

Smoking/Vaping Policy

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Job Title: Health & Safety & Environmental Manager

Approved by: *Approval Vice Chancellor and Chief Executive*

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number** *SMS/H&S/1.10*

Policy version tracking

Version Number	Date	Revision Description	Editor	Status
1 st	Jan 2018	New Policy	HR	<i>Approved</i>
2 nd	Aug 2019	Revised and updated Policy	Health & Safety & Environmental Performance Manager (EFM).	<i>Approved</i>
3 rd	Oct 2019	Final revisions showing phases of implementation & new smoking point sign off.	Health & Safety & Environmental Performance Manager (EFM)	<i>Approved</i>
4 th	Dec 2019	Final revisions showing new date of smoke free campus and RECL event provision. Signed Jan 2020	Health & Safety & Environmental Performance Manager (EFM)	<i>Approved</i>
5 th	July 2020	Return to Campus COVID-19 August 20.	Health & Safety & Environmental Performance Manager. (EFM)	<i>Approved</i>
6 th	July 2021	Return to Campus COVID-19 July 21	Health & Safety & Environmental Performance Manager (EFM).	Revised
7 th	January 2022	Changed Title "Going Smoke Free and dates for Health & Safety Committee approval.	Health & Safety & Environmental Performance Manager (EFM)	Reviewed
8 th	February 2022	Health & Safety Committee – requested name reverted- changes to focus on quad smoke free as priority	Health & Safety & Environmental Performance Manager. (EFM)	Reviewed
9 th	November 2022	Health & Safety Committee –changes to move to one designated smoking/vaping point.	Health & Safety & Environmental Performance Manager. (EFM)	<i>Approved</i>
10 th	February 2024	Health & Safety Committee – review, update, general	Health & Safety & Environmental Manager. (EFM)	

APPROVAL

Date	Position	Signature	Next Reviewed Date
January 2018	Vice-Chancellor & Chief Executive		November 2020
July 2020	Vice-Chancellor & Chief Executive		December 2020
August 2021	Vice-Chancellor & Chief Executive		August 2021
February 2022	Vice-Chancellor & Chief Executive		February 2023
November 2022	Vice-Chancellor & Chief Executive		November 2023
February 2024	Vice-Chancellor & Chief Executive		February 2025

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Introduction and Key Legislation

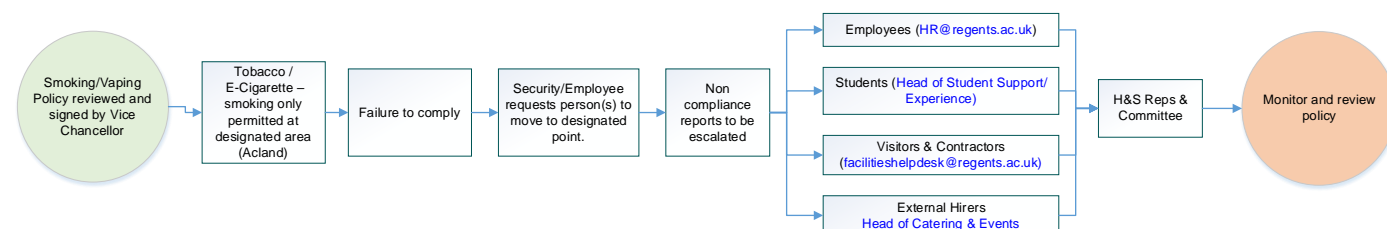
Regent's University London Limited referred to as "The University" is required to comply with [The Smoke-Free \(Premises and Enforcement\) Regulations 2006 legislation](#) relating to smoke-free premises. This policy sets out the rules to be observed by law and steps that need to be taken; it also covers the health and safety aspects involved and is applicable to the University's premises at the campus and will apply to Employees, Visitors, Students, and Contractors.

General principles are as follows:

- Achieve and maintain a "Smoke Free" healthy working environment and protect the health of all Employees, Students, Visitors & Contractors from risks associated with passive smoking.
- Secure the right of everyone to breathe in air free from tobacco smoke and vaping.
- Comply with Health and Safety Legislation and Employment Law.
- Raise awareness of the dangers associated with exposure to tobacco smoke.
- Support those who wish to stop smoking through wellbeing.

