

Smoke Free University

Policy and Arrangements 2022

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Summary

What is this policy about?

This policy is designed to secure a compliant, healthy and sustainable environment for everyone who works, studies and visits Swansea University.

Who is this policy for?

The whole university community: staff, students, visitors and contractors. On university property or in university vehicles. (For Bay Campus residences please refer to the UPP Bay campus residents policy and arrangements).

How does the University ensure the policy is implemented?

The policy is authorised by the **University Director of Estates and Facilities Management and University Health and Wellbeing Board**.

Compliance with this policy and arrangements is monitored and controlled through the following systems:

- **All university staff, students and visitors** have the right to avoid, and respectfully challenge, passive cigarette smoke and vapour.
- **Line managers and course tutors** are responsible for ensuring staff and students are aware of the Smoke Free University Policy and local arrangements.
- **Human Resources, Student Partnership and Engagement Office, Campus Life and Students' Union** will communicate the policy and integrate it into relevant documents.
- Support for smoking cessation is facilitated by the NHS Wales "**Help Me Quit**" service.
- This policy and arrangements are subject to external Corporate Health Standard assessment by **Public Health Wales** and compliance with relevant legislation by the HSE.
- **Estates and Facilities Management** manage this Smoke Free University Policy and work with the relevant stakeholders to ensure estates and facilities are managed to facilitate a compliant, healthy and sustainable campus environment.

Who can you contact for enquiries about this policy?

Any Questions about this policy can be directed to the Sustainability Team:

Email sustainability@swansea.ac.uk

Introduction

Swansea University is committed to ensuring the health and wellbeing of employees, students and visitors while on campus. The University is required by law to provide a safe working environment and manage risk to health and the environment.

The Smoke-free Premises and Vehicles (Wales) Regulations 2020 require employers, managers and those in control of premises take reasonable steps to display no-smoking notices and ensure personnel including: staff, students, customers, visitors and contractors, are aware of the legal requirements and do not smoke in buildings and work vehicles. Smoking in public places, including the workplace in Wales, is dealt with as a public health matter by the Welsh Government and breaches of the law could result in penalties.

It is recognised that tobacco smoke in the environment is a health risk to both people who smoke and vape, and those who do not through passive smoking, putting people at risk from preventable diseases and premature death. Smoking can also act as an irritant to eyes, the throat and respiratory tract, presenting a significant risk to certain vulnerable health groups such as persons with asthma. It may also put those exposed to smoke and vaping at a higher risk from Covid-19¹.

In addition to the health risk, smoking also presents risks to the natural environment. In 2019 the Great British Beach Clean Report² identified that plastic filters in cigarette stubs were the second most common piece of litter found on beaches across the UK, average 42.6 cigarette butts per 100m.

Finally, cigarettes and e-cigarettes also present a fire risk to premises as directed by our buildings risk assessor.

Vaping and Electronic Cigarettes

Vaping and electronic cigarettes (e-cigarettes) are battery-powered products using heat to release a visible vapour containing liquid nicotine. They are designed to replicate smoking behaviour without the use of tobacco.

It is recognised that the use of electronic cigarettes does not fall within The Smoke Free Premises etc. (Wales) Regulations 2007 (amended) 2012. Whilst e-cigarettes may help some people to give up smoking, guidance from the [British Medical Association](#) states that there is a lack of evidence about the health risks posed. Additionally, Swansea University is concerned that the use of e-cigarettes creates the impression smoking is accepted in the workplace or place of study. It is difficult to differentiate visually between e-cigarettes and regular cigarettes at a distance. Therefore, Swansea University regards the use of electronic cigarettes as falling within the remit of this policy.

¹ <https://www.who.int/news-room/q-a-detail/q-a-on-tobacco-and-covid-19> and <https://www.nhs.uk/smokefree/why-quit/coronavirus-covid-19-smoking>

²

Roles and Responsibilities:

