



Non-Smoking/Vaping Policy

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Policy Compliance Details:-

Compliance with Equality Legislation.

PLEASE NOTE: Policies must be equality screened before being submitted to SLT and Trade

Unions:-

Equality screening details below:-

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EQIA key outcomes	Not applicable

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3.0	HRD & Estate and FM	Following Review	8/12/14
4.0	Estate and FM and Corporate Development	Following Review	1/10/18
5.0	Estate and FM and Corporate Development	This Policy has been changed following an Executive Leadership Team decision to move to a Smoke Free College. The previous policy title was Policy on Smoking in Belfast Metropolitan College. The new title is Non Smoking Vaping Policy. There have been substantive changes made throughout this policy to reflect this change.	3/2/21
(blank)	Corporate Development	Accessibility changes made to images and tables	29 June 2021

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Policy approval and distribution details

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1. Introduction

- 1.1 This policy outlines the College's position on a smoke and vape free estate. It provides guidance to all users of college buildings, facilities and its vehicles about their responsibilities in complying with the policy and breaches of the policy.
- 1.2 The objective of this policy is to protect all students, employees and the general public from exposure to second-hand smoke. Smoking refers to smoking tobacco, or anything which contains tobacco or smoking any other substance. Smoking also refers to being in possession of lit tobacco or anything lit which contains tobacco or being in possession of any other lit substance in a form in which it could be smoked.
- 1.3 This policy also includes the use of vaping cigarettes, e-cigarettes and electronic cigarettes. The same rules are applicable in respect of the use of such cigarettes on College property.
- 1.4 **This policy applies to all users of the College's buildings and facilities, cars, vans or other transport provided by the College including all employees, workers, students, Governors, tenants, contractors and their employees as well as visitors and is subsequently referred to as the College Community.**

2. Aims of the Policy

- 2.1 The overall aim of the policy is help assist with the adoption of a more healthy lifestyle for all employees and students of Belfast Met. In actively working to ensure that all campuses are smoke/vape free, the College will ensure employees and students have the right to work and learn in a smoke and vape free environment.
- 2.2 The College is a responsible employer, and as such, moving to a smoke free environment is essential in fulfilling its health and wellbeing objectives for all employees and students.
- 2.3 In promoting non-smoking/vaping among employees and students, we will provide and support for those employees and students who wish to stop smoking/vaping.

3. Smoking/Vaping Prohibition

- 3.1 In order to ensure compliance with this policy **smoking/vaping is prohibited within any part of any campus or in vehicles provided by the College.**
- 3.2 The College boundaries where smoking/vaping is prohibited are provided in **Appendix 1**, these boundaries are usually marked by a fence or bollard. At the Titanic Quarter campus the boundary is indicated by a pin kerb set into the ground around the perimeter of the campus. This is illustrated in **Appendix 1**.

4. Responsibilities

4.1 College Employees

Under Health & Safety legislation, employees have a duty to take reasonable care for the health and safety of themselves and others and to co-operate with the employer as far as is necessary to enable the employer to comply with the legislative requirements.

4.2 College Students

Students of Belfast Met have a duty to adhere to any College policy that pertains to them including this policy.

4.3 Wider College Community

The wider College Community are required to co-operate with the College as far as is necessary to enable the College to comply with their legislative requirements.

5. Management of Smoking/Vaping Activity

5.1 Anyone who wishes to smoke/vape during the course of the day outside in non-prohibited areas, should ensure the minimum amount of disruption to the workplace/learning delivery.

5.2 Noise levels must be kept to a minimum so that normal College activities, e.g. examinations, interviews, business activity etc are not disrupted. Members of the College community must comply with any instruction from College management or Facilities Management staff to move away from any area where their presence has a disruptive impact on business activity/learning delivery.

5.3 Staff and students who wish to smoke/vape during the course of the day should do so solely in their own time or by agreement with their line manager/lecturer. Agreement by the line manager/lecturer should consider the context and ensure the activity does not impact on service delivery and that there is no loss of working time.

