

# University Occupational Health and Safety Standard NO SMOKING

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## 1. PURPOSE

The University is committed under the Health and Safety at Work Act 1974 and the legislation for Safety and Health of Pregnant workers by ensuring, that so far as is reasonably practicable the health, safety and welfare of its staff, students and visitors. The law on smoking in Scotland protects people from the harmful effects of passive smoking. The Smoking, Health and Social Care (Scotland) Act 2005 prohibits smoking in certain wholly or substantially enclosed public places, including workplaces such as the University. This Standard represents the University's No Smoking Policy which prohibits smoking in enclosed public places and supports a smoke free environment.

## 2. SCOPE

This document applies to all staff, students, visitors and contractors across the University Campus including satellite premises away from the main campus. It applies to external companies renting space within the University. It applies to the use of any smoking tobacco products and electronic cigarettes.

## 3. ABBREVIATIONS

<b>DSC</b>	Departmental Safety Co-ordinator
<b>E-cigarette</b>	Electronic cigarette
<b>HoD</b>	Head of Department
<b>OHS</b>	Occupational Health and Safety
<b>SHaW</b>	Safety, Health and Wellbeing
<b>SIRIS</b>	Strathclyde Incident Reporting and Investigation System

## 4. DEFINITIONS

**4.1 Smoking** - the act of inhaling and exhaling the fumes of burning tobacco.

**4.2 Passive Smoking** - breathing in secondhand smoke.

**4.3 Electronic Cigarette (e-cigarette)** - battery powered device which heats a liquid producing a vapour that is inhaled. Smoking e-cigarettes is also known as vaping.

**4.4 Vaping** - inhaling of vapor created by an e-cigarette.

**4.5 Smoking Cessation** - process of stopping or discontinuing tobacco smoke.

## 5. ROLES AND RESPONSIBILITIES

The [University OHS Standard for Roles, Responsibilities and Accountabilities](#) document defines the roles, responsibilities and accountabilities necessary to implement the Occupational Health, Safety and Wellbeing Policy at each level of the organisation.

The roles and responsibilities specifically in relation to the management of No Smoking are detailed as follows:

### 5.1 Executive Deans

Responsible for performance monitoring of this Standard within their area of control including the University's significant partnerships, collaborations and wholly owned companies. They must ensure that departments are resourced such that this Standard is fully implemented.

### 5.2 Heads of Department/Heads of School/Professional Services Directors

Responsible for ensuring compliance with this Standard throughout their area of responsibility through provision of adequate resources and performance monitoring. They may be assisted by other nominated person(s) such as the DSC or Line Manager to carry out delegated tasks as deemed appropriate. They must ensure:

- Staff, students, visitors and, where applicable, contractors are made aware of this Standard and that they comply with its requirements.
- Individuals are aware that non-compliance with this Standard may lead to disciplinary action being taken through normal disciplinary procedures.
- Individuals are aware that non-compliance with the smoking law are also liable to a fixed penalty fine and possible criminal prosecution.

- The DSC or Line Managers are open to receiving complaints.
- Complaints are addressed.
- Staff are advised when smoking breaks can be accommodated. They may delegate this responsibility to others such as the Line Manager.

### 5.3 Line Managers/Principal Investigators/Academic Supervisors

Responsible on a day-to-day basis for ensuring that risks associated with this Standard are managed within their area of responsibility. Specifically, they will ensure:

- Complaints are addressed.
- Staff are advised when smoking breaks can be accommodated.

### 5.4 Departmental Safety Co-ordinator

Responsible on a day-to-day basis for ensuring that risks associated with this Standard are managed within their area of responsibility. Specifically, they will ensure:

- Complaints are addressed, or where cannot be satisfactorily addressed are raised to the HoD.

### 5.5 Fleet Manager/MORR Co-ordinator

Responsible for ensuring that:

- Suitable 'No Smoking' signs are clearly displayed in all Fleet / Department vehicles.

### 5.6 Estates Services

Responsible for ensuring that:

- Suitable 'No Smoking' signs are clearly displayed at entrances to buildings.

### 5.7 Security Services

Responsible for ensuring that:

- They respond appropriately to any complaints.
- Complaints are logged via the [SIRIS incident reporting webform](#).

### 5.8 Safety Health and Wellbeing

Responsible on a day-to-day basis for ensuring that risks associated with this Standard are managed within their area of responsibility. Specifically, they will ensure:

- That this Standard is supported and reviewed at appropriate intervals.