Failure to comply with the legislation may also result in a criminal prosecution for the University and a fixed penalty up to a £2,500.

Flowchart



Aim/Objective

This policy seeks to achieve the right for all employees to work in air free of tobacco smoke. To restrict smoking/vaping to only certain dedicated area(s) on the Campus occupied by “the University”. This came into effect from the 3rd August 2020 with the aspiration to work towards becoming a “smoke free / cleaner campus” supported with signage informing employees, contractors, and visitors including students of the campus in conjunction with University strategic plans, environmental accreditation(s) and Stakeholder KPI’s.

Definitions

Smoking: the action or habit of inhaling and exhaling the smoke of tobacco or drug and “the effect of smoking on health” or “emitting smoke or visible vapour”.

Vaping: the action or practice of inhaling and exhaling vapour containing nicotine and flavouring produced by a device designed for this purpose.

Designated Smoking/Vaping Point: specific area on campus for people to smoke and vape.

Restrictions on Smoking/Vaping on Campus

Smoking of either regular and electronic cigarettes is only permitted at the “designated smoking/vaping point” and strictly forbidden in any other parts of the campus premises and grounds, including all buildings, car parks, external areas including the “Quad” at any time by any person, regardless of their status or business.

These restrictions include all common areas including entrance and exit doorways within five metres, lifts, corridors; stairways; toilets; library, kitchenettes, kitchens; reception areas; all sleeping accommodation the grounds within the perimeter including the lawn marquee and at the campus fire assembly point. Also included are parts of private accommodation of any ‘designated home worker’ where used solely as a workplace and where more than one person works, or another person attends in the course of work.



The University provides designated bins at entrances to the campus for smokers to extinguish and dispose of cigarette ends and other smoking materials. All smokers must ensure that disposal of cigarette material is placed only in these receptacles and not discarded, resulting in contaminating of the grounds as this is an increased fire risk to the campus grounds.

Employees who go outside to smoke are restricted to taking short smoking breaks with the agreement from and at the discretion of their manager and must ensure that there is enough cover before taking a break. The University as required will run campaigns, provide guidance and support for everyone as part of wellbeing.

Electronic Cigarettes

Employees, Students, Visitors, and Contractors who use Vapour/Electronic type Cigarettes must also comply and adhere to the requirements of this policy. Please note that these devices should not be left unattended or on charge for long periods or overnight.

Signage

Statutory “No Smoking/Vaping” signs are displayed on the entrance doors to the premises and on the electronic screens behind Reception and also in the Quad area requesting no smoking or vaping in the area. The designated point has black signs attached to the permitted bin.

Visitors, Contractors and Temporary Staff

All Employees, Students, Visitors, and Contractors are required to comply with this policy and arrangements for notifying them when entering the premises.

Vehicles

Smoking/Vaping is not permitted in any vehicle used for the purposes of work. All drivers of work vehicles must always adhere to this policy and ensure that all passengers are aware that smoking/vaping is not permitted within the vehicle. For the purposes of the legislation, driving includes sitting in a stationary vehicle with the engine running.



Enforcement of the Policy

In the event of any person(s) who smoke/vape outside the designated area on campus including the quad are to be asked and directed to the designated point on campus. Where an individual refuses to move to the designated smoking/vaping point this will be reported to the following person(s) for escalation:

- Employees: to HR@regents.ac.uk
- Students: to 1) [Student Experience Manager](#) / 2) Head of [Student Experience & Wellbeing](#): this will form part of General Misconduct process with 3) [Head of Registry](#) and their team.
- Visitors & Contractors: to facilitieshelpdesk@regents.ac.uk
- External Hirers and guests to Head of Catering & Events and or the Conferencing & Events representative on duty at the time.
- Health & Safety Committee Representatives if further action is required.

