

Smoking Policy

Approving Body	<i>Health, Safety and Environment Committee</i>
Date of Approval	<i>March 2018</i>
Policy / Guidance Owner	<i>Health, Safety and Environment Manager</i>
Policy / Guidance Contact	<i>Health, Safety and Environment Team</i> hasstaff@aber.ac.uk or 01970 62(2073)
Policy / Guidance Status	<i>Revised</i>
Reference	<i>P008</i>
Version	<i>V2.0</i>
Review Date	<i>Every 3 Years</i>



1.0 Introduction

- 1.1 The Health and Safety at Work etc. Act 1974 places a legal duty on employers to ensure the health, safety and welfare of its employees, and others who may be affected by the University's activities.
- 1.2 The Health Act 2006 details the University's legal obligations with regards to the provision of smoke-free premises.

2.0 Aims of the Policy

- 2.1 The University's Smoking Policy aims to:
 - Protect staff, students and visitors from the harmful effects of smoking behaviour, including second-hand smoke;
 - Ensure that the University complies with the applicable legislation;
 - Provide information and support to those who wish to give up smoking.

3.0 Policy

- 3.1 The Policy applies to all staff, students, visitors and contractors.
- 3.2 The Policy applies to all types of smoking materials and products, which include, but are not limited to, cigarettes, cigars, tobacco, e-cigarettes, vapours and any other devices or substances that may be used for the purpose of smoking.
- 3.3 Smoking is prohibited in all University buildings, semi-enclosed building entrances and outside entrances, windows and other areas where smoke could enter a building. This also applies to single occupancy office spaces and temporary structures such as marquees.
- 3.4 Smoking is prohibited in all University accommodation and halls of residence, including study bedrooms and all common areas and communal rooms, including lounges, kitchens and bathrooms.
- 3.5 Smoking is prohibited in University-owned vehicles, vehicles leased to, or on hire to, the University, and in any other cases whilst travelling with others on University-related business.
- 3.6 The University may designate specific defined areas for the purposes of smoking.

4.0 Electronic Cigarettes

- 4.1 For clarity and to avoid confusion in the interpretation of this Policy, electronic cigarettes or vaping materials are prohibited for all areas where traditional or conventional smoking materials are also prohibited.



5.0 Signage

- 5.1 Signage will be clearly displayed at building entrances, in accordance with the requirements of the Smoke-free (Signs) Regulations 2012.
- 5.2 Additional signage can be requested from the Estates, Facilities and Residences Department.
- 5.3 All Faculties or Professional Service Departments are responsible for ensuring that appropriate signage is displayed in all vehicles under their control, in accordance with the applicable legislation. It is the hire vehicle company's responsibility to ensure that appropriate signage is displayed in vehicles on hire to the University.

6.0 Compliance

- 6.1 Individuals wishing to raise any issues or concerns regarding potential breaches of this Policy can do so by contacting The Facilities Team. Facilities staff will also be engaged in regular patrols across the University Campus monitoring compliance.
- 6.2 The continued failure of staff and students to adhere to this Policy may result in the commencement of disciplinary proceedings, in accordance with the appropriate disciplinary procedures.
- 6.3 Local authorities are responsible for the enforcement of the legislation, which in the case of the University will be Ceredigion County Council. Individuals who fail to comply with the legislation will be committing a criminal offence and may be liable to a fixed penalty fine and possible criminal prosecution.

7.0 Help with Stopping Smoking

- 7.1 The University encourages any individuals wishing to stop smoking. Sources of information and support include, but are not limited to:
 - The University's Employee Assistance Programme:
<https://www.aber.ac.uk/en/hr/employment-information/eap/>;
 - NHS Smoke Free: <https://www.nhs.uk/smokefree> ;
 - Local GP practice, pharmacy or hospital.

8.0 Further Information

- 8.1 Health Act 2006: <https://www.legislation.gov.uk/ukpga/2006/28/contents>
- 8.2 The Smoke-free (Signs) Regulations 2012:
<http://www.legislation.gov.uk/uksi/2012/1536/made>
- 8.3 Health and Safety at Work etc. Act 1974:
<https://www.legislation.gov.uk/ukpga/1974/37/contents>