

Smoking and Vaping

Queen Mary University of London Policy

(Ref: QMHSD_HS_PCY003_Smoking Policy)

Contents

1.0 Introduction	3
2.0 Policy Statement	3
3.0 Objectives	3
4.0 Definitions	4
5.0 Electronic Cigarettes	5
6.0 Exemptions	5
7.0 Queen Mary Organisational Responsibilities	6
8.0 Non-compliance	7
9.0 Support and Resources for Smoking Cessation	7
10.0 Implementation, Monitoring and Review	7
11.0 Appendices	8

1.0 Introduction

1.1 It is recognised that smoking is detrimental to health, and Queen Mary University of London (Queen Mary) will continue to promote the culture of a smoke-free environment across all its Campuses in the interests of individual and public health.

1.2 This Policy sets out the Queen Mary arrangements for compliance with the Smoke-Free Regulations introduced to address smoking at work and to control exposure to environmental tobacco smoke whilst at work. These regulations became law on the 1st July 2007 (See **Appendix 1** for a list of the relevant legislation).

1.3 The principal requirement of the Smoke-Free Regulations is to ban smoking in enclosed public places, workplaces and also in public and work vehicles.

1.4 Other aspects of the legislation are:

1.5 The requirement to place 'no smoking' signs in work / public premises and vehicles.

1.6 The creation of new offences of smoking or failing to prevent smoking (for those that control or manage public / work premises and vehicles) in smoke-free premises and vehicles. Penalties for breach of these various regulations are severe.

2.0 Policy Statement

2.1 Queen Mary aims to comply fully with the Smoke-Free (Premises and Enforcement) Regulations and associated Regulations introduced on the 1st July 2007, by prohibiting smoking in Queen Mary premises and other facilities covered by the legislation.

2.2 Although Queen Mary does not condone smoking (*see the definition of 'smoking' in section 4*), to accommodate the views and physical safety / security of those who wish to smoke whilst on Queen Mary premises, a small number of smoking shelters or areas will be provided at the Mile End Campus only.

2.3 Smoking will not be tolerated anywhere on Queen Mary Campuses, other than in the designated smoking shelters or areas. People smoking outside of the designated smoking shelters or areas will be asked to stop. Repeat offences may lead to disciplinary action being taken against those committing a breach of this policy.

2.4 This policy applies to all employees, students, and visitors (including contractors, consultants, and members of the public).

2.5 This policy confirms the commitment of Queen Mary, University of London, to co-operate with and support the smoke-free policies of its partner NHS Trusts.

3.0 Objectives

The purpose of this policy is to:

3.1 Promote the health and wellbeing of staff, students, and visitors by creating and maintaining a healthy environment.

3.2 Prohibit smoking in **any** premises managed by Queen Mary or the Students' Union, including restaurants, bars, and other licensed premises.

3.3 Prohibit smoking in any Queen Mary managed vehicle or vehicle hired for business purposes. These restrictions also apply to private vehicles used on Queen Mary business when there is more than one person being carried in the vehicle.

3.4 Prohibit smoking in **all** student accommodation in Queen Mary residences or Queen Mary-managed residences. These restrictions apply to private study bedrooms and all shared areas such as corridors, stairways, rest rooms, kitchens, entrances, lifts, or reception areas.

3.5 Prohibit smoking immediately outside the entrances and exits of university buildings and near to windows or air intake units, even if the individual is standing on a public footpath.

3.6 Display appropriate 'No Smoking' signs at the entrance to, and within, Queen Mary premises and also in Queen Mary vehicles. Although every effort will be made to sign no-smoking areas, the absence of a no-smoking sign **cannot** be taken to indicate that smoking is permitted.

3.7 Define all Queen Mary Campuses as 'smoke free, with smoking **only** permitted in designated smoking shelters or areas. Smoking shelters and areas can be located on applicable [campus maps](#).

3.8 Inform all Queen Mary staff, students, and managers of their responsibilities in respect of the Policy.

4.0 Definitions

4.1 **Smoking** refers to smoking tobacco, anything which contains tobacco, or smoking any other substance. This includes cigarettes, pipes (including 'water' pipes also known as shisha or hookah), cigars and herbal cigarettes. Smoking also 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. Smoking also refers to the use of any e-cigarettes or vapes.

