



DOCUMENT TITLE: No Smoking Policy

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**Note:** This document may be updated before the revision date. These updates will be notified to staff and posted on the RCSI Intranet.

### 1.0 Introduction and Statement of Commitment

In compliance with the Public Health (Tobacco) Act 2002, the Public Health (Tobacco) (Amendment) Act 2004 and the Public Health (Tobacco) (Amendment) Act 2009 which requires no smoking in enclosed public places, RCSI has agreed the following policy.

The University Council recognises that through the University's position as a leading provider of medical and public health education it has both a moral and legal duty to ensure, so as far as is reasonably practicable, that employees, students and visitors to the University have the right to work, study or visit without being exposed to tobacco and vaping smoke. The issues involved concern the comfort, health (particularly in relation to the dangers of passive smoking) and safety of all those working, studying or visiting the University in any of its Irish locations. This Policy applies to all staff, students, visitors, contractors and subcontractors and is part of the University's commitment to the health, safety and wellbeing of its students and staff. The University's No Smoking Policy also applies to external companies renting space within the University and this should be reflected in all lease agreements with such companies.

### 2.0 Aims of the Policy

The aims of this policy are to:-

- Promote no smoking as the normal practice of all RCSI students and staff;
- Ensure the rights of RCSI students, staff and visitors to a smoke free environment;
- Encourage individuals not to take up smoking;
- Provide support for smokers who wish to give up smoking;
- Set an example to the public and contribute to the promotion of good health for all.


### 3.0 Definitions

1. The No Smoking Policy covers all types of burnt and smoked products including cigarettes, cigars, tobacco and non-tobacco products in whatever format including electronic cigarettes.
2. The University for the purposes of this Policy will be deemed to be any building or property owned, leased or licensed by RCSI or for which a Lease, Licence or Access Agreement is held by RCSI.

### 4.0 Application of Policy

SMOKING IS PROHIBITED:-

- Within, or within 8 meters of, all RCSI buildings and property including RCSI operated student accommodation. See *Appendix 1* for a list of buildings and sites included in this Policy;

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- Within vehicles owned and operated by the University;
- Within leased vehicles used during University business.

Students, staff and visitors are also asked to take a responsible attitude to ensure that areas are kept litter free and they do not stand in close proximity to open windows or fresh air inlet supply sites to ensure that tobacco / vaping smoke does not enter into a building by any means.

The application of this policy in no way detracts from No Smoking Policies in force on teaching hospital campuses or on student and staff obligations to abide by them.

### 5.0 Responsibility/Enforcement

Whilst the Chief Executive Officer has overall responsibility for this policy, Heads of Academic and Service Departments are responsible for ensuring that students, staff, visitors and, where applicable, contractors/subcontractors are made aware of this Policy and that they comply with its requirements. Supporting this approach and where available, porters and security staff will have a primary role with enforcement.

This Policy forms part of the University's Health and Safety Statement and, as such, non-compliance may lead to disciplinary action being taken through normal student and staff disciplinary procedures.

### 6.0 Complaints Procedure

Staff wishing to register a complaint regarding an incident of non-compliance with this Policy should, in the first instance, contact their line manager or supervisor. If the complaint is not dealt with to their satisfaction, they should then contact their Head of Department. If, after this, the issue is still not being addressed to their satisfaction staff should contact the Health and Safety Manager who will progress the matter through the appropriate levels of University Management.

Students wishing to register a complaint regarding an incident of non-compliance with this policy should, in the first instance, contact the nearest RCSI Reception/Security point. If, after this, the issue is still not being addressed to their satisfaction students should follow the guidance in the Student Complaints Procedure, which can be found on Moodle.

### 7.0 Help for those who wish to stop Smoking

In an effort to help individuals adjust to this change or if they are seeking information or support on stopping smoking, advice and support can be found at the resources listed in *Appendix 2*. Your G.P. can also provide practical advice and appropriate prescriptions, if necessary, to help you quit.

