



# Smoking Policy

(Ref: QMUL\_HS\_026)

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## Contents

1	Introduction.....	3
2	Policy Statement.....	3
3	Objectives.....	3
4	Definitions.....	4
5	Electronic Cigarettes.....	4
6	Applications and Exemptions.....	5
7	QMUL Organisational Responsibilities.....	5
8	Non-compliance.....	7
9.	Support and Resources for Smoking Cessation.....	7
10	Implementation, Monitoring and Review.....	7
	Appendix 1 - Legal Requirements applying to smoking in work premises and vehicles.....	8
	Appendix 2 – Support and Resources for QMUL Staff and Students.....	9
	Appendix 3 - Locations for designated smoking shelters and areas.....	10

## 1 Introduction

- a) It is recognised that smoking is detrimental to health, and Queen Mary University of London (QMUL) will continue to promote the culture of a smoke-free environment across all of its Campuses in the interests of individual and public health.
- b) This Policy sets out the QMUL 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).
- c) The principle requirement of the Smoke-Free Regulations is to ban smoking in enclosed public places, workplaces and also in public and work vehicles.

Other aspects of the legislation are:

- d) The requirement to place 'no smoking' signs in work / public premises and vehicles.
- e) 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 Policy Statement

QMUL 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 QMUL premises and other facilities covered by the legislation.

Although QMUL 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 QMUL premises, a small number of smoking shelters or areas will be provided.

Smoking will not be tolerated anywhere on QMUL Campuses, other than in the designated smoking shelters or areas. Persons 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.

## 3 Objectives

- a) Prohibit smoking in **any** non-residential premises managed by QMUL or the Student Union, including restaurants, bars and other licensed premises.
- b) Prohibit smoking in any QMUL managed vehicle or vehicle hired for business purposes. These restrictions also apply to private vehicles used on QMUL business when there is more than one person being carried in the vehicle.
- c) Prohibit smoking in **all** student accommodation in QMUL residences or QMUL-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.
- d) Display appropriate 'No Smoking' signs at the entrance to, and within, QMUL premises and also in QMUL 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.

- e) Define all QMUL Campuses as 'smoke free', with smoking **only** permitted in designated smoking shelters or areas (see **Appendix 3** for *smoking shelter / area locations; currently only at the Mile End Campus*).
- f) Inform all QMUL staff, students and managers of their responsibilities in respect of the Policy.
- g) Provide information and a program of signposting, advice and assistance to support smokers to help them cope with their smoking behaviours, especially for those wishing to stop smoking.
- h) Permit the use of e-cigarettes **only** in non-enclosed premises of QMUL Campuses at Mile End, Whitechapel and Charterhouse Square. (*Refer to the definition of 'enclosed', 'substantially enclosed' and 'non-enclosed' premises in section 4 below*). QMUL staff and students occupying embedded QMUL spaces within Barts Health Trust and other organisations **must** follow the host organisation's own policy on the use of e-cigarettes.

## 4 Definitions

**Smoking** refers to smoking tobacco or 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 which it could be smoked.

**E-cigarettes** 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 vapour delivers a dose of nicotine into the lungs of the smoker, after which, residual aerosol is exhaled into the environment.

**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.

**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.

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

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

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

## 5 Electronic Cigarettes

Current UK Government guidance estimates that e-cigarettes are 95% less harmful to health than normal cigarettes, and when supported by a smoking cessation service, help smokers to quit tobacco products altogether (*for the Public Health England Review (2015) on e-cigarettes open this [link](#)*).

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 manufacture, quality control and sales, of e-cigarettes are currently unregulated under specific legislation in the UK, although UK / European legislation specific to the issue is being proposed (*for proposed UK legislation open this [link](#)*).

## 6 Applications and Exemptions

- a) This Policy prohibiting the smoking of cigarettes, tobacco and other lit substances applies at **all** times in QMUL premises, with smoking **only** permitted in designated smoking shelters or areas; and applies to **all** employees, students, visitors, contractors and others who work at or visit QMUL premises, noting the situational exclusions in 6 (d) below.
- b) The Policy applies to all buildings and premises in the ownership of QMUL (whether on or off campus) or leased by QMUL, and to QMUL owned or leased vehicles and also to private vehicles used for QMUL business with more than one passenger.
- c) This Policy allows the use of e-cigarettes in non-enclosed QMUL premises. It is not permitted to use e-cigarettes **inside** QMUL buildings or any other 'enclosed' or 'substantially enclosed' space under QMUL control (*see section 4 above for definitions of 'enclosed' and 'substantially enclosed' spaces*).
- d) The following areas and activities are excluded from this Policy:
  - **Performers:** Where the artistic integrity of a performance makes it appropriate for a person who is taking part in that performance to smoke, the part of the premises in which that person performs is not smoke-free in relation to that person during his performance. Rehearsals are excluded from this exemption.
  - **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 QMUL Organisational Responsibilities

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

- a) To audit compliance with the Policy and Legislation, and prepare a periodical audit compliance report for the Health and Safety Advisory Group (HSAG) and Queen Mary Senior Executive (QMSE).
- b) To facilitate the provision of staff, student, visitor induction and refresher information on the QMUL Smoking Policy to QMUL Schools / Institutes / Directorates.