4.2 **E-cigarettes/Vapes** refers to 'electronic cigarettes. E-cigarettes consist of a battery, a charger, a power cord, an atomizer, and a cartridge containing nicotine and propylene glycol. When a smoker draws air through an e-cigarette, an airflow sensor activates the battery that turns the tip of the cigarette red to simulate smoking and heats the atomizer to vaporize the propylene glycol and nicotine. Upon inhalation, the aerosol vapor delivers a dose of nicotine into the lungs of the smoker, after which, residual aerosol is exhaled into the environment.

4.3 **Enclosed premises** refers to premises that have a ceiling or roof and (except for doors, windows, or passageways), are wholly enclosed whether on a permanent or temporary basis.

4.4 **Substantially enclosed premises** refers to premises that have a ceiling or roof, but there are openings in the walls which are less than half (50%) of the total area of walls.

4.5 **Non-enclosed premises** refers to premises / spaces that are not 'enclosed' or 'substantially enclosed.'

4.6 **Queen Mary premises** refers to all buildings and outside spaces on campuses and sites of Queen Mary that are either owned by Queen Mary or under its management.

4.7 **Queen Mary vehicles** refers to all vehicles owned or leased by Queen Mary, including private vehicles used on Queen Mary business when there is more than one person being carried in the vehicle.

5.0 Electronic Cigarettes/Vapes

5.0 The use of e-cigarettes/vapes is not covered by smokefree legislation however, it is not acknowledged to be risk free and, for simplicity of this policy, their use will be included in this policy.

5.1 Current UK Government guidance evaluates that e-cigarettes are less harmful to health than normal cigarettes, and when supported by a smoking cessation service, help smokers to quit tobacco products altogether (see <https://www.gov.uk/government/collections/e-cigarettes-and-vaping-policy-regulation-and-guidance>)

5.2 However, the following health, safety and environmental issues have been associated with *some* cases of e-cigarette use, and where significant risks are suspected, information should be checked, or advice sought from government guidance or authoritative medical sources before use:

- Batteries, atomizers, cartridges, cartridge wrappers, packs, and instruction manuals *may* lack information regarding e-cigarette content, use and essential warnings.
- Some poor-quality units, or units used with the incorrect chargers, have been reported to have exploded or caught fire.
- Some poor-quality e-cigarette cartridges *may* leak, which could expose nicotine, an addictive and dangerous chemical, to children, adults, pets, and the environment.
- The [MHRA](#) is the competent authority for a notification scheme for e-cigarettes and refill containers in Great Britain and Northern Ireland and is responsible for implementing the majority of provisions under Part 6 of the Tobacco and Related Products Regulations 2016 (TRPR), as amended. .

5.3 People with asthma and other respiratory conditions can be sensitive to a range of environmental irritants, which could include e-cigarette vapor, and vaping can, in certain circumstances, be a nuisance or distraction for people nearby (e.g., excessive visible vapor production, odours etc.).

5.4 In light of the above, the university will allow the use of e-cigarettes/vapes on its campuses but **NOT**:

- in university buildings
- in university vehicles
- immediately outside the entrances and exits to buildings, near to windows or near to air intake units, even if the individual is standing on a public footpath.

5.5 In line with the above, certain areas of the campus are designated as smoke free zones. These areas are defined as areas where neither smoking or vaping is permitted. These areas can be identified on the applicable campus maps at <https://www.qmul.ac.uk/about/howtofindus/index.html>

6.0. Exemptions

6.1 The following areas and activities are excluded from this Policy:

- **Research and testing facilities:** Designated rooms in a research or testing facility are not smoke-free whilst it is being used for any research or tests specified in the regulations.

7.0 Queen Mary Organisational Responsibilities

7.1 The **Director of Health and Safety** has the responsibility:

- To facilitate the provision of staff, student, visitor induction and refresher information on the Queen Mary Smoking Policy to Queen Mary Schools / Institutes / Directorates.
- To review this policy on a regular basis, in line with legal requirements and Government guidance.