6. Tenants, Contractors, Visitors and temporary staff

6.1 Tenants, contractors, visitors and temporary staff are required to abide by the terms of this policy. The following arrangements have been made for informing them of its existence:

- Appropriate signs will be displayed throughout College buildings and facilities.
- Commercial and Events Manager will advise Tenants.

7. Induction of staff and students

- 7.1 Induction of new employees and students will include reference to this policy. The policy will be available on the College's website.

8. Help for those who smoke/vape

- 8.1 Belfast Met wishes to provide as much support as possible for those who wish to stop smoking. Clear advice on the best ways to stopping is provided at [NHS Live Well](#).
- 8.2 The College [Health and Wellbeing](#) page of the College Intranet sitesets out how the College will help those employees wishing to stop smoking/vaping.
- 8.3 The Student Wellbeing team will offer advice and support to those students wishing to stop smoking/vaping.

9. Enforcement of the Policy

- 9.1 The College Community is expected to uphold and comply with this policy.
- 9.2 The College will not tolerate smoking/vaping as outlined in this policy. Breaches of any part of this policy may result in disciplinary action being taken against employees, workers and students. Visitors and contractors who breach the policy may be asked to leave College premises.
- 9.3 Lecturers and tutors should take responsibility for managing the behaviour of their students inside, and as far as possible outside, the classroom to ensure their compliance with this policy. Managers are responsible in terms of staff and the Commercial and Events Manager in terms of tenants.
- 9.4 At our Titanic Quarter and Millfield Campus, the College Community must also cooperate with the directions of Facilities Management staff i.e. Amey FM and Graham FM.

10. Implementation

- 10.1 This policy replaces the previous Policy on Smoking in Belfast Metropolitan College and is effective from 1 January 2021.

11. Monitoring and Review

11. This policy will be reviewed after three years, or earlier as required.

Appendix 1- Campus boundaries (illustrative purposes only)

Titanic Campus

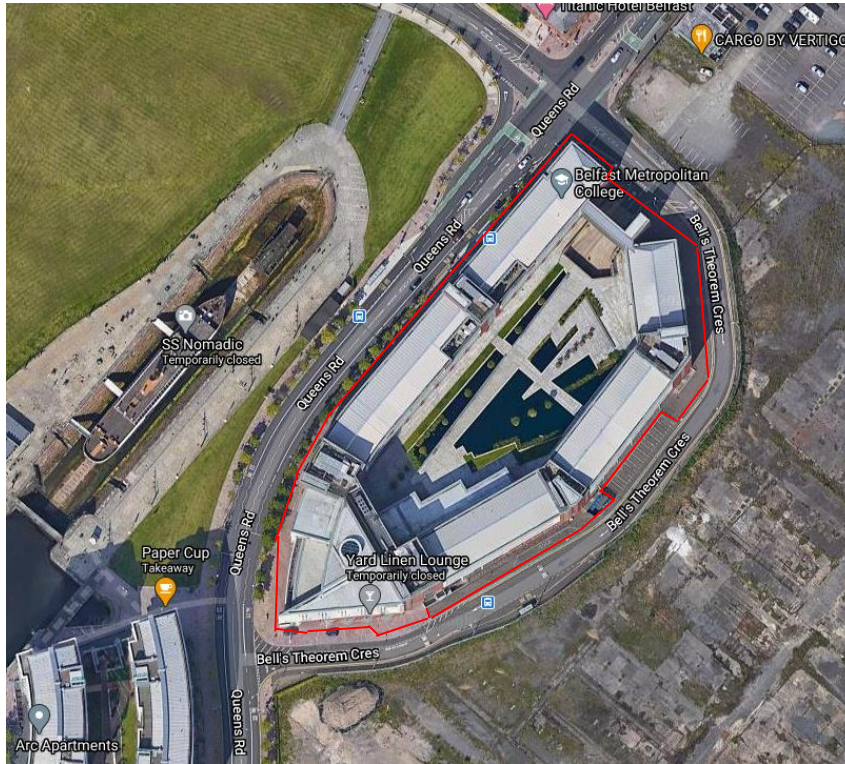


Image of pin kerb located around TQ campus

Millfield campus



Castlereagh campus



Springvale Campus

