

SMOKING POLICY

1. Introduction

1.1 This Policy aims to:

- 1.1.1 promote a safe and healthy working environment for University staff, students and visitors;
- 1.1.2 support University staff and students who wish to give up smoking.

2. Legislative Background

- 2.1 The Health and Safety at Work (Northern Ireland) Order 1978 places a duty on employers to provide a safe working environment.
- 2.2 The Smoking (Northern Ireland) Order 2006 prohibits smoking (smoking or being in the possession of lit tobacco, anything containing tobacco or any other substance) and the permitting of smoking in all enclosed public places including workplaces and vehicles.
- 2.3 The University Operating Board has recommended that smoking be prohibited on all University property, except in a limited number of designated areas¹.

3. Policy

- 3.1 The policy applies to all University staff and students as well as to visitors, contractors and sub-contractors whilst on University owned and controlled property. Smoking is not permitted in any University building.
- 3.2 The ban on smoking is extended to include the areas immediately outside all buildings and windows within the curtilage of University property where tobacco smoke could cause a nuisance to occupants. Anyone wishing to smoke is asked to respect the rights of others to enjoy a smoke-free environment.

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McClay Library - Car Park
Main Site - East West Link
University Square Mews - QFT rear courtyard
Northern Ireland Technology Centre
ECIT - On walkway from front to rear car park
David Keir Building – central courtyard
MBC - front.
Riddel Hall - front lawn
Elms BT9 smoking areas:

- Willow Walk adjacent to the Lounge
- Treehouse Social Space adjacent to the front entrance
- Treehouse Social Space at the lower level rear entrance
- Sycamore Parking smoking shelter

Elms BT2: Smoking area in the customer car park located at the rear of the building

- 3.3 It is the responsibility of event organisers to ensure that all University events comply with this policy and current legislation by providing a smoke-free environment. Please note that the regulations apply to enclosed or substantially enclosed premises so temporary structures such as marquees must also be smoke-free.
- 3.4 This smoking policy also applies to the use of electronic nicotine delivery systems (also known as e-cigarettes, e-cigars, e-hookahs, and e-pipes) and to avoid confusion and interpretation on the smoking policy, are prohibited wherever smoking is prohibited.

4. University Arrangements

- 4.1 From January 2005 additional assistance has been provided by staff of the Occupational Health Service to University staff and students who wish to give up smoking, this service will remain available. Reasonable requests from staff for time to attend smoking cessation groups will be treated sympathetically.
- 4.2 From 1 January 2009 the University is a smoke-free workplace. This means that smoking is not permitted in any premises occupied or utilised by University staff, students and visitors, or in University vehicles, except in a limited number of designated areas¹.

5. Signage/Information

- 5.1 It is University policy to ensure that no-smoking signs, complying with the requirements of the regulations under the Smoking (Northern Ireland) Order 2006, are displayed on its premises and vehicles;
- 5.2 Signage indicating the prohibition of smoking on any part of the campus will be displayed at the major entrances to the University;
- 5.3 The locations of the limited number of designated smoking areas¹ will be publicised to staff, students and visitors.
- 5.4 Students and staff will be made aware of the policy at enrolment and as part of the job application process respectively.
- 5.5 Contractors and visitors will be expected to comply with the policy. They will be informed of its existence by the following:
- The policy will be made available on the University Website;
 - The policy will be referred to in the booking process for all internal and external bookings of Queen's facilities.

6. Implementation and review

- 6.1 This policy is intended to benefit all staff, students and visitors, and all members of the University community are responsible for its continued implementation.
- 6.2 Smoking or the permitting of smoking in work premises or in University vehicles is an offence under the Smoking (Northern Ireland) Order 2006. It is a criminal offence to break the smoke free law, with individuals liable to penalties of up to

£1,000 and those with management responsibilities permitting smoking in a smoke-free place or vehicle liable to penalties of up to £2,500.

6.3 Smoking in other areas of the University campus, other than in the designated smoking areas¹, is a breach of this policy. In the unlikely event that a member of the University community does not comply with this aspect of the policy, disciplinary action will be taken.

6.4 Heads of School and Directors are responsible for monitoring the implementation of the policy.

6.5 Adherence to this Policy will be reported to the Health & Safety Compliance Committee annually and will be evaluated against:

- Number of staff disciplined for breaching policy
- Number of staff attending smoking related wellbeing initiatives

6.6 The People and Culture Directorate is responsible for policy reviews.

7. Support Available

Support is available to staff who wish to stop smoking via:

- GP/local pharmacist services
- Local smoking cessation support services
- University wellbeing initiatives