

 **Ground Operations**

Operational Safety Instruction
Prohibition of Smoking in Airside Areas

21st January 2020

ASGrOps_043

v2.0

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 Smoking is prohibited Airside at Heathrow, with the exemption of designated smoking areas. This document informs the Airside community on the locations of these smoking areas and the conditions of their use.
- 1.2 The use of electronic cigarettes is also prohibited Airside at Heathrow. To avoid confusion between them and actual cigarettes, electronic cigarettes are treated the same as actual cigarettes and may only be used within designated smoking areas.
- 1.3 For the purpose of these instructions an “Airport Official” means a person authorised in writing by the Airport Company to perform specified functions under the byelaws.
- 1.4 ASGrOps_OSI_043 v1.0 is hereby cancelled.

2. Definitions

Abbreviation	Description
FOD	Foreign Object Debris
OAN	Operational Advice Notice



3. Prohibited Area

- 3.1 The prohibition applies all airside areas other than designated airside smoking areas. This includes but is not limited to; runways, taxiways, grass areas, aircraft parking stands, airbridges, equipment areas and airside roads.
- 3.2 The prohibition also applies inside vehicles whether stationary, parked or mobile, and inside temporary and permanent buildings, except for in approved smoking locations.
- 3.3 Signs declaring airside a 'No Smoking Area' are displayed at Control Posts, where access to airside is controlled.

4. Designated Airside Smoking Areas

- 4.1 Smoking areas are provided in approved locations across the Airfield. These designated smoking areas are chosen due to their strategic location to access/egress routes and are shown in Appendix A.
- 4.2 The smoking area located at Control Post 2A is available 24 hours a day, it is actively monitored with the use of CCTV to ensure the facility and those using it remain compliant with the Heathrow Byelaws.
- 4.3 The smoking area located in Terminal 4, adjacent to the location previously known as staff post T4/4B is strictly for the use of passengers. Any Heathrow-based staff member found using this smoking location will be subject to appropriate action being taken against them.
- 4.4 All Smoking areas must be kept tidy, cigarette ends must be discarded in the ashtrays provided. There are no rubbish bins available in the enclosure for fire safety reasons. The ashtrays are not to be used for discarded rubbish, any rubbish must be removed and placed in the nearest FOD bins, located outside of the enclosure. The enclosure gate must be kept closed at all times.
- 4.5 Temporary Pass holders must be escorted at all times airside, this includes while in the smoking area and on the way to and from it.
- 4.6 It is acknowledged that occasionally it may be necessary to facilitate additional smoking areas Airside. The establishment and removal of these temporary smoking shelters, along with their conditions of use, will be promulgated through the publication of OANs.
- 4.7 Smoking anywhere other than the smoking areas may result in that person(s) being prosecuted under the Heathrow Byelaws and the possible closure of the smoking area.



5. Enforcement

- 5.1** Employers must ensure by positive means that all their colleagues are aware of the prohibition of smoking while airside. This shall be included in the induction and refresher training of all employees.
- 5.2** The Heathrow Airport Byelaws prohibit smoking airside. Contravention of the Byelaws may result in prosecution, and a subsequent financial penalty.
- 5.3** Apart from prosecution under the Byelaws, anyone found smoking Airside may have their Airport ID removed by an Airport Official, and be escorted landside. The offender's manager will then be advised so that appropriate action can be taken.

6. References

Heathrow byelaws 2014

7. Enquiries

Any questions concerning this instruction should be addressed to the AfDM;
Telephone 020 8745 7373,
Email – airfield.duty.manager@heathrow.com



Appendix A

Map showing Airside Smoking Areas (December 2019)

