

# SMOKING POLICY

Health and Safety Services

Issue 4 – August 2021

## **Health and Safety Services**

Tobacco smoke contains chemicals which cause cancer. There is no known threshold dose below which the cancer risk from these chemicals is completely absent. The medical evidence on the harmful effects of smoking, including passive smoking (i.e. breathing other people's smoke) is conclusive. This has resulted in national legislation to prohibit smoking in enclosed or substantially enclosed areas and workplaces.

### **1. No Smoking Rule**

All University owned buildings will be 'no-smoking' areas. The no-smoking rules will also apply within rooms of other buildings whilst being used for University purposes. Signs will be displayed at the entrance to all our buildings to indicate this situation, as required by the Health Act 2006.

Smoking is permitted outside of buildings except on or around loading bay areas and other places where explicitly prohibited, such as compressed gas cylinder cages. Signs will be posted outside these buildings.

Staff and students smoking outside buildings should make every effort to avoid creating a nuisance to those working in adjacent areas. Consideration should be given to staff working in nearby offices. It is not acceptable to be able to smell tobacco smoke in work rooms when doors and windows are open. As a rule of thumb, there should be no smoking within 5 metres of any window, doorway or air intake vent.

### **E-Cigarettes**

Allowing the use of e-cigarettes and similar devices in University buildings and in University vehicles could lead to confusion and problems with compliance with the requirements of the No Smoking Rule of the University. Therefore the use of such devices in University buildings and vehicles is prohibited.

There have been some instances of charging devices catching fire therefore, if charging devices are used, they must only be left on when the room is occupied.

The no-smoking rules apply to all employees, students, contractors and other visitors to the University.

### **Residences**

All of the student residences which are managed by the University are designated as non-smoking; this includes the Courtyard, Taylor Court and Westfield Court.

### **Vehicles**

All pool cars shall be non-smoking and shall display signs which indicate that smoking is not permitted inside them.

### **Performances taking place in the University**

Where the artistic integrity of a performance makes it appropriate for a person who is taking part in that performance to smoke, the part of the premises in which that person performs is permitted to be not smoke-free in relation to that person during his performance.

This exclusion does not apply to rehearsals.

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## **2. Support for Smokers**

Whilst this code is primarily intended to help protect against passive smoking, clearly the biggest health risk from smoking is to smokers themselves. As a health promoting employer the University wishes to encourage staff to stop smoking and will give every support to smokers wishing to give up. Staff and Students are encouraged to make use of the following facilities:

### *a) Occupational Health Unit*

The Occupational Health Unit will give practical information, advice and support to those wishing to give up smoking. This service can be accessed through Human Resources.

### *b) Counselling Services*

The Student Counselling Service and the Independent staff counselling service is available to offer further support to smokers who find giving up smoking particularly difficult.

### *c) External Advice*

GPs can provide help and advice about local and national support groups, helplines, internet sites, leaflets, courses and much more.

## **3. Responsibility for Implementation**

As with other aspects of health and safety at work the Dean, Director, Head of each Department or other unit is responsible to the Council for ensuring so far as is reasonably practicable, that this policy is observed.

Staff should report any concerns they have to their Head of Department / Service Area.

## **4. Enforcement of the Policy**

The University appreciates the difficulties some staff may have with complying with this policy, and consideration will be given to this if support is requested. However, if individuals refuse to comply with the policy, and fail to respond to informal measures, they will be subject to standard disciplinary measures. For members of staff, this policy forms part of the terms and conditions of their employment.