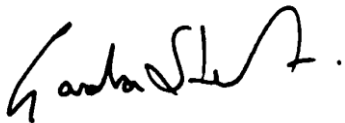




Reader Information

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| TITLE | Smoke Free Policy |
| DOCUMENT REF NUMBER | HS/P/003 |
| TYPE OF FORMAL PAPER | Policy |
| SUBJECT | Smoke Free Policy |
| DOCUMENT PURPOSE & DESCRIPTION | This document provides clarity on the University of Plymouths smoking/non-smoking (including electronic cigarettes) policy |
| AUTHOR | Phil Quarmby Fire and Safety Advisor |
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| APPROVAL COMMITTEE | University Safety Committee |
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| JOB TITLE OF PERSON RESPONSIBLE FOR REVIEW | Fire and Safety Advisor |
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| REFERENCES | Health and Safety at Work Act 1974 Management of Health and Safety at Work Regulations 1999 Regulatory Reform (Fire safety) Order 2005 The Health Act 2006 Smoke-free (Premises and Enforcement) Regulations 2006 |
| AUTHOR CONTACT DETAILS | Health and Safety Department |

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| Sign off; | |
| Signature |  |
| Name | Gordon Stewart Registrar and Secretary Chair of University Safety Committee |

Document Review History

| Version No. | Date of Change | Originator of Change (Title) | Description of Change |
|-------------|----------------|------------------------------|---------------------------|
| 1 | 19/6/18 | Fire and Safety Advisor | Review of existing policy |
| 1.1 | 23/05/22 | Fire and Safety Advisor | Review of Existing Policy |
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Policy Statement

Plymouth University is committed to a safe and healthy environment for all our staff, students, and visitors. This policy applies to employees, students, contractors, and visitors and is intended to protect the right of the non-smoker not to be exposed to secondhand tobacco smoke.

In addition to meeting our legislative commitments, we will provide encouragement and support to smokers who wish to give up smoking.

Electronic cigarettes were classified and regulated as medicines from 2016, and their production is now licensed. The British Medical Association recommends that electronic cigarettes are included within smoking policies because they reinforce the "normalcy" of smoking behavior and can cause people to believe that smoking is permitted in areas where it is not.

The University recognizes the potential for the use of electronic cigarettes in helping people reduce or cease smoking tobacco, however this still applies as above, so somebody using an electronic cigarette within 5m of university buildings may create the impression that it is allowable for somebody to do the same with a tobacco product.

The Policy

People are not permitted to smoke tobacco products or use Vaping products within any University building or within 5 metres of any University building perimeter.

Restrictions to prohibit smoking tobacco and vaping products within 5 metres of a University building perimeter will not apply to use of the designated smoking shelter adjacent to the Students' Union.

You are not permitted to smoke tobacco containing products or use electronic cigarettes in any vehicle, or other form of transport, when it is being used for University business. This applies in cases where you are either the driver or where you are a passenger in a vehicle with other university employees or students when on University business.

Responsibilities

Managers, course leaders and others acting in a supervisory capacity

- Make sure you are familiar with the Smoke-free policy.
- Make sure that expected standards of behavior and conduct are communicated to all employees, students, and visitors.

Individual responsibilities

- Make sure you are familiar with the Smoke Free Policy.
- Do not smoke tobacco in areas that are designated as smoke free.

- Do not use electronic cigarettes in areas that are designated smoke free.
- If you see an individual smoking tobacco products or vaping in areas within the perimeter or other areas that are restricted, you should refer them to the policy and direct them to a place where smoking is permitted.
- If the individual does not respond to your request, you should refer the incident to security services.
- Treat colleagues, students, contractors, and members of the public with dignity and respect.
- Comply with University safety zones where smoking and naked flames are prohibited

Estates Responsibilities

- Provide posters and signage that outlines where smoking is and is not permitted.
- Provide assistance to employees, students or other visitors to the University campuses their incidents arise from an individual being asked not to smoke in a smoke free area.

[Additional information and support to help you give up smoking tobacco](#)

If you are an employee [Occupational Health](#) Occupational Health can give you advice on how to give up smoking tobacco.

If you are a student who wishes to give up smoking tobacco we advise contacting your GP.

Additionally, information can be found on the [NHS Stop Smoking](#) pages.

[Review](#)

We are committed to improving our policies and procedures. This includes making sure all procedures are fit for purpose at individual, team, and organisational level.

If you have any feedback or comments that could improve the procedure, please contact the University Health and Safety Office.