



University of Cumbria

SMOKING AND VAPING POLICY

HEALTH & SAFETY SERVICE

NB. This policy is available on the University of Cumbria website, and it should be noted that any printed copies are uncontrolled and cannot be guaranteed to constitute the current version of the policy.

Document Title	Smoking and Vaping Policy
Owner	Head of Estates and Property
Document Location	
Lead Contact	Health and Safety Manager
Approving Body	Health and Safety Committee
Version Number and Key Amendment	
Date of Last Review	August 2024
Date for Next Review	August 2027
Related Policies, Procedures, CoPs, Legislation and Regulation.	<ul style="list-style-type: none"> • Health and Safety at Work, etc Act 1974 • Health Act 2006 • Equality Act 2010 • Smoke-free (Signs) Regulations 2012 • Smoke-free (Premises and Enforcement) Regulations 2006 • Smoke-free (Exemptions and Vehicles) Regulations 2007 • Food Hygiene (England) Regulations 2005

	<ul style="list-style-type: none">• Control of Substances Hazardous to Health Regulations 2002• Dangerous Substances and Explosive Atmospheres Regulations 2002• Management of Health and Safety at Work Regulations 1999• Gas Safety (Installation and Use) Regulations 1998• Workplace (Health, Safety and Welfare) Regulations 1992• Regulatory Reform (Fire Safety) Order 2005
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Introduction

The University of Cumbria is dedicated to fostering a healthy, safe, and productive environment for all members of its community, including employees (partners inclusive), students, contractors and visitors.

Recognising the significant health risks associated with smoking and vaping, including exposure to second-hand smoke and vapour, this policy has been developed to mitigate these risks. The policy also aims to comply with applicable UK legislation and promote a culture of wellness across the institution.

The University will continue to explore and implement measures that further this goal, including ongoing education, support for cessation, and a commitment to maintain a clean and safe environment for all.

Policy Statement

The University of Cumbria recognises its legal responsibilities under smoke-free legislation to ensure that nobody smokes in premises that are owned or controlled by the university. In line with legislation, smoking and vaping are prohibited in all indoor and outdoor areas except for clearly marked and specifically designated smoking and vaping areas.

This policy is applicable to all individuals on University premises, including during all events hosted on campus grounds and in any university vehicle. This restriction applies at all times and applies to those on the premises, including outside normal working hours.

The use of e-cigarettes or vapes is to be treated in the same way as real cigarettes and pipes and all will fall within this policy.

All visitors, temporary staff, contractors and clients will be expected to abide by the terms of the smoking and vaping policy. Appropriate “No Smoking” signs will be displayed at all entrances to the premises and employees should tactfully remind visitors of the policy, if necessary.

Any employee wishing to smoke or vape may do so in the designated smoking areas. Smokers may visit these at any time agreed with their line manager/supervisor.

The University understands that some of its employees (campus partners inclusive) may feel unwilling or unable to give up smoking. Such employees may request permission from their immediate manager/supervisor to step outside the building during coffee/tea breaks to smoke a cigarette or vape in designated areas. However, they must return to their workplace at the due time.

For students living on site who may want to smoke or vape, they must also go to the designated areas while students studying who wish to smoke or vape must do so during breaks in teaching and go to the designated area.

Purpose

The primary objectives of this policy are to:

- Ensure the health and safety of the University of Cumbria's community by minimising exposure to second-hand smoke and vapour.
- Reduce the potential fire risks associated with smoking and vaping.
- Maintain the cleanliness and aesthetic quality of the campus environment.
- Comply with all relevant UK legislation regarding smoking and vaping.
- Support the broader public health goal of reducing smoking and vaping prevalence.
- Any concerns employees may have regarding smoking at work should be reported immediately to a responsible person so that corrective action can be taken if necessary.

Scope

This policy applies to:

- All members of the University of Cumbria including employees (campus partners inclusive), students, contractors and visitors.
- All properties owned, leased, or controlled by the University of Cumbria including buildings, grounds, parking areas, and vehicles.
- All activities and events conducted on the University of Cumbria's premises, regardless of the time of the day.

Definitions

Smoking – The act of inhaling, exhaling, burning, or carrying any lit tobacco or similar product, including cigarettes, cigars, pipes, hookahs, and any other form of tobacco or non-tobacco smoking substances.

Vaping – The use of electronic cigarettes or similar devices that produce an aerosol (vapour) by heating a liquid solution, which may contain nicotine, flavourings, and other chemicals.

Smoke breaks – Rest breaks as stipulated by the University for all employees which should not be more than that for non-smokers.

