

# SMOKING POLICY

(Version 4)

## Introduction

The College is committed to creating a healthy and safe working environment for staff, students and visitors and, therefore, recognises the right of all staff and students to work in a smoke free environment. It has operated for a number of years a policy of no smoking within most areas of its academic and administrative buildings in order to ensure, as far as is possible, that everyone is protected from the dangers of smoke.<sup>1</sup>

Where any doubt exists as to the action to be taken, or advice or assistance is required, contact should be made with the Director of Health and Safety.

## Objectives

1. Compliance with the requirements of this Policy will ensure:
  - a) The College meets its obligations in respect of legislation
  - b) All staff, students and visitors are protected from the harmful effects of passive smoking
  - c) Everyone is aware of their rights and responsibilities
  - d) The protection of life and property, where smoking could present a fire risk

## Roles and Responsibilities

2. In meeting its statutory obligations, the College has instituted the following organisational arrangements:
3. Heads of Department/School/Directors are responsible for:
  - Ensuring that staff, students and visitors and, where applicable, contractors are made aware of the requirements of this Policy and adhere to its requirements
  - Taking reasonable steps, within their area of responsibility, to resolve breaches of this Policy.
4. The Director of Campus Services is responsible for:
  - The provision of 'no smoking' signage in accordance with the Health Act 2006
  - The provision of additional facilities and/or services to dissuade smoking following reported persistent offences or complaints in relation to breaches of this Policy where it has not been possible to resolve the issue at a departmental/local level
  - Leading on any educational campaign to raise the awareness of campus users to the requirements of this Policy.
5. The Director of Health and Safety is responsible for:
  - The provision of advice and guidance on the requirements of this Policy
  - Monitoring compliance with the requirements of this Policy.
6. Staff, students, visitors and contractors must:
  - Comply with the requirements of this Policy
  - Co-operate with any reasonable request from any member of College staff to comply with the requirements of this Policy.
7. Individual staff and students are asked to assist the College with implementing any 'no smoking' requirements by taking reasonable measures themselves to address cases where they are personally

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<sup>1</sup> Tobacco smoke is classified as a Group A carcinogen, a substance known to cause cancer in humans and for which there is no recognised safe level of exposure. Passive smoking is a known cause of disease and people who do not smoke tobacco products have an enhanced risk of contracting lung cancer if they are exposed to environmental tobacco smoke.

affected by smoke in their work/study environment (e.g. politely asking a smoker to move away from the entrance of a building or the window of their office/study bedroom).

## **No Smoking Areas**

8. In accordance with the duties placed on the College under the provisions of the Health Act 2006 and other health and safety legislation, smoking will be prohibited:
  - (i) In all College buildings (including those leased by the Students' Union)
  - (ii) In (or on) any College owned, leased and hired vehicle
  - (iii) In (or on) any privately owned vehicle used on College business and in which passengers are being carried
  - (iv) At the entrance to any College building
  - (v) Within 5 metres of any building, being a distance that should ensure that no person is subject to potential harm or discomfort from tobacco smoke entering via a doorway, window, air intake, etc.

## **E-cigarettes**

9. Allowing the use of e-cigarettes in College buildings and vehicles could lead to confusion and problems with compliance with the requirements of the College Smoking Policy. The use of e-cigarettes in College buildings and vehicles is, therefore, prohibited.

## **Exemptions**

10. The only exemption permitted under the Act and this Policy will be smoking by performers in cases where the smoking is appropriate in the interests of the artistic integrity of the performance.<sup>2</sup> Such cases will be limited in number, and prior approval for smoking must be obtained from the Director of Health and Safety.

## **Enforcement**

11. The College expects the co-operation of all in adhering to the requirements of this Policy, with failure to conform constituting a disciplinary offence for staff and students, which may result in formal action.
12. The Act provides for penalties for those who are in breach of its requirements. Both the College and individual members of staff and students could incur fines for breaches of the legislation, which will ultimately be enforced by Runnymede Borough Council.
13. Any contractor or visitor who refuses to comply with the requirements of this Policy will be required to leave the College premises.

## **Support for Smoking Cessation**

14. Advice is available for those who may wish to give up smoking; students should contact the Students' Union Welfare Advisors and staff, the College Director of Health and Safety.
15. This Policy forms part of the College Health and Safety Policy.

**Approved by: Planning and Resources Committee**

**Date: 19<sup>th</sup> January 2015**

**To be reviewed: before January 2019**

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<sup>2</sup> The Health Act 2006 states: '*For the purpose of making provision for those participating as performers in a performance, or a performance of a specified description, not to be prevented from smoking if the artistic integrity of a performance makes it appropriate for smoking to take place ...*'.