7.2 The **Director of Estates and Facilities** has the responsibility:

- To comply with the Smoke-Free Signs Regulations by displaying “No-Smoking” signage in prominent positions across Queen Mary premises and Queen Mary vehicles.
- To designate new Queen Mary premises as ‘smoke-free.’
- To designate any further required ‘not substantially enclosed’ spaces as ‘smoking permitted,’ with the approval of SET.
- To have a maintenance and cleaning regime for Queen Mary smoking infrastructure (e.g., shelters, bins) to ensure they are in good condition for use.
- To monitor day-to-day compliance across Queen Mary campuses, and to maintain a log of reported incidents involving smoking outside designated smoking areas (maintained by Security) and provide a periodical report on compliance data and actions to HSAG.

7.3 The **Human Resources Directorate**, who manage the Occupational Health contract has the responsibility:

- To lead on the smoking cessation advice and assistance program for Queen Mary staff and students, in conjunction with the specialist unit at Queen Mary (The Smokers Cessation Clinic), and the Student Health Services.
- To provide a periodical report of data and statistics on the use and success of smoking cessation programs by Queen Mary staff and students to HSAG, and the Queen Mary Wellbeing Group.

7.4 All **Queen Mary Directors, Heads of Schools and Institutes and all Line Managers** have the responsibility:

- To ensure that staff, students, visitors, and those under their control are informed of the policy and that they must comply with the policy.
- To manage the day-to-day implementation of, and local compliance with the policy.
- To ensure that those with control over Queen Mary owned or leased vehicles comply with the policy.
- To deal with any observed or reported breaches of the policy within their area of responsibility as per Queen Mary Disciplinary Codes of Practice for Staff or Students.

7.5 **Queen Mary Staff and Students** have the responsibility:

- To comply fully with the policy.
- To comply with smoke-free policies in force in other premises when carrying out Queen Mary business.

7.6 **Drivers of Queen Mary smoke-free vehicles** have the responsibility:

- To comply with the policy and to ensure that passengers also comply.

7.7 **Visitors and Contractors** must:

- Comply with all aspects of the policy.

8.0. Non-Compliance

8.1 It is the responsibility of ALL Queen Mary staff and students to ensure this policy is effective, and to remind those seen smoking cigarettes, tobacco, or other lit substances on-site (other than in designated smoking areas) of its existence, reporting non-cooperation or compliance incidents to Queen Mary Security (Appendix 2 for contact details).

8.2 Staff and students breaching this policy **will** be subject to relevant Queen Mary disciplinary procedures. Those who do not comply with the smoke-free laws are also liable to a fixed penalty fine or possible criminal prosecution by the relevant statutory authority.

8.3 Where an individual is concerned about the observance of the policy, they should, in the first instance, raise the matter with their Line Manager or their Trade Union Representative; or in the case of students, the Residential Support Team. Significant breaches should be escalated to the Head of the School / Institute / Directorate for action.

9.0. Support and Resources for Smoking Cessation

9.1 Queen Mary can offer signposting, assistance and advice to individuals who encounter difficulty in complying with the policy or who wish to stop smoking altogether. Queen Mary Staff wishing to avail themselves of this service should contact the Smokers Cessation Clinic specialist unit within the Health and Lifestyle Research Unit at Stepney Green (Mile End). Queen Mary students who are registered with the Student Health Service should contact the Student Health Service and/or the Smokers Cessation Clinic. (*Appendix 2 for all contact details*).

9.2 National NHS advice, resources and information on smoking cessation or changing smoking behaviour is available via <https://www.nhs.uk/live-well/quit-smoking/nhs-stop-smoking-services-help-you-quit/>

10.0. Implementation, Monitoring and Review

10.1 Local responsibility for implementing this policy rests with all Queen Mary Line Managers, under the management of their Head of School / Institute / Directorate.

10.2 Queen Mary day-to-day compliance monitoring and review of the policy will be led by the Director of the Estates and Facilities Directorate, reporting to the Health and Safety Advisory Group (HSAG), which is accountable to the Queen Mary SET.

