



NO SMOKING POLICY

Originator:	Head of HR
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1. Purpose

This policy has been developed to protect all employees, students, contractors and visitors from exposure to second-hand smoke and to comply with the Health Act 2006, The Smoke-free (Premises and Enforcement) Regulations 2006 and The Smoke-free (Exemptions and Vehicles) Regulations 2007.

2. Scope

This policy applies to all employees, students, consultants, contractors, visitors and members of the public who use the premises. It applies to all sites, buildings and vehicles used by the University.

3. Policy

- 3.1 All University campuses are smoke free. Smoking is prohibited on all University premises, and this includes in our vehicles.
- 3.2 Smoking is not allowed in any outdoor space on campus, and this includes areas directly outside any building entrances such as the main entrance at Blenheim Walk and Vernon Street, which are classed as no smoking areas.

4. Implementation

- 4.1 Everyone is required to adhere to and support the implementation of the policy. All managers have a particular responsibility to challenge staff and all staff to challenge students where they are failing to comply with this policy. Estates)/Human Resources shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. All new staff will be given access to a copy of this policy as part of their HR induction.
- 4.2 Appropriate “no smoking” signs will be clearly displayed at the entrances to and within the premises and in all vehicles.

5. Non-Compliance

The disciplinary procedures will be followed if a member of staff or a student does not comply with this policy. Breaches of this policy may be considered gross misconduct. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution. Any such fine is the responsibility of the employee or student to pay where they are in breach of this policy and the law.

6. Support for Stopping Smoking

- 6.1 All smokers are encouraged to seek advice and support in stopping smoking. To this end employees and students may wish to consider the following resources:

ASH (Action on Smoking and Health) <http://www.ash.org.uk/>

NHS

<https://www.nhs.uk/better-health/quit-smoking/>

<https://www.facebook.com/NHSSmokefree>

NHS Smokefree advice line 0300 123 1044

- 6.2 In addition to the above, staff and students may be able to access Leeds NHS Stop Smoking Services. This is a free service open to anyone who would like to stop smoking. It's quick and easy to book an appointment with a Stop Smoking Advisor. <https://leedsstopsmoking.co.uk/> phone 0800 169 4219. All calls are answered by a member of the Leeds stop smoking team who will tell you about sessions in your local area. Office hours are Monday to Friday, 9am to 5pm. If you call out of hours please leave a message and they will get back to you.

7. Electronic Cigarettes/Vaping

Please note for clarity that as part of this policy, the use of electronic cigarettes (also known as vaporising cigarettes, vapes or e-cigs) is prohibited both on the University Campus, outside entrances and in University vehicles on the same basis as any other form of smoking. This restriction includes the use of vaporisers which may trigger the University smoke alarms. Staff or students found "vaping" will be subject to the same action detailed in 5 above.