



Ground Operations

31st December 2024

ASGrOps_OSI_043

Version 3.0

Operational Safety Instruction

Prohibition of Smoking and Vaping in Airside Areas

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 Smoking and vaping are strictly prohibited in airside areas at Heathrow Airport except within the designated areas due to the risks of fire.
- 1.2 The term “Smoking/Vaping” used in this OSI refer to the use of cigarettes (including paper roll-ups), electronic cigarettes, vaping devices, cigars, or pipes.
- 1.3 Red bars have been added to the side of the document to draw the reader’s attention to where changes have been made.
- 1.4 The older version of this OSI “ASGrOps_OSI_043 Prohibition of Smoking in Airside Areas (Version 2.0)” is hereby cancelled.
- 1.5 All current OSIs can be found via the link [here](#) or via the Quick-response (QR) code below.



2. Definitions

Abbreviation	Description
AOT	Airside Occurrence Ticket
FOD	Foreign Object Debris
OSI	Operational Safety Instruction

3. Designated Airside Smoking/Vaping Areas

- 3.1** Smoking and vaping are only permitted within the enclosed smoking/vaping areas which are provided in approved locations across airside (See Appendix A of this OSI).
- 3.2** Smoking and vaping anywhere airside other than the designated smoking areas is strictly prohibited.
- 3.3** A designated smoking/vaping facility for passengers is available in Terminal 2A and Terminal 4 airside. These locations are strictly for passengers use only. Any Team Heathrow colleagues are not allowed to use these facilities.
- 3.4** Temporary Pass holders must be escorted at all times airside, this includes while in the designated smoking/vaping areas and on the way to and from it.

4. Housekeeping of Designated Smoking/Vaping Areas

- 4.1** All smoking/vaping areas must be kept tidy. Cigarette ends must be extinguished and discarded in the ashtrays provided. To prevent fire, no ignited cigarette ends, or any other waste can be discarded in the ashtrays.
- 4.2** To prevent FOD, all waste must be discarded in a designated FOD bin. Cigarette ends, whether extinguished or not, must not be disposed in a FOD bin.
- 4.3** Whenever an enclosure gate is equipped, it must be kept closed at all times.

5. Enforcement

- 5.1** Individual companies must ensure, by positive means, that all their colleagues are aware of the prohibition of smoking and vaping while airside. This must be included in the induction and refresher training for all colleagues.
- 5.2** HAL Airside Operations Team will conduct regular inspections airside to ensure full compliance with all rules and procedures outlined in this OSI.



5.3 Any contravention of this OSI will lead to appropriate actions to be taken against the individual(s) and/or the company. These actions may include, but are not limited to, the issuance of an AOT and prosecution under the Heathrow Byelaws. For more information on airside safety offences, please refer to OSI “ASDRVE_OSI_087 Management of Airside Safety Offences”.

5.4 In addition to the measures outlined in 5.3 above, individual’s Airside ID Pass will be confiscated by HAL Security. The individual will then be escorted to the landside area with the individual’s company being notified of this action.

6. References

6.1 Heathrow Byelaws 2014

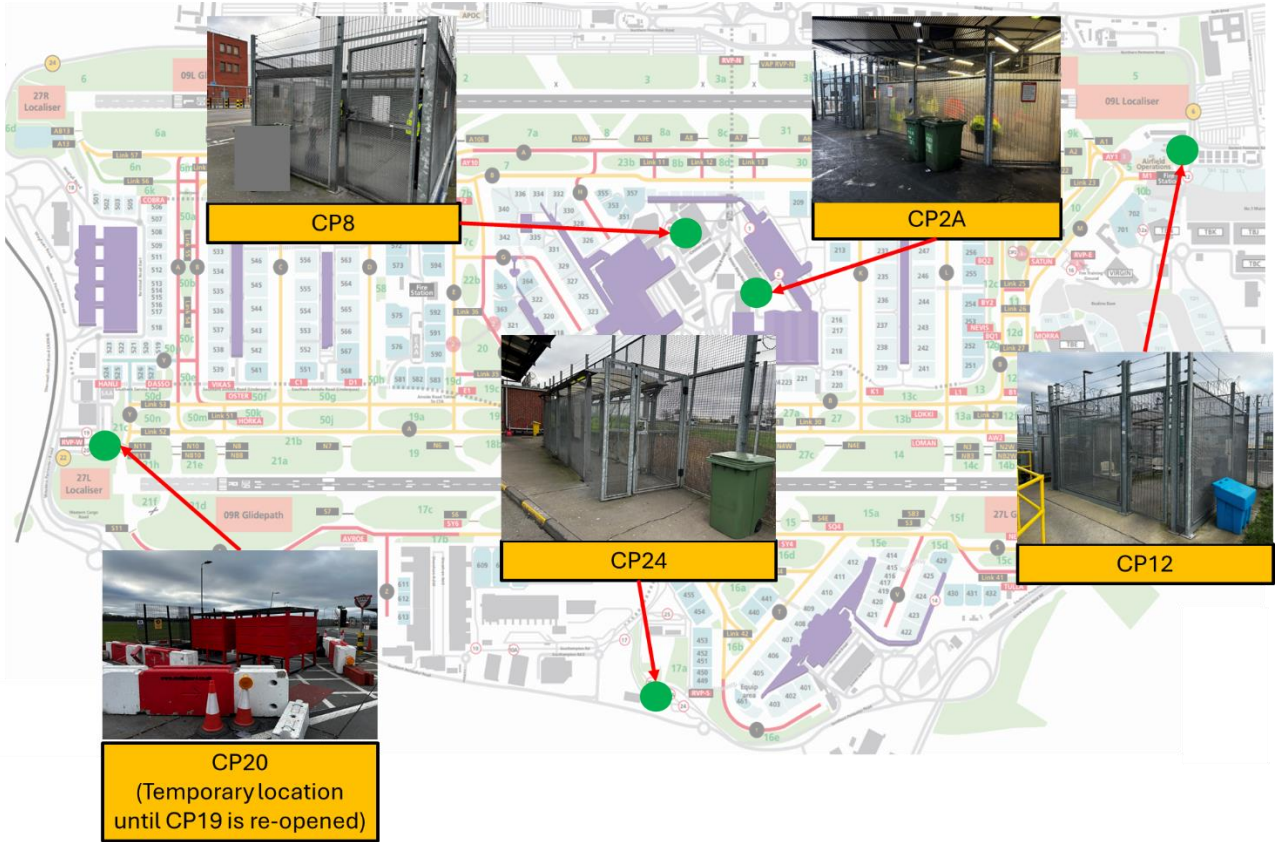
6.2 ASDRVE_OSI_087 Management of Airside Safety Offences.

7. Enquiries

Any enquiries relating to this OSI should be addressed to the HAL Airfield Duty Manager (AfDM) by email airfield.duty.manager@heathrow.com or 0208 745 7373.



Appendix A: Airside Designated Smoking/Vaping Areas for Team Heathrow Colleagues



Document Data

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Document History

Revision	Description of Change	Date
V1.0	Initial Version	
V2.0	Amendments on designated airside smoking areas.	21 st January 2020
V3.0	<ul style="list-style-type: none"> Document re-titled. Updates on Introduction, Designated Airside Smoking/Vaping Areas, Enforcement and Appendix A. A new section on Housekeeping of Designated Smoking/Vaping Areas. 	31 st December 2024