Smoke-free signage – A sign conspicuously and permanently displayed to be visible and legible to all persons approaching no smoking premises. The minimum signage requirement for premises is a "No Smoking" notice.

Designated smoking/vaping shelters – Specific outdoor locations identified and marked by the University of Cumbria where smoking and vaping are permitted. Such shelters should be sited appropriately (away from (highly) flammable or combustible materials, etc) and must not be

“substantially enclosed”. In order not to be “substantially enclosed”, the walls of the structure must be at least 50% open.

Smoking litter – Ash or cigarette ends which may be unsightly. It may also be illegal.

Second-hand smoke – The smoke exhaled by a smoker or emitted from the end of a burning tobacco product.

Second-hand vapour – The aerosol exhaled by a user or emitted from an electronic cigarette or similar device.

Policy Principles

The underlying principle of this policy is to create a smoke-free and vape-free environment within the University of Cumbria, while accommodating those who choose to smoke or vape through the provision of designated areas.

This policy also prioritises the university’s responsibility to mitigate risks associated with smoking and vaping, such as fire hazards, environmental pollution, health related issues, by implementing stringent controls and providing support for smoking cessation.

Roles and Responsibilities

The University’s duties

- Policy development and oversight – The university is responsible for developing, implementing, and reviewing the smoking and vaping policy to ensure it remains relevant and compliant with UK laws.
- Provision of designated areas – Designate and maintain specific outdoor areas for smoking and vaping, ensuring they are clearly marked, well maintained, and situated at a sufficient distance from entrances, exits, windows, and ventilation systems to prevent exposure to non-smokers.
- Support services – Provide access to smoking cessation programs, resources, and counselling for employees, and students seeking to quit smoking or vaping e.g., www.nhs.uk/smokefree and National Smokefree Helpline: 0300 123 1044.
- Awareness and communication – Ensure that the policy is clearly communicated to all members of the university, including through signage, website information, and orientation sessions.

Security and Estates Management

- Enforcement – Monitor compliance with the policy and address violations, including issuing warnings or other disciplinary measures as appropriate.

- Fire Safety – Ensure that designated smoking and vaping areas are equipped with appropriate fire safety measures, such as sand buckets or non-combustible containers for cigarette butts.
- Maintenance – Regularly clean and maintain designated areas to ensure they do not become a source of litter or pollution.

Employees (campus partners inclusive), and Students

- Compliance – Adhere to the smoking and vaping policy, including, using only designated areas for smoking and vaping.
- Reporting – Report any breaches of the policy to the relevant authority, such as campus security or People and Culture (HR) team.
- Advocacy – Promote a culture of health and wellness by discouraging smoking and vaping among peers.

Contractors and Visitors

- Compliance – Adhere to the university’s smoking and vaping policy while on campus. Non-compliance may result in being asked to leave the premises.

Guidance to follow

Related Policies and Procedures

Health and Safety at Work, etc Act 1974

Health Act 2006

Equality Act 2010

Smoke-free (Signs) Regulations 2012

Smoke-free (Premises and Enforcement) Regulations 2006

Smoke-free (Exemptions and Vehicles) Regulations 2007

Food Hygiene (England) Regulations 2005

Control of Substances Hazardous to Health Regulations 2002

Dangerous Substances and Explosive Atmospheres Regulations 2002

Management of Health and Safety at Work Regulations 1999

Gas Safety (Installation and Use) Regulations 1998

Workplace (Health, Safety and Welfare) Regulations 1992

Regulatory Reform (Fire Safety) Order 2005

Approval, Implementation and Review

This policy shall be approved by the Health and Safety Committee.

Responsibility for implementing this policy lies with the Vice Chancellor who will delegate functions.

This policy will be reviewed every three years or as necessary to ensure it remains relevant, effective and compliant with evolving legislation and public health guidelines.

Signed:

Date:

Policy review date:

Contact Details

For further information regarding any of the issues covered by this policy please contact:

Health & Safety Manager

Health & Safety Service

University of Cumbria

E-mail: healthandsafety@cumbria.ac.uk

Appendix

UNIVERSITY OF CUMBRIA POLICY DOCUMENT CONTROL SCHEDULE

All University of Cumbria Policies must include a completed Policy Document Control Schedule consisting of the Policy Schedule (see front cover), Review Schedule and Drafting Schedule (see below) which should be completed as appropriate.

REVIEW SCHEDULE

Review no.	Due date	Reviewed by	Approved by	Completion date

DRAFTING SCHEDULE

Draft no.	Date