

## Smoking Policy

The University recognises its statutory duty under the Health and Safety at Work Act 1974 and other Regulations such as the Workplace (Health, Safety and Welfare) Regulations 1992 to provide a healthy working environment. As part of the continuous review of Health and Safety the University has decided to extend the scope of its Smoking policy. This is based on:

- The evidence of the discomfort and health risks associated with passive smoking.
- The proposals by the Government to ban smoking from the workplace and public areas in 2007.
- Current guidance and best practice in fire safety.
- The promotion of a pleasant, clean, safe, tidy and healthy environment.

The philosophy for this Policy is not based on the view as to whether you smoke or not - but where you smoke while on University premises. The aim is to take into account the needs of those who smoke, while at the same time assuring the right of the non-smoker to work in a smoke free surrounding. Therefore this Policy does not constitute a total ban and the following conditions apply to **ALL** people on the premises: -

- **Smoking will NOT be permitted inside any University building or any structure being used for University business. This will include structures not on University premises.**

Smoking in outdoor areas of both campuses is strongly discouraged and is prohibited in the following areas:-

- **Smoking will NOT be permitted within 2 metres of buildings or in pedestrian walkways. This will include: building entrances, doorways and adjacent to windows.**
- **Smoking will NOT be permitted in or within 2 metres of any enclosed or open area where people gather such as bus stops and shelters, meeting points, etc.**

In addition:-

- **Smoking will NOT be permitted inside or within 2 metres of any transport used on University business. This includes mini buses and the inter-site bus.**

### Support for Smokers

It is possible that some members of staff and students would welcome support or would like to take the opportunity to give up or cut down on their smoking habits in which case the contact details of various support groups and health initiatives can be found on the Health and Safety pages on the University's intranet.

Staff who need to suspend their work solely in order to smoke outside of normal break times will be expected to make up any lost time. This process shall be discussed and agreed with their line manager in advance.

### Visitors

Visitors, Temporary staff and Contractors to the University should be made aware of the Smoking Policy by their sponsors or hosts and they will be expected to adhere to it.

### The Policy

Breaches of this policy will, as with other University policies, be dealt with under the normal disciplinary procedures. Copies of this Policy can be found on notice boards and the University web site. The Policy will commence on 1 July 2007 and will be reviewed by the University's Senior Management Group as appropriate. Any concerns that staff or students may have with regard to this Policy should be directed in the first instance to their line manager who will uphold the conditions of this Policy.

Robin Baker  
Vice-Chancellor