



Briefing Note: Implementation of the QMUL Smoking Policy

1. Key points of Smoking Policy

<http://hsd.qmul.ac.uk/Documents/standards%20and%20guidance/169976.docx>

QMUL

- Does not condone smoking of tobacco and tobacco products
- Recognises the detrimental effect of smoking on health
- Fully implements the law concerning smoking in public places
- Prohibits smoking within buildings and on outside spaces ('smoke-free environment')
- Aims to ensure staff and students are not exposed to second hand / environmental smoke
- Provides 'Quit Smoking' programs for staff and students
- Can instigate disciplinary action for breaches of policy

2. Smoking areas

To provide physical safety and security of those still wishing to smoke at the **Mile End campus only**, four designated areas for smoking have been established (three shelters and one uncovered area)

Smoking Areas Map – Mile End

<http://hsd.qmul.ac.uk/Documents/standards%20and%20guidance/170390.pdf>

Shelters

- Library Square, adjacent to parapet wall
- Westfield Way, south east of Joseph Priestley
- Between Beaumont and Maurice Courts, grassy area

Uncovered area

- Bancroft Road, next to pavement near QMSU building

Smoking is not permitted anywhere at Whitechapel, Charterhouse Square, West Smithfield and Lincoln's Inn Fields campuses.

3. Vaping of e-cigarettes

Vaping is permitted in outside areas only at the 3 main QMUL campuses (excluding West Smithfield and Lincoln's Inn Fields).

4. Adherence to policy by QMUL Staff, Students and Visitors

All staff and students should receive induction and refresher information from their line manager / course tutor on the Smoking Policy.

Visitors should receive the necessary information on the Policy from their QMUL host.

Use Smoking Policy Induction Checklist -

<http://hsd.qmul.ac.uk/Documents/standards%20and%20guidance/170258.docx>

All staff, students and visitors who smoke must be aware of, and use the smoking areas at the Mile End.

Smoking Areas Map – Mile End

<http://hsd.qmul.ac.uk/Documents/standards%20and%20guidance/170390.pdf>

Everyone is responsible for ensuring the Policy is adhered to, and communicate the Policy to others (page 3).

All staff and students should be aware where to seek help at QMUL to quit and/or reduce smoking.

QMUL Occupational Health (for staff): 020 7882 8700

QMUL Student Health Services (for students): 020 7882 8710

QMUL Smokers Clinic (for staff and students): 020 7882 8230

All staff, students and visitors must be aware that breach of policy can result in disciplinary action by QMUL, and prosecution by the authorities for breach of law.

5. How to communicate the Smoking Policy to those smoking outside permitted areas

- Locate nearest 'no smoking' sign or campus map as official back up information
- Politely but firmly ask:
 - 'Excuse me please, are you aware this is not a designated smoking area?'
 - Show your QMUL card indicating who you are and your position at QMUL
- Provide a Smoking Policy business card or flyer indicating smoking areas.
- If you do not have card or flyer to hand, direct or point out nearest smoking area. (Locate nearest 'smoking area this way' sign as official back up information.)
- If asked for information on the Policy, direct to QMUL Smoking Policy website (www.qmul.ac.uk/smokingpolicy) or refer to key points on page 1 of this document.
- If asked for quit smoking help at QMUL, direct to contact details (on card / flyer / website):
 - QMUL Occupational Health (for staff): 020 7882 8700
 - QMUL Student Health Services (for students): 020 7882 8710
 - QMUL Smokers Clinic (for staff and students): 020 7882 8230
- If the person/s ignore you or persist smoking outside the designated area, politely but firmly inform them that QMUL Security will be notified:
 - 0207 882 3333 (Emergency - anywhere on campus)
 - 0207 882 5000 (Mile End)
 - 0207 882 2599 (Whitechapel)
 - 0207 882 6020 (Charterhouse Square)
- If the person is aggressive, immediately walk away and telephone Security from a place of safety.
- If no aggressive behaviour is demonstrated, then ask for their name and which QMUL School / Institute / Directorate they belong to.
- If a visitor / contractor, then ask for their QMUL host's name.
- If a member of public passing through, then ask for their name.
- Telephone Security or email Security as soon as possible to inform of person persisting smoking outside a designated area:
 - Mile End: mile-end-security@qmul.ac.uk
 - Whitechapel: whitechapel-security@qmul.ac.uk
 - Charterhouse Square: chsqs-security@qmul.ac.uk
- Give Security the following information
 - Location of Smoking (campus, near which building)
 - Time and date of breach noted
 - Details of person smoking (name, affiliation or description)
- These details will then be passed on by Security to the relevant Head of School / Institute / Directorate (for staff / postgraduate research students / visitors / contractors) and/or QMSU (undergraduate and postgraduate taught students) for further action.

6. Where to obtain further resources

Hardcopy Smoking Policy business cards and flyers (when available) – email hs-helpdesk@qmul.ac.uk

Smoking Policy business cards and flyers downloadable from www.qmul.ac.uk/smokingpolicy