11.0 Appendices

Appendix 1 - Legal Requirements applying to smoking in work premises and vehicles.

Links to regulations on the Office of Public Sector Information website:

1. The Smoke-free (Premises and Enforcement) Regulations set out definitions of "enclosed" and "substantially enclosed" and the bodies responsible for enforcing smoke-free legislation.

[The Smoke-free \(Premises and Enforcement\) Regulations 2006](#)

2. The Smoke-free (Exemptions and Vehicles) Regulations set out the exemptions to smoke-free legislation and vehicles required to be smoke-free.

[The Smoke-free \(Exemptions and Vehicles\) Regulations 2007](#)

3. The Smoke-free (Penalties and Discounted Amounts) Regulations set out the levels of penalties for offences under smoke-free legislation.

[The Smoke-free \(Penalties and Discounted Amounts\) Regulations 2007](#)

4. The Smoke-free (Vehicle Operators and Penalty Notices) Regulations set out the responsibility on vehicle operators to prevent smoking in smoke-free vehicles and the form for fixed penalty notices; recent legislation prohibits smoking when carrying children in private vehicles.

[The Smoke-free \(Vehicle Operators and Penalty Notices\) Regulations 2007](#)

[The Smoke-free \(Private Vehicles\) Regulations 2015](#)

5. The Smoke-free (Signs) Regulations set out the requirements for no-smoking signs required under smoke-free legislation.

[The Smoke-free \(Signs\) Regulations 2007](#)

1. The Health and Lifestyle Research Unit, Centre for Environmental and Preventive Medicine, Wolfson Institute, Queen Mary University of London – 2 Stayner's Road, London, E1 4AH (located behind Stepney Green Underground Station).

Tel: 0207 882 8230, Email clinicbookings@qmul.ac.uk

2. [Student Health Service](#), Ground Floor, Geography Building, Mile End Campus – Tel 0207 882 8710.
3. [Queen Mary Security](#)

In case of emergency, please dial 020 7882 3333 (Queen Mary extension 3333).

Security Control Rooms:

Mile End - Ground Floor, Queens' Building
Tel: 020 7882 5000
Email: mile-end-security@qmul.ac.uk

Whitechapel - Garrod Building, Room G.07
Tel: 020 7882 2599
Email: whitechapel-security@qmul.ac.uk

Charterhouse Square - Dawson Hall, Front Entrance
Tel: 020 7882 6020
Email: chsq-security@qmul.ac.uk



4. [NHS Smoke-Free Program Resources](#)
6. [Tower Hamlets Stop Smoking Support](#)
Available to anyone living or working in Tower Hamlets

Tower Hamlets Health Hotline 020 7364 5016.
5. [Tobacco Fact File](#) presents key facts and data about tobacco
 - Further sources of facts and information on smoking
6. Action on Smoking and Health ([ASH](#)):

ASH works to secure public, media, parliamentary, local, and national Government support for a comprehensive programme to tackle the epidemic of tobacco-related disease.

7. Quit: www.quit.org.uk

UK Charity with lots of useful advice on giving up and staying stopped. Plus, information on products and methods that might help you quit.

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<p>Approved by: Rebecca Jones Ian McManus</p> <p>Date: May 2023</p> <p>Signature: </p>	<p>Position: Director of Health and Safety Director of EAF & Capital Development</p>
<p>Date of re-issue: March 2024</p>	<p>Date of next scheduled review: March 2027</p>

Date of alteration and re-issue	Details of changes	Changes made by (Name and position)	Approved by (Name and position)
May 2023	<ul style="list-style-type: none"> Updated links. Removed map, information more easily kept up to date on web sites. Updated organisational changes e.g., occupational health provider. Updated approver and author list with current staff members. 	Steven Carter (H&S Manager (PS) and Training Lead)	<p>Rebecca Jones (Director of Health and Safety)</p> <p>Ian McManus (Director of EAF & Capital Development)</p>
March 2024	<ul style="list-style-type: none"> Updated to include vaping / electronic cigarettes. Updated to include reference to smoke free zones. 	Vishnu Patel (Assistant Director, Campus Services & FM)	Rebecca Jones (Director of Health & Safety)