****

**Clean Air Policy**

**Established: Smoke Free Campuses Policy : April 1993**

**Last Revised: Management Board : 7 May 2019**

**Latest Revision/Author: Clean Air Policy : Management Board – 5 Nov 2019 /L Rathkey**

**Date of Implementation: November 2019**

**CARDIFF METROPOLITAN UNIVERSITY**

**CLEAN AIR CAMPUS POLICY**

**1. Introduction**

1.1 This Policy has been developed to protect all staff, students, contractors and visitors from exposure to second-hand smoke and to assist compliance with the smoke free provisions of the Health Act 2006 and the related regulations for Wales which came into force on 2 April 2007 and amended in 2016. The Policy also takes account of the Guidance published by Public Health England in July 2016 on the Use of e-cigarettes in public places and workplaces which states that ‘policies need to be clear on the differences between vaping and smoking’.

1.2 The Policy seeks to guarantee that all of its workplaces\* has air that is free of tobacco smoke and that the visibility of smoking is removed.

1.3 Exposure to second-hand smoke, also known as “passive smoking”, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same air space does not stop potentially dangerous exposure and it is for this reason that legislation has changed the way in which employers are able to operate.

1.4 The Policy aims to help and support those smokers who wish to give up smoking.

1.5 E-Cigarette use does not meet the legal or clinical definitions of smoking. Furthermore, international peer-reviewed evidence suggests that e-cigarettes carry a fraction of the risk of cigarettes and have the potential to help drive down smoking rates, denormalise smoking and improve public health. The risk to the health of bystanders from secondhand e-cigarette vapor is extremely low and insufficient to justify prohibiting e-cigarettes.

1.6 UK research shows that among young people who have never smoked, only 0.2% use e-cigarettes regularly. Furthermore, nearly all e-cigarette users are ex-smokers or current smokers and have used the product to help quit smoking. To help smokers to stop smoking and stay smoke free, a more enabling approach to vaping may be appropriate to make it an easier choice than smoking. In particular, vapers should not be required to use the same space as smokers, as this could undermine their ability to quit and stay smoke free.

1.7 The University is committed to a complete ban of smoking within all its land and buildings by September 2020.

**2. Scope of the Policy**

2.1 Smoking is prohibited throughout all Cardiff Metropolitan University buildings and halls of residence in their entirety. Smoking is only permitted within the boundaries of University premises provided it is confined to the designated smoking areas and shelters.

2.2 The University may designate defined areas for the purposes of vaping.

2.3 The University’s insurers have advised that the charging of electronic devices have been known to be responsible for a large number of fires. Consequently the charging of such devices within University premises is strictly prohibited.

2.4 This Policy applies to all staff, students, contractors and visitors to any Cardiff Metropolitan \*workplace. Breach of this policy constitutes an offence under Cardiff Metropolitan University student and staff disciplinary procedures.

2.5 The Policy extends to all Cardiff Metropolitan University vehicles. For the avoidance of doubt, this includes all vehicles, vans and cars owned, hired, leased or operated by the University and all those which the University pays for, including privately owned vehicles being used for business purposes. This is the case even if you are the regular driver of a vehicle which is allocated to you on a regular basis. The reason for this is that individuals may from time to time have to drive a University vehicle or accompany you for supervision/training purposes.

*\*Workplace, for the purpose of this policy means any premises including buildings and their adjuncts which are made available to any person as a place of work, or study and includes-*

*any place within the premises to which such persons have access while at work or study; and*

*any room, lobby, corridor, staircase, road or other place used as a means of access to or egress from the place of work or study or where facilities are provided for use in connection with the place of work or study with exceptions of the designated smoking areas.*

**3. Implementation of the Policy**

The Clean Air Policy will be implemented on all campuses using the following methods:

* ‘No Smoking’ signs will be clearly displayed;
* Smoking areas and shelters, where smoking is permitted, will be clearly signposted;
* Inclusion of the Policy in all recruitment literature for staff and students;
* Informing new staff and students at their induction of the Policy requirements;
* Publication of the Policy to ensure that visitors and contractors who enter University premises or vehicles are made aware of it;
* All events held at the University will be promoted as smoke-free events;
* Keeping all staff and students informed through publicity campaigns, which will discourage the uptake of smoking and encourage smokers to stop;
* Provision of advice and signposting to any staff or student member wishing to give up smoking;
* Those responsible for implementing the Policy will be provided with appropriate information and training;
* Prohibit the promotion or sale of tobacco products on University premises;
* Monitor, evaluate and review the Policy regularly in consultation with staff and student representatives.

**4. Observing the Policy**

4.1 Staff members are expected to take personal responsibility for observing this Policy and should feel able to draw this Policy to the attention of students, colleagues and visitors to the University. However, they are not expected to enter into any confrontation that may put their personal safety at risk.

4.2 Non-compliance may result in disciplinary action under Cardiff Metropolitan University Staff or Student Disciplinary Procedures.

4.3 Any visitors or contractors who refuse to comply with this Policy will be asked to leave University premises by the appropriate manager or security staff.

4.4 In accordance with Working Time Regulations, staff must receive the permission of their line manager to take rest breaks. Staff are not entitled to take extra breaks for the purpose of smoking or vaping.

4.5 Further advice regarding compliance and implementation procedures of the Clean Air Policy will be provided by the Human Resources Unit.