

## Health and Safety Unit

### No Smoking and E-cigarettes policy

*This policy is a sub-policy of the main University Health and Safety Policy Statement.*

#### Introduction

In accordance with part 1 of the Health Act 2006 (Smoke-free Premises, Paces and Vehicles) and The Smoke-free (Premises and Enforcement) Regulations 2006; The Smoke-free (Exemptions and Vehicles) Regulations 2007; and The Smoke-free (Signs) Regulations 2007, smoking is not permitted on any UEL premises (other than designated smoking areas) or in any UEL vehicles.

In addition, the use of electronic cigarettes is not permitted within any UEL building or near building entrances.

#### UEL Buildings

Smoking may not be undertaken anywhere on campus, except in designated smoking shelters on Stratford and Docklands campuses and in the courtyard at USS. Smokers are expected to safely dispose of their used smoking materials in the cigarette bins provided. Smokers must take all reasonable measures to prevent their smoke being a nuisance to non-smokers.

Electronic cigarettes are not permitted to be used inside UEL buildings or near entrances. Dispensation is provided for colleges, schools or departments undertaking research on electronic cigarettes, in which case their use is only permitted within the laboratory where the research is being carried out. Users of these devices are asked to take all reasonable measures to prevent the vapour being a nuisance to non-users.

#### Signage

'Smoking is not allowed on this campus – except in designated areas', signs/banners will be displayed at the main entrances to our campuses. The standard A5 size 'No-Smoking' signs are to be displayed at each entrance to a building. They should display the no-smoking symbol and display the words: *"No smoking. It is against the law to smoke in these premises"*.

Signage advising that electronic cigarettes are not permitted to be used inside buildings or near entrances will be displayed at each entrance to a building.

At least one no-smoking sign, which includes the no-smoking symbol, and notice prohibiting the use of electronic cigarettes will be displayed in a prominent position in each compartment of a UEL vehicle

### **UEL Vehicles**

Smoking or use of electronic cigarettes must not be undertaken in any UEL vehicles. Staff, students or visitors using these vehicles may not smoke or vape at any time whilst in the vehicle.

### **Staff smoking or vaping breaks**

It is deemed reasonable for staff who smoke or use electronic cigarettes to take two additional breaks, one in the morning and one in the afternoon. However, these additional breaks must not be longer in duration than 15 minutes each, not interfere with operational priorities and the total amount of time must be made up, as agreed with the line manager.

### **UEL Student accommodation**

Smoking or vaping may not be undertaken in any part of UEL Student accommodation. Those members of staff, students or visitors wishing to smoke must use designated smoking shelters and safely dispose of their used smoking materials in the cigarette bins provided and those wishing to use electronic cigarettes must do so outside and not near the entrance of the building.

Smokers and vapers are asked to take all reasonable measures to prevent their smoke or vapour being a nuisance to non-smokers and non-vapers.

The standard A5 size 'No-Smoking' signs will be displayed at the entrance to each student residence. They should display the no-smoking symbol and display the words: *"No smoking. It is against the law to smoke in these premises"*.

Signage advising that electronic cigarettes are not permitted to be used inside student residences or near entrances to be displayed at each residential entrance.

### **Smoking cessation**

Anyone wishing to reduce or quit smoking and requires advice and support, should contact the Occupational Health Advisor if a member of staff and Student Health & Wellbeing if a student.

**Reviewed December 2019, Review date: December 2021**