- **All university staff, students and visitors** have the right to avoid, and respectfully challenge, passive cigarette smoke and vapour.
- **Line managers** and **course tutors** are responsible for ensuring staff and students are aware of the Smoke Free University Policy and local arrangements. They must also, when necessary, challenge non-conformance through the mechanisms outlined within the policy and staff/ student conduct procedures. Finally, they can signpost smoking cessation support and enable staff or students who wish to attend the “Help Me Quit” service.
- **Human Resources, Student Partnership and Engagement Office, Campus Life and Students’ Union** should communicate the policy and integrate it into relevant documents, monitor staff & student forums for relevant feedback and ensure the policy is fit for purpose.
- Support and referrals for smoking cessation is facilitated by **Human and Health Sciences, Occupational Health** and provided by the NHS Wales “**Help Me Quit**” service.
- This policy and arrangements are subject to external Corporate Health Standard assessment by **Public Health Wales** and compliance with relevant legislation by the HSE.
- **Estates and Facilities Management** manage this Smoke Free University Policy and work with the relevant stakeholders to ensure estates and facilities are managed to facilitate a compliant, healthy and sustainable campus environment via:
 - The **Health and Safety Team and college representatives** who will monitor, advise and take action on fire risk assessments, adverse event reports, risk assessments and conduct scheduled inspections of campus buildings and areas considering smoking and vaping controls.
 - The University **Sustainability Team** will manage the Smoke Free University Policy and work with **commercial service teams** such as grounds and cleaning to prevent littering and improve recycling.
 - The campus **Security Team** will conduct scheduled inspections of campuses and external spaces, upkeep the control of smoking on campus and have the right to politely challenge non-conformance and **record an adverse event.**

Policy Statement

The University recognises staff and students have a right to choose whether to smoke or vape. However, staff, students, customers, contractors and visitors who choose to smoke or vape will respect the rights of others to work and study in a safe environment, free from risks to their health associated with tobacco smoke and vapour.

Enclosed spaces (including university vehicles) and external thoroughfares shall be entirely smoke free.

The University has adopted the following principles:

A Smoke Free Study and Work Space

- All persons on university premises, vehicles and grounds are entitled to a smoke and vapour free environment.

Respect and Support

- With the exception of designated smoking zones identified in **Annex 2.1 & 2.2**, smoking and vaping is prohibited on Swansea University premises, within buildings, grounds, hired, owned and leased vehicles.
- Smoking is prohibited, at all times, on any approved university fieldwork activity where other persons may be exposed to tobacco smoke.
- People who smoke or vape must apply a >2 metre distancing rule within smoking zones to reduce the risk of passive smoking.
- Staff or students who refuse to adhere to this policy may be committing a breach of the law and university policy and thus are liable to the relevant staff and student conduct rules.
- People who smoke or vape are provided with support and advice on campus should they wish to stop smoking (see the help to quit section below). Line managers and course tutors shall provide time for those who wish to use this service.
- All staff and students have the right to politely challenge those persons smoking in contravention of these principles, as per the flow chart in **Annex 1**.

Reduce Risk and Protect our Environment

- Due to fire risk, it is strictly prohibited to charge e-cigarette or vaping devices on university premises.
- Due to the environmental impacts and fire risk, smoking and vaping litter must be placed in the appropriate waste or recycling bins, not in general waste or recycling bins and not so as to cause litter.

Non-Compliance

Failure to adhere to this policy represents a breach of the law and/or university policy and as such those persons committing the breach may be liable to the relevant staff or student conduct and behaviour proceedings below:

| | |
|-----------------|---|
| Students | <u>General Conduct and Behaviour - Obligations of Students/ Ymddygiad Cyffredinol - Rhwymedigaethau'r Myfyrwyr</u> |
| Staff | <u>Staff Policies and Procedures - Conduct-and-Disciplinary-Proceedings-Ordinance/ Polusiau a Gweithdrefnau Staff - Gweithrediadau ymddygiad a disgyblu</u> |

Anyone can report a non-conformance with this policy via the university adverse events "[Report it](#)" [website](#). It is important that staff, students and visitors to our campuses report any adverse events, so measures can be put in place to prevent reoccurrences.

Communication and Engagement

This Policy and arrangements shall be communicated through specifically designed webpages, leaflets, electronic -posters and through dissemination of smoke free university communications and 'Help to Quit' promotions during health and wellbeing events.

Campus Events and Temporary Changes

During campus events, or campus works, smoking zones may be subject to alteration; these can be granted upon appropriate event risk assessment and in consultation with Security Services and Events Team within Estates and Facilities Management (WSHELPDESK@swansea.ac.uk).

