

 Roads, Vehicles & Equipment

**Operational Safety Instruction**  
**Vehicle Wash Bay Facilities - Airside**

04<sup>th</sup> February 2020

ASDRVE\_OSI\_089

V1.0

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 advises airside users on the rules for the use of the vehicle wash facilities .
- 1.2 The vehicle wash bays can be used by all airside partners free of charge.
- 1.3 Heathrow currently provides three wash bay facilities which are accessible to airside partners to use (see Appendix A for location map).

**2. General Rules & Procedures**

- 2.1 Due to the incline of the wash bay entrance ramps, **Loading Elevators are prohibited from using the facilities.**
- 2.2 Colleagues should observe the height and width restriction for each facility which are detailed below.

Location	Height Restriction	Width Restriction	Length Restriction
CTA	4.5 metres	4.5 metres	12.0 metres
Terminal 4	6.0 metres	4.5 metres	12.0 metres
Terminal 5	6.0 metres	4.5 metres	12.0 metres



- 2.3** Operators must be wearing a minimum of a Hi Viz (fastened) and safety shoes whilst using the facility in line with ASGrOps\_OSI\_042 – Use of Personal Protective Equipment Airside.
- 2.4** Drivers must follow the road markings to enter and exit the bay.
- 2.5** Vehicle should be parked in the middle of the bay.
- 2.6** Drivers must give way to the other vehicles on the adjoining roads.
- 2.7** To reduce congestion no queuing is permitted at any time.
- 2.8** Vehicles are washed at owner's risk.
- 2.9** Operating companies must treat the site and equipment with respect.
- 2.10** Operating companies must leave the wash bay clean and tidy manner ensuring that all equipment is stored away correctly after use.
- 2.11** No waste matter of any kind shall be disposed of in the wash bay, i.e.: sanitation fluids.
- 2.11.1** It is strictly prohibited for any cleaning of the inside sanitation tanks
- 2.12** The cleaning product is integrated in the water system as such no other detergents, soap or chemicals shall be used.
- 2.13** The wash bay shall not be used for washing any other part of a vehicle or equipment except for the bodywork and glazing. Strictly no engine washing.
- 2.14** The vehicle wash bays shall only be used for light vehicle washing. Should a vehicle be heavily soiled this must be taken to an off-airport facility.
- 2.15** Any spills must be cleaned up and disposed of by the user.
- 2.15.1** All users must have access to spill kits supplied by their own company and be appropriately trained. Spills should be dealt with as per ASEnv\_OSI\_056.
- 2.16** All used material must be disposed of by the users and not placed in the HAL waste stream.
- 2.17** To report a fault with the facility, contact the Engineering Help Centre on 0208 745 5001.



### 3. Operating Procedures

#### 3.1 Facility Readiness

**3.1.1** The wash bay facilities are frequently inspected, maintained and tested by Heathrow Airport Ltd and their state of operational readiness is displayed on the inside wall of the facility.



**3.1.2** When the facility is closed Heathrow Airport Ltd will place cones at the entrance of the wash bay to indicate that it is closed.

#### 3.2 Equipment Warning Lights

**3.2.1** In each facility there are up to three types of warning lights to demonstrate the current state of the equipment.

**3.2.2** **BLUE** = Air temperature is below 3°C, system has shut down – OUT OF USE.

**3.2.3** **AMBER** = Recycling tanks are almost full. Report using the contact tel. no. 0208 745 5001

**3.2.4** **RED** = Recycling tanks are full, system has shut down. Report using the contact tel. no. displayed. 0208 745 5001



### 3.3 Operation

- 3.3.1** Each vehicle wash bay facility is furnished with up to two wash lances, one on either side of the wash bay.
- 3.3.2** Operators should adhere to the following procedure for using the vehicle wash bay:
- 3.3.2.1** Prepare the wash lance
  - 3.3.2.2** Press the black button for soap wash
  - 3.3.2.3** Once ready press the green button for rinse
  - 3.3.2.4** After 3 minutes the vehicle wash bay will automatically shut down
  - 3.3.2.5** In the event of an emergency, press the emergency stop button and then report to Heathrow Airport Ltd using the Fault Reporting procedure detailed above in 2.17
- 3.3.3 General hazard awareness**
- 3.3.4** Users should take extra care when using the facilities as floor surfaces are likely to become slippery.
- 3.3.5** There is the potential that lances may flail around when under pressure, particularly on start-up, therefore users should maintain a firm grip with both hands at all times.
- 3.3.6** Users should be aware of the trip hazard presented by trailing lance cables and keep them trailing behind them where possible.
- 3.3.7** Vehicle brake systems are likely to become wet during use of the facility. Users should conduct a brake test momentarily when exiting the wash bay.

## 4. Enquiries

Any further questions regarding this Instruction should be directed to the Heathrow Airside Engineering team at: [grant.cooper@heathrow.com](mailto:grant.cooper@heathrow.com) or [mohammed.kashmiri@heathrow.com](mailto:mohammed.kashmiri@heathrow.com)  
Tel. 020 8745 6030



### 5. Appendix A

#### Key Plan