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

- a) To update and review this Policy on a regular basis, in line with legal requirements and Government guidance.
- b) To comply with the Smoke-Free Signs Regulations by displaying “No-Smoking” signage in prominent positions across QMUL premises and QMUL vehicles.
- c) To designate new QMUL premises as ‘smoke-free’.
- d) To designate any further required ‘not substantially enclosed’ spaces as ‘smoking permitted’, with the approval of QMSE.
- e) To have a maintenance and cleaning regime for QMUL smoking infrastructure (e.g. shelters, bins) to ensure they are in a good condition for use.
- f) To monitor day-to-day compliance across QMUL 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 **Occupational Health Manager (Human Resources Directorate)** has the responsibility:

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

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

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

7.5 **QMUL Staff and Students** have the responsibility:

- a) To comply fully with the Policy;
- b) To comply with smoke-free policies in force in other premises when carrying out QMUL business.

7.6 **Drivers of QMUL 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 Non-compliance

- a) It is the responsibility of **ALL** QMUL 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 QMUL Security (*Appendix 2 for contact details*).
- b) Staff and students breaching this policy **will** be subject to relevant QMUL 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.
- c) 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. Support and Resources for Smoking Cessation

- a) QMUL is able to offer signposting, assistance and advice to individuals who encounter difficulty in complying with the Policy or who wish to stop smoking altogether. QMUL Staff wishing to avail themselves of this service should contact the QMUL Occupational Health Service and/or the Smokers Cessation Clinic specialist unit at Stepney Green (Mile End). QMUL 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).
- b) National NHS advice, resources and information on smoking cessation or changing smoking behaviour is available via <http://www.nhs.uk/smokefree#l22B51kr2A6SRSo3.97>
- c) A detailed QMUL Guidance document on QMUL smoking cessation programs and the benefits of giving up smoking is available on Connect via the Health & Safety Directorate website (<http://www.hsd.qmul.ac.uk/>).

## 10 Implementation, Monitoring and Review

- a) Local responsibility for implementing this Policy rests with all QMUL Line Managers, under the management of their Head of School / Institute / Directorate.
- b) QMUL 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 Senior Executive (QMSE).
- c) Facilitation and coordination of the overall Smoking Cessation Program for QMUL Staff and Students is led by the Occupational Health Manager (Human Resources Directorate), liaising with the Smokers Cessation Clinic and the Student Health Services.

## 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](#)



## Appendix 2 – Support and Resources for QMUL Staff and Students

1. [QMUL Occupational Health Service](#), Ground Floor, Geography Building, Mile End Campus – Tel 0207 882 8700, Email [occhealth@qmul.ac.uk](mailto:occhealth@qmul.ac.uk)
2. The [Smokers Cessation Clinic](#), 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](mailto:clinicbookings@qmul.ac.uk)

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

4. [QMUL Security](#)

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

Security Control Rooms:

Mile End - Ground Floor, France House  
Tel: 020 7882 5000  
Email: [mile-end-security@qmul.ac.uk](mailto:mile-end-security@qmul.ac.uk)

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

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

5. [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.

7. [Tobacco Fact File](#) presents key facts and data about tobacco
  - Further sources of facts and information on smoking
8. 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.

9. [No Smoking Day](#):

The official website for No Smoking Day

10. Quit: [www.quit.org.uk](http://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

### Appendix 3 - Locations for designated smoking shelters and areas

Designated Smoking Shelters or areas are provided at the Mile End Campus, all other Campuses are Smoke-free.

(temporary map, to be updated by QMUL Marketing & Communications in Feb 2016)



