

## Health and Safety Code of Practice

### WCP6 Electronic Cigarettes

<b>Responsibility for Policy:</b>	Deputy Chief Executive, Organisational Enhancement
<b>Relevant to:</b>	University staff, students, users of and visitors to the University
<b>Approved by:</b>	University Health and Safety Committee
<b>Responsibility for document review:</b>	Head of Safety, Health and Environment
<b>Date introduced:</b>	Approved at February 2015 meeting of the University Health and Safety Committee
<b>Date(s) modified:</b>	December 2016, November 2018
<b>Next review date:</b>	December 2020

#### RELEVANT DOCUMENTS

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- British Medical Association: E-cigarette report August 2014
- Fire Protection Association: Government warns of e-cigarette fire risks, November 2014
- Health Act 2006

#### RELATED POLICIES & DOCUMENTS

- Liverpool John Moores University Health and Safety Policy Statement
- MCP1 Organisation for the implementation of the Health and Safety Policy
- MCP2 Arrangements for the implementation of the Health and Safety Policy
- WCP3 No Smoking
- SCP5 Electrical Safety

**THIS CODE OF PRACTICE FORMS PART OF THE UNIVERSITY'S HEALTH AND SAFETY  
POLICY AND REPLACES ALL PREVIOUS ISSUES**

## **INDEX**

- 1. Introduction**
- 2. Background**
- 3. Aims and objectives**
- 4. Responsibility**
- 5. General provisions**
  - 5.1 University buildings
  - 5.2 University vehicles
- 6. Signage**
  - 6.1 The required signage
- 7. Batteries and charging devices**

## **1. INTRODUCTION**

Electronic cigarettes (e-cigarettes) are battery powered products designed to replicate smoking without the use of tobacco – some look like conventional cigarettes, while others appear more like an electronic device. E-cigarettes consist of a cartridge containing nicotine, an atomiser (heating element), a rechargeable battery and some are fitted with an LED that glows when in use. They contain nicotine and non-nicotine products that turn into vapour that is inhaled by the user (this process is known as “vaping”). E-cigarettes are used as an alternative to a conventional cigarette and can also be used to aid smoking cessation.

## **2. BACKGROUND**

The Health Act 2006 was introduced to protect people from the harmful effects of second-hand smoke. WCP3 No Smoking, therefore, was specifically related to conventional cigarettes.

Whilst there are no reported passive smoking effects or smoke/odour associated with the use of these devices, some do look very much like a conventional cigarette. For this reason, the use of e-cigarettes is prohibited in all University buildings and vehicles.

Nicotine replacement therapy aids (NRT) that disperse a vapour in the mouth such as the Nicorette inhalator, mouth or nasal spray are exempt from this Code of Practice.

## **3. AIMS AND OBJECTIVES**

The aims and objectives of this Code of Practice are:

- To protect the health of staff, students and visitors
- To ensure their use does not undermine the No Smoking Policy document (WCP3) within all University buildings, entrances and vehicles by leading people to believe it is acceptable to smoke
- To reduce the associated risk of fire caused by using unregulated illegal charging devices that do not meet UK standards
- To prevent the activation of smoke/optical fire detection systems

## **4. RESPONSIBILITY**

The Vice-Chancellor will have absolute responsibility for the effective discharge of the provisions within this Code of Practice.

As with other aspects of health and safety, SMT members and Directors shall be responsible to the Vice-Chancellor for ensuring, so far as is reasonably practicable, that this Code of Practice is observed.

It is the responsibility of Line Managers to ensure, that if the use of electronic cigarettes is permitted during the working day, it is done responsibly and in accordance with the conditions prescribed in section 5, below.

In the case of visitors and other members of the public, the person responsible for them being on University premises must ensure that they comply with this Code of Practice.

The responsibility for the provision and installation of signage rests with Estate Management.

## **5. GENERAL PROVISIONS**

### **5.1 University buildings**

The use of electronic cigarettes is not permitted in University buildings. Users of electronic cigarettes do not have to use the designated smoking areas that are provided for tobacco smokers. A reasonable distance of 3 meters from entrances/windows should be observed by people using electronic cigarettes to prevent tobacco smokers believing it is acceptable to smoke tobacco products in such areas.

### **5.2 University vehicles**

The use of electronic cigarettes is not permitted in University-owned vehicles, vehicles leased to, or on hire, to the University. Vehicles that are used primarily for private purposes are exempt from this Code of Practice.

## **6. SIGNAGE**

### **6.1 The required signage**

Signage will be displayed in a prominent position in all University buildings.

## **7. BATTERIES AND CHARGING DEVICES**

### **7.1 Batteries and charging devices**

A number of incidents have been reported across the UK involving electronic cigarettes that have exploded or ignited while recharging. Incidents have also occurred in premises and vehicles. Recharging modes include connection to a computer USB port, car cigarette lighter/accessory socket, and connections to a main charger. Electronic cigarettes should not be recharged in University premises or vehicles. For further information, see SCP5 Electrical Safety. <https://policies.ljmu.ac.uk/UserHome/Policies/ViewPolicyStart.aspx?id=235&l=1>