### 5.9 Members of Staff, Students, Visitors and Contractors

All individuals are responsible for adhering to, and facilitating the implementation of this Standard. When smoking or vaping they are requested to take a responsible attitude to ensure that areas are kept litter free and they do not stand within **15 feet** (4.6m) of any University building entrance, doorway, stairs, windows, air intakes or covered areas..

## 6. POLICY STATEMENT

**It is an offence to smoke in no smoking premises or to knowingly permit smoking in no smoking premises. No smoking signs will be clearly displayed at entrances to buildings. Smoking and the use of e-cigarettes is prohibited within:**

- **All University buildings including student residences;**
- **Vehicles owned and operated by the University;**
- **Leased vehicles used during University business;**
- **Private vehicles used during University business if carrying passengers who do not smoke;**
- **15 feet (4.6m) of any University building entrance, doorway, stairs, windows, air intakes or covered areas where this distance is within University property (this may be different when working on university business at other organisations).**

## **7. POTENTIAL HEALTH EFFECTS AND SMOKING CESSATION**

### **7.1 Potential Health Effects of Smoking**

The health effects of smoking are well known and documented. There is no recognised safe level of exposure. Smoking causes lung cancer, respiratory disease and heart disease as well as numerous cancers in other organs including lip, mouth, throat, bladder, kidney, stomach, liver and cervix.

### **7.2 Potential Health Effects of Passive Smoking**

Research has shown that passive smoking, that is, breathing in second hand smoke can also be harmful to non-smokers. The risks posed by passive smoking include increased risk of lung cancer and heart disease and aggravation of respiratory conditions such as asthma or bronchitis.

### **7.3 Smoking Cessation**

The University of Strathclyde recognises many smokers want to quit and this Standard may enhance their motivation to do so. Equally it is recognised some smokers do not wish to stop and they should be assisted to cope with the restrictions imposed by the Standard. Information and advice is available directly from the Occupational Health Service who will:

- Supply information leaflets and self-help information.
- Provide information on where further help can be obtained.
- Promote campaigns highlighting the health risks of smoking to help encourage those who smoke to stop.
- Display information on the internal display monitors at main entrances as part of regular smoking cessation campaigns.

The University will also not promote or advertise the use of tobacco products or the use of e-cigarettes on University premises.

Support is also available from the following sources:

[Quit Your Way](#)

[Smoking British Heart Foundation](#)

[ASH \(Action on Smoking and Health\)](#)

## **8. E-CIGARETTES**

This Standard also applies to the use of all types of e-cigarettes. The use of e-cigarettes is prohibited wherever smoking is prohibited.

Due to the potential for re-usable e-cigarettes to explode or ignite while recharging owing to the lack of over-charge safeguards, charging of e-cigarettes is not permitted in University premises or vehicles.

## **9. COMPLAINTS PROCEDURE**

Staff wishing to register a complaint regarding an incident of non-compliance with this Standard should, in the first instance, contact their line manager or their Departmental Safety Co-ordinator. If the complaint is not dealt with to their satisfaction, they should then contact their HoD.

Further information for students and members of the public on registering a complaint can be found in the [University Complaints Procedure](#).

## **10. DOCUMENTATION AND RECORDS**

**10.1** The requirements to meet the Standard for No Smoking are described in this document. Some aspects are covered in more detail in other documents which are referenced throughout.

**10.2** Written records of complaints must be maintained by Departments.

## 11. COMMUNICATION AND REPORTING

11.1 A copy of the latest Standard will be available on the SHaW website.

11.2 Departments are expected to report on compliance with this Standard as part of regular OHS performance monitoring, further information can be obtained from SHaW.

11.3 With regard to this Standard departments must report incidents associated with No Smoking to the DSC without delay. If appropriate the DSC should report the incident via the [SIRIS incident reporting webform](#). . If more than one person is involved in an incident then a separate report should be completed for each individual involved.

## 12. COMPLIANCE

This Standard aims to meet the requirements of:

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations (1999)
- Smoking, Health and Social Care (Scotland) Act 2005
- Managing for Health and Safety HSG65 (2013)

## 13. DOCUMENT HISTORY

This Standard is reviewed every three years or before if a significant change is required. Recorded changes to this document are maintained in the SHaW Document Control Register.