

SMOKE FREE PROTOCOL

Aim

This protocol sets out the approach toward a smoke free environment taken by the University of the West of Scotland.

Scope

This protocol applies to all staff, students, visitors and contractors and to all University campuses, buildings, grounds and residences.

The protocol extends to the use of electronic cigarettes and vaping devices whether they deliver a nicotine dose or not, and the use of these are therefore also prohibited as above.

The provisions within the Smoking, Health and Social Care (Scotland) Act 2005 and the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006 are integrated into this procedure.

Principles

Staff, students and visitors are entitled to work and study in a smoke free environment. In order to achieve this, the University has put in place arrangements to promote a smoke free working environment for all in the following ways:

- Staff and student induction processes will ensure that information about the procedure is brought to the attention of new staff and students
- No smoking signs will be displayed at entrances to the academic estate and buildings
- Colleagues are encouraged to politely remind anyone seen smoking or vaping on campus that it is not allowed, or alternatively report this to Health and Safety.
- Information and assistance provided to all staff and students regarding the options available to assist those interested in the cessation of smoking
- Implementation and monitoring of this procedure will be subject to normal reporting practices
- Persistent and wilful breaches of this policy may result in the matter being dealt with through normal University disciplinary procedures.

Responsibilities

The endorsement and upholding of the principles of this procedure are the responsibility of the Court. The Director of Corporate Support is responsible for leading the activities within the University which fall under this protocol.

All staff, students and visitors have a responsibility to refrain from smoking or vaping on any part of the University environment.

Approval

This procedure was approved by the Health, Safety & Sustainability Committee on 22nd May 2018.

Monitoring and Review

This procedure will be reviewed as needed due to changes in legislation, standards or sector good practice. All related Guidelines, Procedures and Protocols will be reviewed annually in line with the University's Annual Compliance Monitoring Statement.

Related Guidelines, Procedures and Protocols

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| Protocol Author – Health and Safety Officer | Protocol Owner – Head of estates & Environment |
| Parent Policy Statement – Health and Safety Policy Statement | Public Access or Staff Only Access - Public |
| Version 2 – October 2021 | Changes and Reason for Changes –Department Name Change |

Policy Statement Author – Health and safety Officer

Procedure Owner – Head of Estates and Environment

Parent Policy Statement – Health and Safety Policy Statement

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