



No Smoking Policy

Policy Statement

Second-hand smoke is both a public and workplace health hazard. This No-Smoking Policy seeks to guarantee the right of all to breathe air free of tobacco smoke and to comply with smoke-free legislation.

Policy Aims:

- To protect the health of our staff, students and visitors by minimising their exposure to second hand tobacco smoke;
- To minimise the litter resulting from smoking and reduce the risk of fire by providing suitable facilities for smoking;
- To give information and support to staff and students to help them stop smoking.

Policy

Smoking is not permitted in any part of University buildings, entrances, or vehicles used for University business (except sole use, privately owned) at any time, by any person regardless of their status or business with the University. Smoking is also not permitted within 10 metres of University

buildings to ensure staff, students and visitors are not exposed to second hand smoke when entering, leaving or occupying University buildings.

Definition

The No-Smoking Policy covers all types of burnt and smoked products including cigarettes, electronic cigarettes, vape pens, cigars, tobacco and non-tobacco products in whatever format.

Whilst it is not a legal offence to smoke e-cigarettes or vape in a public place, given some e-cigarettes and vapes do release a vapour or substance of some description, to ensure we maintain an enjoyable and comfortable working environment for all, the University prohibits the use of all smoking devices on University premises. Anyone wishing to smoke these items must do so in designated smoking areas, or alternatively off-site in their break.

On the advice of our insurers, the charging of e-cigarettes can lead to explosions and so charging e-cigarettes in buildings is discouraged.

Compliance

Breaches of this policy by members of staff will be subject to the University's normal disciplinary procedures - Discipline Regulations.

Trade Unions and Student Representatives

This policy has been developed in consultation with employee and student representatives.

Visitors

All visitors, contractors, deliverers and temporary staff must comply with the terms of this policy. The following arrangements have been made to inform them of the policy:

- Adequate signage, designated smoking areas and appropriately placed ash bins;

- Receptionist/person greeting will inform the person of the policy, to be reinforced via the invitation letter or email if required.

Sale of Tobacco products

The sale of tobacco products in any format is prohibited on ALL University premises

Further Information

Help for those who wish to stop smoking

- Staff: Smoking Cessation support is available via the University Occupational Health Adviser;
- Students: Smoking Cessation support is available via the University Medical Centre or your own GP;
- The NHS Stop Smoking Service, free phone helpline 0800 169 0169
- Advice to help you give up smoking is also available at:
<http://www.nhs.uk/smokefree>.

Your GP or practice nurse is another source of advice and will be able to provide details of the support available. If you have any questions related to smoking provision on University sites, please seek advice from your line manager in the first instance.

DOCUMENT ADMINISTRATION & VERSION CONTROL

Current Status Version: 2.0

Approved by: HR SMT

Owner: Director of Human Resources & Organisational Development

Review date: January 2022

Reviewed Version: 2.0

Changes: Final version for release

Changed by: Brian Elliott HRBP Policy & Projects