

Restriction of Smoking and e-Cigarette use

1. PURPOSE

- 1.1 The purpose of this Policy is to protect all members of the University from the harmful effects of second-hand smoke, to help change social norms around smoking, to encourage quitting smoking, reduce the uptake of smoking and to ensure compliance with legislation and that everyone is aware of their rights and responsibilities.

2. SCOPE

- 2.1 This policy applies to all University staff, students, visitors and contractors and covers all University buildings and vehicles with effect from 1st August 2017.

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. |
| E-cigarette | Refers to an electronic inhaler meant to simulate and / or substitute for tobacco smoking. |
| 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 secondhand smoke from entering buildings or affecting others. |

4. RESPONSIBILITIES

Vice-Chancellor

- 4.1 On behalf of the Council the Vice-Chancellor has executive responsibility to ensure, that the requirements of the health and safety legislation and the University health and safety policy are complied with. The Vice-Chancellor will ensure that responsibility for health and safety is properly assigned and accepted at all levels within the University.

5. COMPLIANCE WITH THE LAW

- 5.1 Smoking is prohibited:
- i) Within University buildings and substantially enclosed spaces;
 - ii) Within the exclusion zones defined at the entrances to University buildings (i.e. normally within 10m of an entrance);
 - 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, and
 - v) At any other place where tobacco smoke can enter into any University building or vehicle.
- 5.2 In order to help change social norms around smoking and to ensure the effective application of this policy the use of e-cigarettes is also prohibited in these areas.

6. FAILURE TO COMPLY

- 6.1 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 smoke-free premises, the University may be subject to a maximum fine on summary conviction of £2,500.
- 6.2 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 (including the use of ecigarettes in prohibited areas) 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 or using e-cigarettes in prohibited areas are required to give a civil and courteous response when asked to extinguish them.

- 6.3 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 line manager. 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 Coordinator.

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

| | REFERENCE DOCUMENTS |
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| 1. | The Health and Safety at Work (Northern Ireland) Order (1978) |
| 2. | The Smoking (Northern Ireland) Order 2006 |
| 3 | The Smoke-Free (Signs) Regulations (NI) 2007 |