for the clearance and treatment of these areas. Pre-treatment will be completed by Airfield Operations.

3.4.3 Control Posts

- 3.4.3.1** The Campus Security and Landside team are responsible for the clearance of the Control Post magazines.

3.4.4 Leased Areas

- 3.4.4.1** Tenants are reminded that they are responsible for the clearance of snow and ice within their individual leased areas.

3.5 Self-Help – Airside Companies (Airlines, Handlers and Service Providers)

- 3.5.1** During Winter conditions, Airside companies are encouraged to proactively co-operate with others to supplement the Heathrow effort to maintain a safe airfield operation.

Heathrow provides equipment and materials to assist with the removal of snow and to prevent/remove ice. Solid de-icer (Prill) and/or Marine Salt can be found in storage containers at key locations (shown at Appendix A of this document) and should be used to address areas of ice/slippery surfaces. Equipment to dispense de-icing material and/or to clear snow will be available from the Head of Stand Modular Units (locations also shown in Appendix A).



- 3.5.2** De-icing material containers are clearly labelled with their contents. Operating companies are reminded that Marine Salt is **not** to be used on aircraft stands; solid de-icer (Prill) is provided for this purpose. Marine Salt containers are provided in proximity to trunk roadways, control posts, walkways, pedestrian crossings and key office areas. Prill is provided at the head of stand areas.
- 3.5.3** During a snow event, self-help materials are refilled on a rotational basis. During non-snow Winter conditions (such as prolonged cold or icy conditions), requests for refills of products may be made via Airfield Operations at 0208 745 6024.
- 3.5.4** Where reasonable to do so, companies are expected to 'self-help' and treat areas relevant to their operation by utilising Heathrow-provided materials and equipment. Such areas may include footpaths, access routes and key areas at the head of stand.
- 3.5.5** Airside operators **must** have their own local Snow Plan to provide details on Winter processes, procedures and risks.

3.6 Precautions in Freezing Conditions

- 3.6.1** Winter weather brings extra hazards. To avoid accidents, more care must be taken by all Airside personnel when going about their duties. Accident risks can be reduced by taking the following precautions;
- 3.6.1.1** Pedestrians
- (a) Allow additional time for all ramp activities and take extra care when walking across ramp surfaces.
 - (b) Wear appropriate safety footwear which provides suitable grip.
 - (c) Be cautious when walking on surfaces that have been treated with anti-icing or de-icing fluids, as they may become more slippery initially, particularly painted surfaces.
 - (d) Any areas identified as slippery should be addressed using the de-icing prills located at the head of stand (or Marine Salt in non-aircraft stand areas) and reported to Heathrow Airfield Operations.



3.6.1.2 Vehicles

- (a) Ensure that attention is given to vehicle inspections prior to use. Check particularly the operation of lights, battery condition and antifreeze levels.
- (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 approach ramps to tunnels. Bear in mind that vehicles may require a greater distance in which to stop during icy conditions.
- (d) 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 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.
- (e) The washing of ramp equipment may only be undertaken in the specialist wash-down areas provided.
- (f) Catering vehicle operators should ensure that any surplus ice from aircraft galleys is disposed of properly.
- (g) 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.

3.7 Communications

- 3.7.1** It should be noted that while Heathrow will make every effort to disseminate information on the weather situation as it develops, (by means of the Airport Community App, through community conference calls and weather forecast publications), responsibility also rests upon handling agents, airlines, and tenants 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.
- 3.7.2** Any Winter Airside hazards that require addressing (and cannot be dealt with through self-help) must reported to Airfield Operations on 0208 745 6024.



3.7.3 Communication lines during snow clearance are outlined in the HSPA document.

4. Enquiries

4.1 Any enquiries regarding this instruction should be directed to the Heathrow Airfield Duty Manager at 0208 745 7373.



Document Data

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Document History

| Revision | Description of Change | Date |
|----------|--|---------------------------------|
| V1.0 | Original to new template | 14 th August 2017 |
| V2.0 | Removal of old IRT and Numbers Update of IRT contact Removal of reference duplication Removal of lists of equipment | 29 th November 2017 |
| V3.0 | Update inclusion of AOM in command structure. | 6 th November |
| V5.0 | Annual update, minor amendments. | 22 nd October 2020 |
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