Policy Consultation

In 2018 the University conducted an open smoking policy survey which received 600 respondents. The feedback from this survey ([Annex 3](#)), coupled with inputs from various staff, students and other stakeholders, groups and forums (including: Health and Safety, Wellbeing, Sustainability, Student Partnership and Engagement & Faculties, Yammer and Unitu) has formed the basis for this policy.

Key Policy Stakeholders

- University Health and Wellbeing Board
- Campus Wellbeing Groups

- Human Resources – Policy and Occupation Health
- Estates and Facilities Management – Projects, Campus Services, Technical Services and Grounds
- Human and Health Sciences respiratory clinician and cessation service coordinator
- Students’ Union and staff unions
- Corporate Responsibility - Health and Safety and Sustainability
- Student Partnerships and Engagement
- Faculties and Professional Service Units (PSUs)
- Public Health Wales – Healthy Working Wales

Smoking and Vaping Cessation Service

The University community shall promote the NHS Wales free “Help Me Quit” service supporting staff, students and the community to quit smoking or vaping.



**STOPIO YSMYGU
AR EICH PEN EICH
HUN NEU GYDA
HELP AM DDIM
GAN Y GIG?
QUIT SMOKING
ON YOUR OWN
OR WITH FREE
NHS HELP?**

0800 085 2219
Ewch i helpaffistopio.cymru
Tecstiwch HMQ i 80818
Visit helpmequit.wales
Text HMQ to 80818