E-cigarette use permitted in non-enclosed areas only

## Mile End Campus Smoking Shelters /Areas on the Mile End Campus

Educational/Research	Residential	Facilities
ArtsOne 37	Albert Stern Cottages 3	Advice and Counselling Service 27
ArtsTwo 35	Albert Stern House 1	Blomeley Centre 48
Arts Research Centre 39	Beaumont Court 53	Bookshop 22
The Bancroft Building 31	Chapman House 43	Careers Centre 19
Bancroft Road Teaching Rooms 10	Chesney House 45	Clock Tower 20
Computer Science Building 6	Creed Court 57	CopyShop 56
Engineering Building 15	France House 55	The Curve 47
Fogg Building 13	Feilden House 46	Drapers Bar and Kitchen 8
G.O. Jones Building 25	Halton House 40	Canalside 63
Geography 26	Ifor Evans Place 2	Ground Café 33
Informatics Teaching Laboratories 5	Lindop House 21	The Hive 24
Joseph Priestley Building 41	Lodge House 50	Infusion 9
Library 32	Lynden House 59	IT Services 19
Law 36	Maurice Court 58	Mucci's 29
Lock-keeper's Graduate Centre 42	Maynard House 44	Occupational Health Service/ Student Health Service 28
Mathematical Sciences 4	Pooley House 60	Octagon 19a
Occupational Health and Safety Directorate 12	Selincourt House 51	Police Box 38
The People's Palace/Great Hall 16	Varey House 49	Portering and Postal Services 17
Queens' Building 19		Qmotion Health and Fitness Centre 7
Temporary Building 61		Sports Hall 7
		Santander Bank 62
		Security/France House Reception 54
		St Benet's Chaplaincy 23
		Students' Union Hub 34
		Student Enquiry Centre 19
		Village Shop 52
		Westfield Nursery 11

**New Graduate Centre construction site 18**

Currently no through route between Geography Square and Bancroft Road.

Smoking Shelters   
Uncovered area for Smoking 



Visitors who require further information or assistance please go to the Main Reception in the Queens' Building.

 Smoking is prohibited on campus.

 other than in designated smoking shelters or areas more information.


 Library/bookshop


 Fitness centre


 Bar


 Coffee place

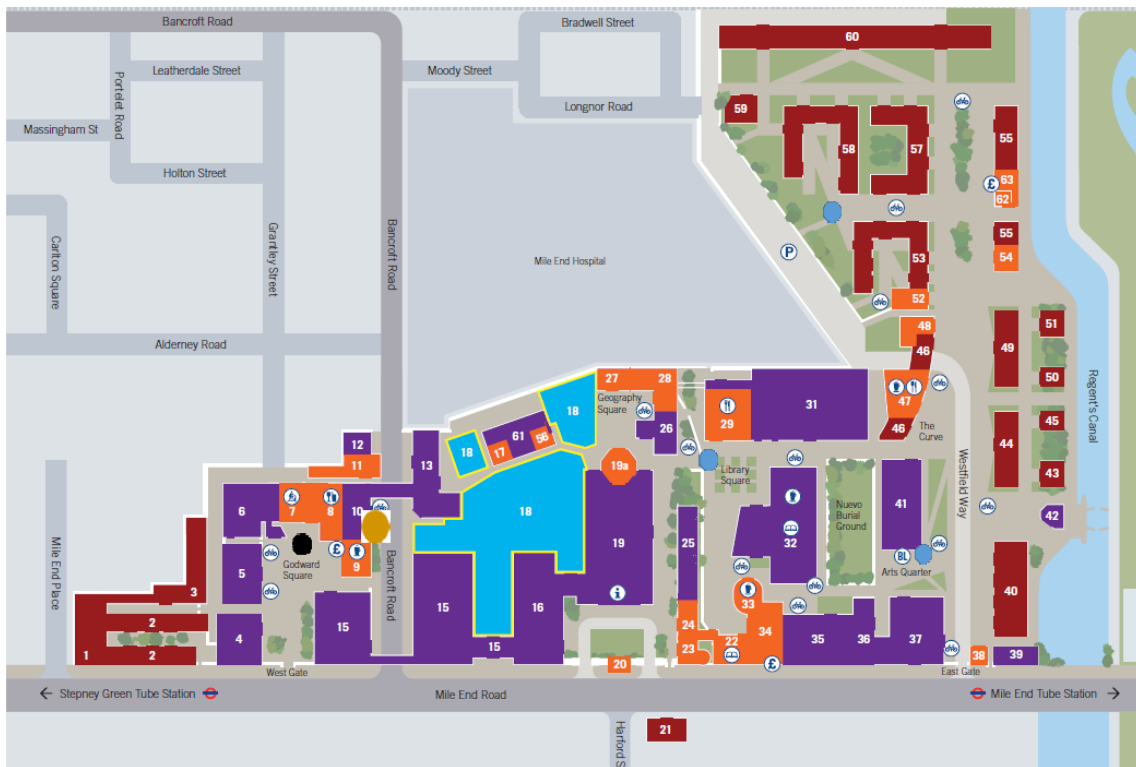
 Eatery

 Staff car park

 Bicycle parking

 Bicycle lockers

 Cash machine




## Document Control

Version 1

*This policy document supersedes the 'College Policy on a Smoke-Free Environment' document issued on 28 June 2007 by the QMUL Council (archived at <http://www.hr.qmul.ac.uk/docs/pay/2579.pdf> )*

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