

Smoking Policy

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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**

Smoking is restricted to designated areas of LDT grounds

3. **Resolution of Problems**

All staff, students/learners 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 Administration Team.

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 Team.

4. **Signs**

No Smoking signs will be displayed in accordance with LDT Smoke-Free Regulations and all staff/visitors/students/learners will be expected to observe them.

5. **E-Cigarette Battery Safety**

Anyone bringing e-cigarette batteries/chargers onto LDT 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.