### Leave and flexibility while undergoing cessation treatment

Where feasible, RCSI would consider a number of options to support you while you undergo cessation treatment. They include:

- Having a flexible start and end time or working hours to facilitate time off to visit your GP or cessation programmes including to HSE clinics that provide a range of services to help you stop smoking.

### **Attending medical appointments**

We ask that at least 48 hours' written notice be given to your Head of Department/Nominee if the medical appointment cannot be scheduled outside working hours. Appointments are expected to last no more than a half day and we request that, where possible, appointments be scheduled at the beginning or end of the working day. If the appointment finishes during the working day, you are expected to return to work. You may be required to provide proof of appointments by furnishing an appointment card or other certification.

### **How to avail of supports**

You are encouraged to discuss your plans with your line manager at the earliest opportunity. This will give them the opportunity to review and provide you with the support you need. Additionally, you can seek support and guidance from any of the HR Partners. Any conversations will be treated with the utmost confidentiality and discretion.

Any of the HR Partners

- Maire Ryan (01) 402 2505 or [maireryanhr@rcsi.com](mailto:maireryanhr@rcsi.com)
- Mark O'Dea (01) 402 2754 or [markodea@rcsi.com](mailto:markodea@rcsi.com)
- Rachel Hipwell (01) 402 2522 or [rachelhipwell@rcsi.com](mailto:rachelhipwell@rcsi.com)
- Cathy Buffini (01) 4025138 or [cathybuffini@rcsi.ie](mailto:cathybuffini@rcsi.ie)

Our Employee Assistance Programme which is provided by Spectrum Life is also available. To contact the service, please contact them on Freephone 1800 903 542 or WhatsApp 00353 87 3690010.

*Appendix 1*

**List of RCSI Campus Sites/Building encompassed by this Policy:-**

St Stephen's Green Campus:

Main Building, 123 Stephen's Green  
RCSI House, 121/122 St Stephen's Green  
Prouds Lane No 2.  
York House, 31A York Street  
Art Haus Hotel  
RCSI Car Park (Q Park)  
Mercer Building, Lower Mercer Street  
Mercer Courtyard  
Mercer's Medical Centre, Lower Mercer Street  
Lower Ground Floor, Beaux Lane House, Lower Mercer Street  
Damer Hall  
Mercer Apartments (Student Accommodation), Lower Mercer Street  
Millin House (Student Accommodation), Lower Mercer Street  
Ardilaun Buildings Blocks B & C, St. Stephens Green  
Ardilaun Courtyard

Sandyford Campus:

Reservoir House, Ballymoss Road, Sandyford Industrial Estate

Beaumont Hospital Campus:

RCSI Education & Research Centre, Smurfit Building  
Academic Block 9  
Beaumont Hospital Library  
St Joseph's Hospital, Raheny

Connolly Hospital Campus:

Academic Building  
Graduate Entry Medicine (GEM) Building

*Appendix 2*

**Stop Smoking Supports Available to RCSI Employees**

In light of the on-going support that RCSI has provided for the HSE Quit Smoking campaign, it is proposed that this support is encouraged. Therefore, all employees and students seeking information regarding stopping smoking should be directed to the Quit Smoking literature and tools available.

**1. National Smokers Quitline**

Callsave: **1850 201 203**

**2. HSE Smoking Cessation Service**

The HSE provides a range of Smoking Cessation Support Services, some in community services and some in hospitals. Contact details will be provided to all persons seeking this information.

**3. HSE Personalised Quit Plans provided by [www.quit.ie](http://www.quit.ie)**

The HSE provide an online facility through [www.quit.ie](http://www.quit.ie) on which smokers can create a personalised quit plan.

- **Daily emails with hints and tips to support you while you are quitting.**
- **Helpful Quit Tips** - how to cope with your smoking triggers.
- **Savings Calculator** - Calculates how much stopping smoking has saved the person.
- **Health benefits** - find out the difference stopping smoking is making to your health.