

POLICY ON SMOKING

1. For the purpose of this Policy the term 'Smoking' shall include the use of cigarettes, cigars, pipes, electronic cigarettes, electronic nicotine delivery systems and personal vaporisers.

2. **Smoking Areas**

- 2.1 Smoking is restricted to designated areas of the University grounds. Smoking shelters are provided throughout the campus for this purpose.
- 2.2 It is prohibited elsewhere on University campus.

3. **Resolution of Problems**

All staff, students and apprentices are encouraged to politely request anyone seen smoking in areas other than those permitted refrains from doing so. Anyone refusing to do so following such request should be reported to their relevant Line Manager or the Director of Student Services (for students and apprentices).

Any difficulties encountered in the operation of this policy should be brought to the attention of the Health and Safety Officer, or to any member of the Health and Safety Committee.

4. **Help for Smokers**

The University will provide such counselling as is necessary for smokers who wish to stop smoking, if such help is requested.

5. **Signs**

No Smoking signs will be displayed in accordance with the Smoke-free (Signs) Regulations at each University entrance and members of the University and all visitors will be expected to observe them.

6. **E-Cigarette Battery Safety**

Anyone bringing e-cigarette batteries/chargers onto University premises must ensure that they:

- Use the correct charging equipment as recommended by a reputable supplier
- Charge batteries on a hard surface, and turn the battery off when not in use
- Clean the battery and terminal contents if dirty
- Do not overtighten when attaching the battery to the device
- Do not use damaged batteries
- Do not expose batteries to extreme heat, cold, or direct sunlight
- Do not leave charging batteries unattended
- Do not allow direct contact between batteries and water.