

**RESPECT &  
WELLBEING  
WITH  
PLYMOUTH  
UNIVERSITY**

## Smoke-free Policy

### Policy Summary

This document includes:

- The University's commitment to provide a safe and healthy environment
- Clarity on where smoking is or is not allowed
- Clarification regarding the use of electronic cigarettes within the University
- How to access support to cease smoking

# Smoke-free Policy – Plymouth University

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## 2. Policy Statement

Plymouth University is committed to a safe and healthy environment for all of 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 second hand 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 will be classified and regulated as medicines from 2016, and their production will be licensed. The British Medical Association recommends that electronic cigarettes are included within smoking policies because they reinforce the “normalcy” of smoking behaviour and can cause people to believe that smoking is permitted in areas where it is not.

The University recognises the potential for the use of electronic cigarettes in helping people reduce or cease smoking tobacco, and with this in mind, whilst electronic cigarettes are not permitted to be used within University buildings, the restrictions outside buildings will not apply to the use of electronic cigarettes.

## 3. The Policy

3.1 You are not permitted to smoke tobacco containing products within any University building or within 5 metres (for example, approximately 5 paces) of any University building perimeter.

3.2 You are not permitted to use electronic cigarettes within any University building.

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- 3.3 Restrictions to prohibit smoking tobacco containing products within 5 metres of a University building perimeter will not apply to use of the designated smoking shelter adjacent to the Students' Union building.
- 3.4 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.

### **4 Responsibilities**

#### **4.1 What managers, course leaders and others acting in a supervisory capacity will do**

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

#### **4.2 What you will do**

- 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 University buildings.
- If you see an individual smoking tobacco containing product 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.

#### **4.3 What estates will do?**

- 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 where incidents arise from an individual being asked not to smoke in a no-smoking area.

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### 5 Additional information and support to help you give up smoking tobacco

- If you are an employee 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.

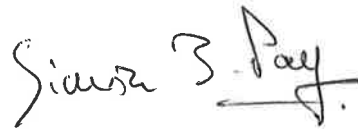
### 6. Review

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. This policy will be reviewed in March 2017.

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

### 7. Authorisation

**Professor Simon Payne**  
**Deputy Vice Chancellor**  
**Chair – University Safety Committee**



**David Morton**  
**University Safety Officer**  
**Secretary – University Safety Committee**

