

Smoke-free & Vape- free Policy

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1.0 Introduction

1.1 The [Health and Safety at Work etc. Act 1974](#) places a legal duty on employers to ensure the health, safety and welfare of its employees, and others who may be affected by the University's activities.

1.2 The Smoke-free Premises and Vehicles (Wales) Regulations 2020 details the University's legal obligations with regards to the provision of smoke-free premises.

2.0 Aims of the Policy

2.1 The university's smoking policy aims to:

- Protect staff, students, and visitors from the harmful effects of smoking behaviour, including second-hand smoke;
- Ensure that the University complies with the applicable legislation;
- Provide information and support to those who wish to give up smoking.

3.0 Arrangements

3.1 The policy applies to all staff, students, visitors, and contractors.

3.2 The policy applies to all types of smoking materials and products, which include, but are not limited to, cigarettes, cigars, tobacco, e-cigarettes including chargers, vapours and any other devices or substances that may be used for the purpose of smoking.

3.3 Smoking including vaping is prohibited in all university buildings, semi-enclosed building entrances and outside entrances, windows, and other areas where smoke could enter a building. This also applies to single occupancy office spaces and temporary structures such as marquees.

3.4 Smoking including vaping is prohibited in all university accommodation and halls of residence, including study bedrooms and all common areas and communal rooms, including lounges, kitchens, and bathrooms.

3.5 Smoking including vaping is prohibited in university-owned vehicles, vehicles leased to, or on hire to, the University, and in any other cases whilst travelling with others on university-related business.

3.7 Smoking including vaping is prohibited in areas where sports are played, this includes the 3G pitch, running track and sporting playing fields (Vicarage and Blaendolau Playing Fields) of the university.

3.6 The University may designate specific defined areas for the purposes of smoking and vaping, encouraging all smokers to move away at least 10m from buildings to smoke and to use the appropriate bins to dispose of the cigarette butt and disposable vapes.

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3.7 This policy provides an exemption to the smoking ban for research and testing facilities. Any research or testing project that requires the use of a smoking room, must gain approval from the HS&E Team, via hasstaff@aber.ac.uk during the planning of the project.

4.0 Electronic Cigarettes

4.1 For clarity and to avoid confusion in the interpretation of this policy, electronic cigarettes or vaping materials including the charging of these items are prohibited for all areas where traditional or conventional smoking materials are also prohibited.

4.2 Takeback of used disposable vapes are hazardous and fall under the [WEEE Regulations](#). Suitable used disposable vapes waste containers can be found [\(WEBLINK\)](#)

5.0 Signage

5.1 No smoking signage will be clearly displayed in a prominent position at, or near, each entrance to smoke-free premises so that people entering the premises can see it. Additional signage can be requested from the Estates Department, contacting campushelp@aber.ac.uk.

5.2 All university fleet vehicles are required to display 'No Smoking Signs', these are available from Travel and Fleet, contacting trlstaff@aber.ac.uk. It is the responsibility of the vehicle user to ensure signage is available in the vehicle, new signage can be obtained by trlstaff@aber.ac.uk. It is the hire vehicle company's responsibility to ensure that appropriate signage is displayed in vehicles on hire to the University.

6.0 Compliance

6.1 Individuals wishing to raise any issues or concerns regarding potential breaches of this Policy can do so by contacting Site Security. Site Security staff will also be engaged in regular patrols across the University Campus monitoring compliance.

6.2 The continued failure of staff and students to adhere to this Policy may result in the commencement of disciplinary proceedings, in accordance with the appropriate disciplinary procedures.

6.3 Local authorities are responsible for the enforcement of the legislation, which in the case of the University will be Ceredigion County Council. Individuals who fail to comply with the legislation will be committing a criminal offence and may be liable to a fixed penalty fine and possible criminal prosecution.

7.0 Help with Stopping Smoking

7.1 The University encourages any individuals wishing to stop smoking. Sources of information and support include, but are not limited to:

- The University's Employee Assistance Programme: <https://www.aber.ac.uk/en/hr/employment-information/eap/>;
- NHS Smoke Free: <https://www.nhs.uk/smokefree>;

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