

or roof and openings in the walls that are less in aggregate than half the area of the walls. No account is to be taken of openings in which there are doors or windows that can be opened or shut. This definition applies to any structure including tents and marquees.

Smokers and Vapers are requested not to smoke or vape outside a building adjacent to the entrance or adjacent to the windows of rooms in which people work.

3 Prohibition on smoking and vaping in vehicles

It is prohibited to smoke or vape in any vehicle which is owned by the University or used on University business except if it is a privately owned vehicle which is being used by the owner.

4 Enforcement

The legislation makes it an offence to smoke¹ in a place where smoking is prohibited. It is also an offence for the person who controls or manages the premises to fail to prevent smoking taking place. The penalties for failing to prevent smoking are more severe than the penalties for smoking. Advice on how to deal with persons who are smoking in contravention of the legislation is given in Appendix 1.

5 Signs

At least one legible no-smoking sign must be displayed in both smoke-free premises and vehicles. Where such signs are displayed this applies to vaping also.

6 Assistance to Stop Smoking

Information on stopping smoking can be obtained by contacting the NHS Smoking Helpline number, which is 0800 022 4 332. The helpline can offer advice and support on stopping. On-line advice can also be found at <http://smokefree.nhs.uk/>

7 Implementation

This policy came into force on 1 July 2007. In common with all other sections of the Manual of Safety it is a policy which forms part of the University Rules and hence the various University disciplinary procedures is used to enforce the policy.

This section of the Manual of Safety was first approved by the University Health and Safety Committee in May 2007 and revised at the meeting held on 27 January 2010 and June 17 2014.

¹ and smoking 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 in which it could be smoked.

APPENDIX 1: HOW TO DEAL WITH SMOKING IN A SMOKE-FREE PLACE

If you are in charge of smoke free premises and/or vehicles, you will have a legal responsibility to prevent people from smoking in them. If someone does smoke in any premises or vehicles you are responsible for, here are some practical steps you might take to deal with them.



If physical violence is threatened by a person smoking, we suggest you notify and/or seek the assistance from the police.