**HELPA FFI
STOPIO
HELP ME
QUIT**



Scan QR code for online support

Call: 0800 085 2219

Email: helpmequit@wales.nhs.uk

Visit: www.helpmequit.wales

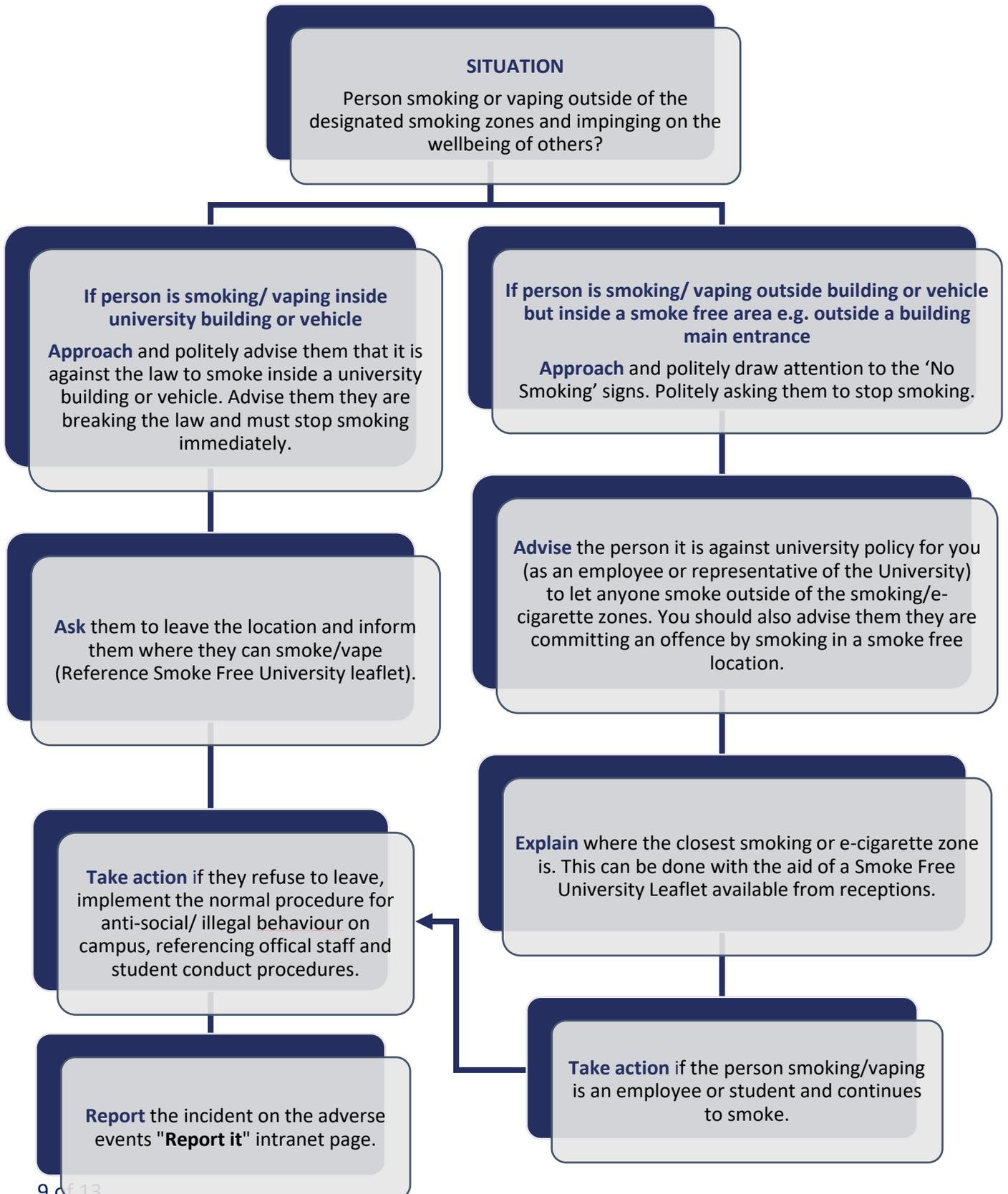
Relevant legislation and best practice

- Smoke-free Premises and Vehicles (Wales) Regulations 2020
- Public Health (Wales) Act 2017
- The Health & Safety at Work etc. Act 1974
- The Management of Health & Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- Health Working Wales - Corporate Health Standard



- The Litter Act 1993
- Employment Tribunals & the Employment Rights Acts 1996
- The Human Rights Act 1998
- <http://www.hse.gov.uk/contact/faqs/smoking.htm>
- <https://www.gov.uk/smoking-at-work-the-law>

Annex 1: Politely challenging smoking and vaping in the wrong place.



Annex 2.1: Smoking Zones

A1.1. Singleton Park Campus

Smoking and vaping is only permitted in the zones identified on the map and on campus with a “Designated smoking and vaping zone” sign. N.B. You must still maintain a 2-metre distance from others whilst smoking or vaping in these areas.

Smoking and vaping zones have been carefully selected to ensure they are visible, accessible, illuminated and within safe proximity to relevant buildings. Zones are fitted with specifically designed cigarette bins. Please extinguish your cigarette on the stubbing grill and place in the cigarette bin.

Gampws Parc Singleton | Singleton Park Campus

Allwedd

Key

Mannau Ysmygu a Fêpio ar Gampws Parc Singleton

- 1 Cwrt y preswylfeydd
- 2 Gyferbyn â mynedfa Adeilad Margam
- 3 Rhwng adeilad Glyndwr ac adeilad Grove
- 4 I'r de o adeilad Penmaen
- 5 Cornel dde-orllewinol T. Fulton
- 6 Cornel ogledd-orllewinol Tŷ'r Undeb
- 7 Ochr orllewinol maes parcio Tŷ'r Faraday
- 8 I'r gogledd o Adeilad Taliesin
- 9 Gyferbyn â phrif fynedfa'r Llyfrgell
- 10 Gyferbyn â mynedfa ddwyreiniol Adeilad Talbot
- 11 Y tu allan i Adeilad James Callaghan, llawr gwaelod is

Caniateir ysmygu a fêpio ar y campws yn y mannau dynodedig hyn yn unig.

Maent wedi'u dewis yn ofalus i sicrhau bod modd eu gweld a'u cyrraedd, eu bod wedi'u goleuo a'u bod o fewn agosrwydd diogel at adeiladau perthnasol. Yn y mannau hyn, ceir biniau sydd wedi'u dyfeisio'n benodol ar gyfer sigarêts. Diffoddwch eich sigarêt ar y grill diffodd a rhoewch hi yn y bin sigarêts.



Singleton Park Campus Smoke and Vape Zones

- 1 Residences courtyard
- 2 Opposite entrance to Margam building
- 3 Between Glyndwr and Grove buildings
- 4 South of Penmaen building
- 5 South west corner of Fulton House
- 6 North east corner of Union House
- 7 West side of Faraday Tower carpark
- 8 North of Taliesin Building
- 9 Opposite main Library entrance
- 10 Opposite east entrance to Talbot Building
- 11 Outside James Callaghan Building, lower ground floor

Smoking and vaping is only permitted in these designated zones on campus.

