

## USE OF PASSENGER BOARDING EQUIPMENT IN ADVERSE WEATHER

ASA REF:-	ASA 06-2021	DATE OF ISSUE:-	18/08/2021	EFFECTIVE DATE:-	IMMEDIATE
MANUAL REFERENCE(S):-		Aerodrome Manual 2021 <i>ASI 9 Accident, Incident and Safety Occurrence Reporting Section 5 &amp; ASI 33 FOD &amp; Airfield Sweeping;</i> 3.2 <i>Airbridge Operators Inspection of the airbridge prior to and following every operation</i> .			

PLEASE ENSURE THIS INFORMATION IS PROMULGATED TO ALL STAFF

### 1.0 OBJECTIVE

- 1.1 To highlight the importance of ensuring that passenger boarding equipment (airbridges and aircraft steps) are suitably and sufficiently assessed prior to passenger boarding and offloading, especially in wet and adverse weather conditions.

### 2.0 SCOPE

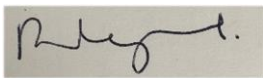
- 2.1 This Aerodrome Safety Alert (ASA) is relevant to all personnel who are involved and are responsible for overseeing ground handling operations including aircraft turnaround and passenger boarding/offloading.

### 3.0 BACKGROUND

- 3.1 Manchester Airport have observed a negative safety trend, with an increase in reported slip/trip/fall injury's involving passengers during the boarding and offloading process. In cases wet weather has been a contributing factor.
- 3.2 To collectively ensure the safety of our passengers, we ask all ground handlers to ensure the below, reviewing their SOP's, risk assessments and team communications as necessary:
- Ensure that pre-boarding and off loading checks are conducted, involving inspecting aircraft steps and walking the airbridge routes.
  - Ensuring that any observed issues with steps are reported via the ground handlers internal procedures, and removing/replacing steps as necessary.
  - Any issues identified with leaks or defects on airbridges are reported immediately to AST (01614893776) and ADM notified (01614893331). Should any spillages be observed please use available wet floor signs to highlight areas and call Mitie to attend.
  - T1 –07884 734825
  - T2 : 07788 387087 or 07857 656169
  - T3 : 07884 734344
  - Passengers are verbally advised to be vigilant during boarding/offloading in wet/adverse conditions.
  - Any reported accidents or near misses are notified to the ADM as per ASI 9 Accident, Incident and Safety Occurrence reporting.
  - Consideration is given when parking airbridge steps against different aircraft types/sizes, and colleagues/passengers are reminded to be vigilant of the incline changes and especially as we advance further into Winter Operations.

## 4.0 QUESTIONS

4.1 Any questions should be addressed to the Airfield Duty Manager x 3331 ((0)161 489 3331).

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