

# HEALTH & SAFETY MATTERS

SUMMER 2024

## Smoking Policy



1. Smoking is forbidden anywhere in University buildings, substantially enclosed workplaces and vehicles used as workplaces.

This includes:

- Bar areas and private dining rooms
- University vehicles
- Dressing rooms for example in the Arts Centre
- On Library Bridge and in enclosed courtyards and within 3 metres of an entrance to a building
- Outside buildings if the smoke is likely to drift through open doors or windows

2. The Smoking Policy also applies to the use of electronic cigarettes. The use of electronic cigarettes is prohibited wherever smoking is prohibited.

3. Cigarette waste should be disposed of properly and considerately in a safe manner. If you notice a build-up of cigarette butts or a cigarette bin is full please contact the Waste and Recycling team through the below email.

[Estates.Servicedesk@warwick.ac.uk](mailto:Estates.Servicedesk@warwick.ac.uk)

Further guidance can be obtained below.

[Smoking Policy \(warwick.ac.uk\)](https://warwick.ac.uk/healthandsafety/smokingpolicy)

## Barbeques



Please be advised that disposable barbeques are not authorised for use on campus.

Some campus residences have a designated barbecue area nearby that can be used by small groups of students. Please be mindful of the noise that you may create and plan for:

- removal of rubbish
- the safe closedown of the barbeque and disposal of coals when cool

When booking a barbecue, please make it very clear which site you will be using in the additional information section. Before booking, please ensure you have read the [Barbecue Guidelines](#)

## Wellness in hot weather



High temperatures and intense sunlight pose a particular risk to those required to work on campus this summer; top tips for staying safe include:

- Drink plenty of water
- Wear light, loose fitting cotton clothes, and speak with your manager or supervisor about relaxing dress codes and uniform policies where possible
- If possible, work away from direct sunlight or sources of radiant heat
- If this is not possible, take regular breaks in cooler areas or buildings
- Use window blinds (if available) to cut down on the heating effects of the sun
- Use fans or other mechanisms to cool the air, as well as adequate ventilation
- Avoid physical exertion where possible especially during the hottest part of the day, between 11am and 3pm
- If you must go out or travel in the heat, try to keep out of the sun between 11am and 3pm: walk in the shade where possible, apply sunscreen and wear a hat

Raise any issues with your line manager or supervisor, especially if you consider yourself or a colleague to be vulnerable to heat.

## Training

'Managing Safely at Warwick' (for supervisors and managers) and 'Working Safely at Warwick' training sessions are planned over the next few months. These have been designed to provide delegates with a general awareness of the benefits of good health and safety, their duties and the role they play with regard to protecting the health and safety of themselves and others with whom they work, collaborate, or supervise.



Please feel free to share the information and nominate members of your teams to attend. If the individual has already completed an equivalent NEBOSH or IOSH course, they will not need to attend these. More information and booking forms can be found on the [Health and Safety Services webpage](#)

**WELCOME**

Welcome to Alan Bunting (Fire Safety Officer) and Neil Porter (Health and Safety Officer WMG) who have joined the Health and Safety services team