They have been carefully selected to ensure they are **visible, accessible, illuminated** and within **safe proximity** to relevant buildings. Zones are fitted with specifically designed cigarette bins. Please extinguish your cigarette on the stubbing grill and place in the cigarette bin.

Annex 2.2: Smoking Zones

A1.1. Bay Campus

Smoking and vaping is only permitted in the zones identified on the map and on campus with a “Designated smoking and vaping zone” sign. N.B. You must still maintain a 2-metre distance from others whilst smoking or vaping in these areas.

Smoking and vaping zones have been carefully selected to ensure they are visible, accessible, illuminated and within safe proximity to relevant buildings. Zones are fitted with specifically designed cigarette bins. Please extinguish your cigarette on the stubbing grill and place in the cigarette bin.

Campws y Bae Prifysgol Abertawe | Swansea University Bay Campus

Allwedd

Key

Mannau Ysmygu a Fêpio Campws y Bae

- 1 Stryd i'r dwyrain o'r cwrn bwyd
- 2 Ochr ddwyreiniol y Coleg
- 3 Cornel ogledd-ddwyreiniol Y Twyni
- 4 Cornel dde-ddwyreiniol yr Ysgol Reolaeth
- 5 Cornel dde-ddwyreiniol y Neuadd Fawr
- 6 Gogledd y Ffowndri Gyfrifiadol
- 7 Cornel dde-orllewinol y Llyfrgell
- 8 I'r de-ddwyrain o Adeilad Gogleddol Peirianeg
- 9 Ochr ddwyreiniol Adeilad Dwyreiniol Peirianeg
- 10 I'r de-ddwyrain o Adeilad Canolog Peirianeg

Caniateir ysmygu a fêpio ar y campws yn y manau dynodedig hyn yn unig.

Maent wedi'u dewis yn ofalus i sicrhau bod modd eu gweld a'u cyrraedd, eu bod wedi'u goleuo a'u bod o fewn agosrwydd diogel at adeiladau perthnasol. Yn y manau hyn, ceir biniau sydd wedi'u dyfeisio'n benodol ar gyfer sigarêts. Diffoddwch eich sigarét ar y grill diffodd a rhoewch hi yn y bin sigarêts.



