

Smoking and Vaping on University Premises Policy

Document Control

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Legislation

This policy replaces previous Codes of Practice on Smoking and is intended to provide full compliance with the Health Act 2006.

The policy became formally operative as from 1st July 2007.

For the purposes of this policy, the same restrictions for the use of e-cigarettes will apply.

Arrangements

All University buildings and areas adjacent to the buildings where smoke could be drawn back in through a window, door or other openings are to be regarded as 'No Smoking' areas without exception.

All common areas of halls of residence managed by the University are to be regarded as 'No Smoking'.

All University vehicles are also to be smoke-free and should display a 'No Smoking' sign.

Where it is deemed suitable, the University may designate 'Smoking Areas' for those individuals that wish to smoke. Such areas will be outside of the main buildings and will be clearly marked as to their use.

Appropriate notices regarding 'No Smoking' will be posted in suitable areas to promote the policy. The code applies in all areas, even if a 'No Smoking' sign is not present or visible.

Social events, conferences, etc. will comply with the smoking rule.

Smoking must be prohibited if a vehicle is used for university business and occupied by more than one person.

Non Compliance

Staff, students, and visitors who do not comply with instructions or are seen to regularly contravene the policy will be reported to Campus Services Management (where they can be identified). Staff and students may be subject to the following disciplinary processes:

Employees:

The University's Disciplinary Policy and procedure (section A4 paragraph 4.1) states:

"All employees have a responsibility to conduct themselves in a professional, consistent and respectful manner and with consideration for others. All employees have a responsibility to familiarise themselves with, and adhere to, the University's regulations and policies which are provided to them on appointment and are available on the University portal or from their line manager." Students:

The University's General Regulations state:

"All members of staff of the University, and others authorised for the purpose, may issue reasonable instructions to students in the interests of good order, health and safety and the prevention of misconduct. These may include requiring any student to withdraw from any room or area or to cease to take part in any activity. A student who refuses to comply with such instructions will be liable to disciplinary action in accordance with the formal procedures set out
",,"

Responsibilities

This policy applies to all individuals using University premises and to all areas as detailed in the 'Smoking Rule' above. The success of the policy depends on the co-operation of all staff, students, and visitors.

College Heads and Department Heads are responsible for ensuring, so far as is reasonably practicable, that the policy is observed.

The following link at www.gov.uk includes reference to the impact of e-cigarettes and information on government policy and regulation.

<https://www.gov.uk/government/collections/e-cigarettes-and-vaping-policy-regulation-and-guidance>

Assistance in Giving Up Smoking

The university would encourage individuals to give up smoking. Guidance is available at

<http://www.nhs.uk/smokefree>

Review

1.1. The operation of this policy will be reviewed periodically by the Senior Leadership Team
