

Smoking Policy

1. PURPOSE

The purpose of this Policy is to protect all members of the University from the harmful effects of second-hand smoke, to ensure compliance with legislation and to ensure that everyone is aware of their rights and responsibilities

2. SCOPE

This policy applies to all University staff, students, visitors and contractors and covers all University buildings and vehicles with effect from 30th June 2007.

3. DEFINITIONS

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| Smoking | a) refers to smoking tobacco or anything which contains tobacco, or smoking any other substance b) smoking includes being in possession of lit tobacco or of anything lit which contains tobacco, or being in possession of any other lit substance in a form in which it could be smoked. |
| Exclusion Zones | Areas, outside of buildings, determined by the respective Campus Health and Safety Committee, where smoking is not permitted. These areas are set up to prevent second-hand smoke from entering buildings or affecting others. |

4. RESPONSIBILITIES

The Vice Chancellor has ultimate responsibility to ensure that the University of Ulster complies with all statutory health and safety requirements. He shares this responsibility with Deans, Directors, Heads of Schools and Departments and Research Institute Directors, Managers, all staff, contractors and visitors.

5. COMPLIANCE WITH THE LAW

Smoking is prohibited:-

- (i) within University buildings and substantially enclosed spaces;
- (ii) within the exclusion zones defined at the entrances to University buildings;
- (iii) within vehicles owned and operated by the University;
- (iv) within vehicles used during University business to transport more than one University employee or student;
- (v) at any other place where tobacco smoke can enter into any University building or vehicle.

6. FAILURE TO COMPLY

Under the legislation a person smoking in a smoke-free place may be subject to a fixed-penalty fine of £50 or to a maximum fine on summary conviction of £1,000. Additionally, if it fails to prevent smoking within smokefree premises, the University may be subject to a maximum fine on summary conviction of £2,500.

In order to meet the requirements of the legislation and to protect the University from prosecution, in addition to any statutory sanction that may be enforced, all breaches of the Smoking Policy are subject to disciplinary action for both staff and students. Visitors and contractors who breach the policy may be excluded from University premises. People smoking tobacco products in prohibited areas are required to give a civil and courteous response when asked to extinguish them.

Should staff notice an incident of non-compliance with this policy they should in the first instant raise the issue with the offender. If the issue remains unresolved they should contact their Head of School/Department. If their complaint is not dealt with to their satisfaction, staff should contact Health and Safety Services via their Head of School/Department or Health and Safety Co-ordinator.

7. ASSISTANCE

Assistance will be given to staff who wish to stop smoking by such means as:

- GP/local pharmacist services
- local smoking cessation support services
- University health promotion initiatives

8. REFERENCE DOCUMENTS

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| The Health and Safety at Work (Northern Ireland) Order (1978) |
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| The Smoking (Northern Ireland) Order 2006 |
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