D.S. rheolir y manau ysmygu yng nghyrtiau'r preswylfeydd gan UPP

n.b. zones in courtyards of residences are managed by UPP



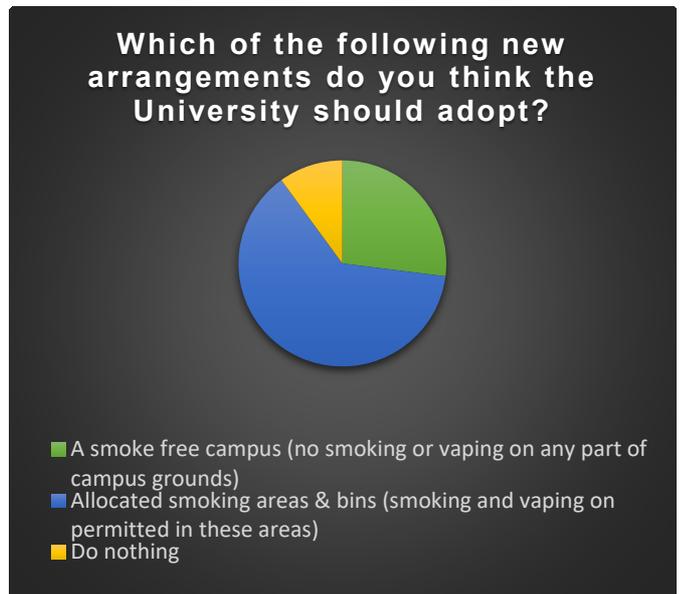
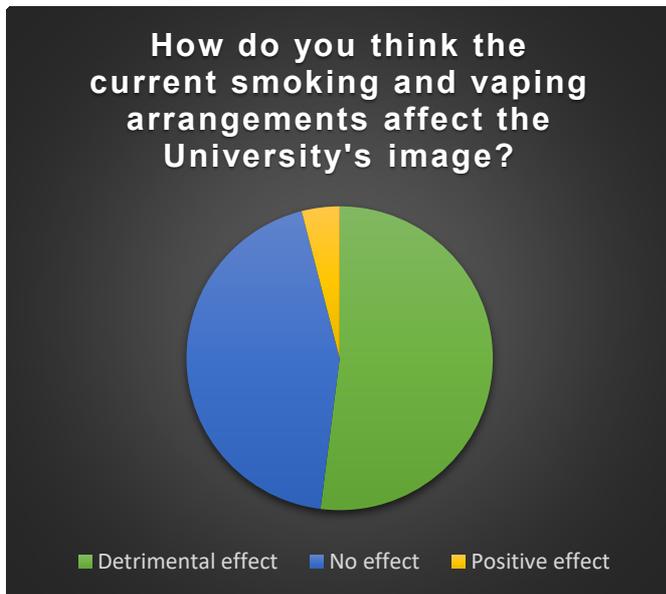
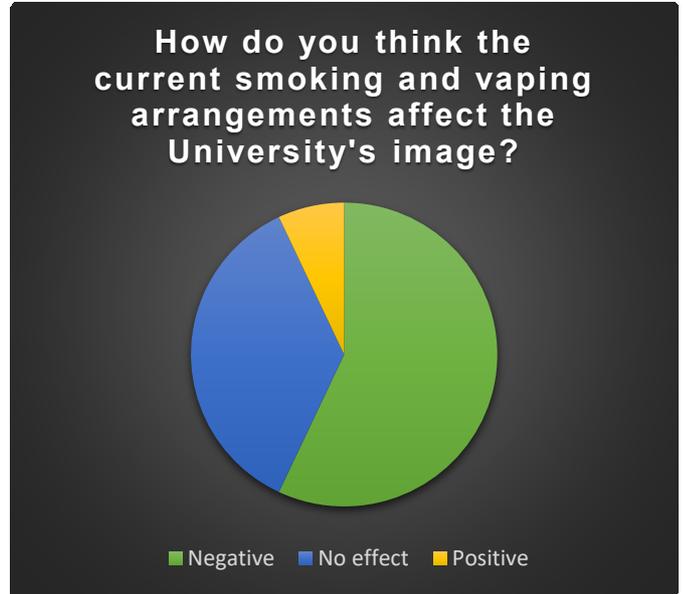
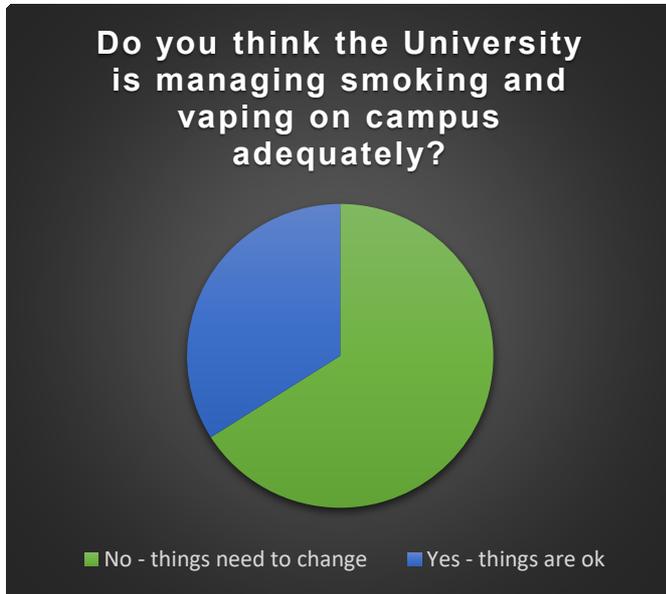
Bay Campus Smoke and Vape Zones

- 1 Street east of food court
- 2 East side of The College
- 3 North east corner of Y Twyni
- 4 South east corner of School of Management
- 5 South east corner of Great Hall
- 6 North of Computational Foundry
- 7 South west corner of Library
- 8 South east of Engineering North
- 9 South east of Engineering Central
- 10 East side of Engineering East

Smoking and vaping is only permitted in these designated zones on campus.

They have been carefully selected to ensure they are visible, accessible, illuminated and within safe proximity to relevant buildings. Zones are fitted with specifically designed cigarette bins. Please extinguish your cigarette on the stubbing grill and place in the cigarette bin.

Annex 3. 2018 Campuses Smoking Policy Pulse Survey Results



Annex 4. Standard Signage



Smoke zone, bin and sign