

QMU

Smoking Policy

January 2008



Queen Margaret University

EDINBURGH

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Policy

Principles

Queen Margaret University (QMU) recognises its general obligations to provide its staff, students and visitors to the University with a healthy and safe working environment. It is widely recognised that smoking can cause damage to the health of non-smokers from the exposure to other people's tobacco smoke, and passive smoking is now regarded as a major health concern. Tackling the issue of smoking is also widely supported by the Scottish Executive through a range of health initiatives, and on the 26th March 2006 the Smoking, Health and Social Care (Scotland) Act 2005 and the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006 came into force and the provisions have been integrated into this policy statement. The Act was one of the most significant pieces of public health legislation in a generation and introduced a ban on smoking in public places.

QMU therefore intends to put in place arrangements to promote a smoke free working environment for all staff, students and visitors to the University. At the same time the University needs to recognise that some employees and students may wish to smoke and the policy will try to find a balance between the needs of smokers and non smokers to avoid alienating one group from the other. These arrangements apply at the new Craighall campus and the University will also put in place arrangements to provide any employees who may wish support to stop smoking.

Aims and Objectives

The aim of this policy is to provide all staff, students and visitors to QMU with a safe and healthy working environment free from exposure to the risk of passive smoking. The University will also provide support to those staff who may wish to stop smoking.

Scope of the Policy

This policy applies to all staff, students, visitors, temporary employees, agency staff, contractors and their employees.

Data Protection Act

All information gathered on individuals as part of the implementation of the Smoking Policy will be processed in accordance with the provisions of the Data Protection Act. This includes the processing of sensitive personal data. The Institution has a Records Retention Policy and all records and files in relation to the Smoking Policy are managed in accordance with that policy.

Induction

An explanation of all QMU policies should be given by the Line Manager or nominated person to all new members of staff to ensure they engage fully with the policy and process at an early stage.

Learning and Development

Human Resources will provide Learning and Development for all staff involved in the implementation and application of this policy. The aim of the learning and development is to provide awareness of Institutional policy and best practice, the

legislative framework, including equal opportunities, to provide enhanced skills in managing and participating in the implementation and application of this policy.

Monitor and Review

Human Resources in conjunction with the Health and Safety Committee are responsible for monitoring the effectiveness of this policy and supporting procedures and will conduct an annual review.

Anyone who feels they have been unfairly treated or discriminated against as part of recruitment and selection process, should submit a written complaint to the Director of Human Resources.

Equal Opportunities

The Strategic Management Group is committed to equality of opportunity for all staff and it is the responsibility of all QMU employees to promote “equity and diversity” in the application of this policy ensuring that there is no discrimination on the grounds of disability, race/ethnic origin, sex/gender, age, religion, marital/family status, dependency, sexual orientation, political opinion, and economic or social status.

Responsibility for this Policy

Director of Human Resources and the Chair of the Health and Safety Committee. Any changes to this policy and supporting procedures will be made in consultation with appropriate bodies.

Disclaimer

QMU reserves the right to update HR Policies in line with new or updated Employment Legislation.

General Policy

Policy Statement

Providing a healthy and safe working environment for all staff, students and visitors is the overriding objective underpinning this policy statement. Research evidence has reinforced the link between passive smoking and serious illness, and the University is committed to providing a smoke free working environment and smoking will not be permitted in any part of the University campus (including the off site facility at Newhailes Workshop) or in any University vehicle other than defined below:

- The 2 designated smoking areas on the University campus (see section on smoking areas).
- Designated smoking areas in the Students Halls of Residence i.e. 'private rooms' during the academic year. No smoking will be permitted in the communal areas.
- The designated smoking area at the Newhailes Workshop..

Litter, image and the risks of passive smoking are a real concern to all and smoking *in the entire area of University Square* will be specifically prohibited and appropriate signage displayed to deter smoking in this area.

This policy is not intended to intrude on the privacy of individuals on health issues, or to discriminate against smokers but to safeguard the health and welfare of our staff, students and visitors while they are at work. The University also intends to put in place arrangements to support those staff who may wish to stop smoking.

Implementation

- The policy will take effect from 18th January 2008.
- Implementation and monitoring of this policy will be subject to normal reporting practices.
- All staff, students, visitors, temporary employees, agency staff, contractors and their employees will be required to comply with the terms of this policy.
- The policy will be clearly displayed on notice boards throughout the University.
- The purpose of this policy is to provide a framework for managing a smoke free work environment in a realistic way, acceptable to all parties.

Support to staff and students

The University will ensure that positive assistance is made available to all staff and students. The University will make leaflets and information available throughout the institution about the options available to help individuals who may wish to stop smoking. In addition the setting up of the University's Occupational Health Service will provide staff with the opportunity to access advice on services to support smoking cessation.

Other available sources of support for smoking cessation include:

<http://www.gosmokefree.co.uk/>

<http://www.healthscotland.com/topics/health/tobacco/index.aspx>

<http://www.gasp.org.uk/>

<http://www.allencarrseasywaytostopsmoking.co.uk/>

Breach of Policy

The University wishes to support staff and students in adhering to this policy and in the first instance will take every action to ensure that this is the case. Persistent and wilful breaches of this policy may result in the matter being dealt with through our normal disciplinary procedures.

Smoking Areas

- Smoking will only be permitted in the areas immediately surrounding Fire Assembly Points 2 and 3 (see locations on the attached diagram of the campus) *unless* there is a fire alarm in progress when smoking on the entire campus will be prohibited.
- Smoking is prohibited within 10 metres of any building at the Craighall campus and the entire area of University Square.

- Smoking is also prohibited on the decking area adjacent to the Food Court and overlooking the ornamental pond.
- Smoking will only be permitted in the area immediately surrounding the Fire Assembly Point at the Newhailes Workshop (on the grass area opposite the yard in front of the workshop) *unless* there is a fire alarm in progress when smoking at the entire workshop will be prohibited.

Review

This policy will be kept under review and may be amended by the University after consultation. Appropriate measures will be taken to inform staff and students of any changes.

Linked Policies

Health and Safety Policy and Health and Wellbeing Strategy

Responsibility for Policy

**Director of Human Resources
Chair of the Health and Safety Committee**