

### Electronic Cigarette Management Policy

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## 1. Policy Statement

**1.1.** It is the School's policy to do all that is reasonable and practicable to prevent personal injury and damage to property from the effects of fire and to protect everyone from foreseeable fire hazards.

In order to reduce the risk of fire and to ensure the Schools are meeting their obligations under the Health and Safety Legislation the Schools position is that:

- Electronic cigarettes must **not** be used, charged or their batteries charged within any School buildings or Schools vehicles.

## 2. Definition of an Electronic Cigarette (e-cigarette)

**2.1.** Electronic cigarettes may be defined as devices whose function is to vaporise and deliver to the lungs of the user a chemical mixture typically composed of nicotine, propylene glycol and other chemicals and work on the principle of a heating element that vaporises a liquid solution which is inhaled. Electronic cigarettes include a power source, either a USB connector or a separate battery charger.

## 3. Rationale

**3.1.** A large number of incidents involving these devices have been reported nationally:

- The Department of Health have issued an Estates and Facilities Alert identifying the Problems and Actions to be taken
- Mounting evidence and actual events (fires) are causing concern to Fire Services countywide
- Suppliers of oxygen to healthcare providers also indicate that there is a risk of an ignition from an electronic cigarette whilst a patient is undergoing oxygen therapy.

## 4. Responsibilities

**4.1.** All Staff

- To adhere to and comply with this policy at all times.



- To ensure the policy is actioned and managed in the workplace, if any member of staff fails to comply with the policy the disciplinary procedure will be initiated.

#### **4.2. Students**

- Any student using an e-cigarette in contravention of this policy must be advised on the policy and requested to abstain. If they refuse and continue they will be managed in accordance with the Behaviour for Learning Policy.

### **5. References**

- 5.1.** Health and Safety Policy
- 5.2.** Fire Safety
- 5.3.** Department of Health Estates and Facilities Alert EFA/2014/002 Dated 16 June 2014
- 5.4.** European Industrial Gases Association Safety Info 32/13

### **6. Further Information**

- 6.1.** Any queries or questions relating to this document or matters around Fire Safety should be referred to the Business Manager.