We will take as such, reasonable action as required to enforce this policy and thus improving the health culture of the University. Repeated breaches of the policy by staff or students will be dealt with using the University's existing staff and student disciplinary procedures. Visitors will be asked by security to move to the designated smoking/vaping point and failure to comply with their request may result in the visitor being asked to leave the campus and the host notified.

Permitted areas for Smoking or Vaping

Employees, Students, Visitors & Contractors **are only** permitted to smoke in the designated area and cigarette bins are located, shown "in green" on the campus map in Appendix A. Periodically additional support will be obtained as required at the start of terms to assist in the directing of students to the designated areas.

During the Events and Conference season when the Marquee is installed and in operation a secondary temporary designated point will be located on Tuke Lawns for this period only to be used by those using the marquee.

Monitoring and Review

This policy will be monitored and reviewed by the University Health & Safety Committee who will consult with key stakeholders as required including external Occupational Health Provider.

Health and Safety Guidance for Smokers

The University recognises the difficulty those who wish to give up smoking/vaping may face. For employees, the University's occupational health services can offer guidance/information and support to help smokers to give up. Details are available from HR. Students should contact Student Services for information on support in giving up smoking. Assistance is also available from the NHS Smoking Helpline/other NHS services/doctors/local support groups.

For help and support on how to give up smoking/vaping please visit <http://www.nhs.uk/smokefree>.

Roles and Responsibilities

Vice Chancellor Executive Team including Nominated lead for Health & Safety

- Duty of care to all Employees, Students, Visitors and Contractors on the University Campuses.
- Responsibility for implementing and monitoring this policy.
- Compliance with this policy

Heads of Departments

- Are required to ensure that all Employees, Students, Visitors and Contractors in areas for which they are responsible are fully aware of this policy and shall manage compliance within their areas of control.
- Assist in requesting Employees, Students, Visitors and Contractors to smoke only at designated smoking/vaping points.

Health & Safety & Environmental Manager:

- Make new Employees, Students, Visitors and Contractors aware of the designated smoking/vaping point as required on campus.
- Monitor, review and update policy and procedures as required.
- Provide advice and guidance as required including to the Health & Safety Committee.
- Assist in requesting employees, visitors including students and contractors to smoke only at designated smoking/vaping points.
- Compliance with legislation.
- Ensure correct signage is displayed.

Health & Safety & Representatives

- Assist contracted security colleagues with requesting Employees, Students, Visitors and Contractors to smoke only at designated smoking/vaping points.
- Report issues to Health & Safety & Environmental Performance Manager and or the Health & Safety Committee as required.

Line Managers

- Are required to ensure that all Employees, Students, Visitors and Contractors in areas for which they are responsible are fully aware of this policy and shall manage compliance within their areas of control.

Conference & Events:

- Summer Marquee Lawn events taking place have designated area for External events taking place.
- Event Managers are to help to and enforce and monitor the policy.

Employees:

- Smokers/Vapers are to use the designated point only.
- Employees who use electronic cigarettes must not leave their devices charging unattended at any time in the workplace.
- Help to monitor this policy and report issues as required.

Contracted Security

- Security Colleagues are to ask person(s) to move to dedicated smoking area no more than twice and if person(s) fail to adhere to this request will then ask them to leave the site.
- Report issues to the Health and Safety Manager and or Facilities Helpdesk

Students, Visitors Contractors and Temporary Staff

- All Students, Visitors and Contractors are required to comply with this policy and to take note of the arrangements that have been made for notifying them when entering the premises.
- Students, Visitors and Contractors who use electronic cigarettes must not leave their devices charging unattended at any time in the workplace.
- Help to monitor this policy and report issues as required.

References

[Roadmap-to-a-Smokefree-2030-FINAL.pdf \(smokefreeaction.org.uk\)](#)

<https://www.gov.uk/smoking-at-work-the-law>

<https://www.hse.gov.uk/contact/faqs/smoking.htm>


<http://www.smokefreeengland.co.uk/what-do-i-do/business/>

Appendix A

Park Campus Designated Smoking/vaping points



Key

- - Designated Smoking point
-  - External Events Smoking point