



SMOKING POLICY

1. INTRODUCTION

The Health and Safety at Work Act 1974 places a duty on employers to “provide and maintain a safe working environment which is, so far as is reasonably practical, safe, without risks to health and adequate as regards facilities and arrangements for their welfare at work”.

The Health Act 2006 came into effect in Summer 2007. The new legislation made provision for the prohibition of smoking in work premises, places and vehicles. The University of Keele has adopted a policy on smoking that is designed to secure a healthy and safe environment for students and staff as well as eliminating passive smoking from its premises in keeping with the Health Act 2006.

The University is committed to providing support to those employees who wish to stop smoking.

1.1 Scope

This policy applies to all University staff and students, as well as to visitors, conference delegates, contractors and sub-contractors whilst on University premises.

Smoking is prohibited:

- within all University work, work related, public and student premises including the Students' Union and the Keele Postgraduate Association Clubhouse;
- within vehicles owned and operated by the University;
- within leased vehicles used during University business;

No-smoking notices are displayed as appropriate in all University premises and vehicles.

The aim of the smoking ban is to protect non-smokers from the harmful effects of passive smoking.

Staff, students and visitors who wish to smoke are asked to do so within designated smoking areas and shelters and to take a responsible attitude to ensure that designated smoking areas are kept litter free and are not in close proximity to building entrances, doorways, stairs or open windows. The University reserves the right to implement ‘exclusion’ zones in relation to any of its public buildings.

This prohibition includes the smoking of e-cigarettes.

2. POLICY

The University recognises that it has both a moral and legal duty to ensure, as far as is reasonably practicable, that employees, students and visitors to the University have the right to work, study or visit without being exposed to tobacco smoke.

In order to promote the health and safety of both students and staff, the University will endeavour to ensure that its premises are free from tobacco smoke. This policy came into effect from 1 July 2007.

This policy applies to all staff, students, visitors, consultants, agency staff and contractors and is part of the University's commitment to the health safety and well-being of its staff and students.

Operation

In support of the University's legal obligations, students and staff are expected to take personal responsibility for observing this policy, and should feel able to draw transgressions to the attention of colleagues, students and visitors to the University.

The University will make provision for individuals who wish to smoke, and in addition to normal arrangements, smokers will be allowed to leave their workplace to do so. However, it is not expected that smoking sessions will exceed a total of 15 minutes in a working day. Employees taking breaks in order to smoke will make up the working time missed through smoking by extending their hours and/or a reduction in the length of their lunch break (subject to the statutory minimum of a 20 minute break for every six hours worked). It will be the responsibility of the line manager to monitor such breaks.

The responsibility for implementation and monitoring of this policy will rest with Deans/Directors through the appropriate Heads of School and Professional Service Department

Exclusion Zones around Buildings

Exclusion zones around buildings, and designated smoking areas and shelters will be clearly marked as such and appropriate signposting will be in place.

The use and location of designated smoking areas should be regularly reviewed through Health and Safety Committees. Concerns or suggestions for change should be reported to the Head of Health and Safety, for consideration at the University Health and Safety Committee.

3. ROLES AND RESPONSIBILITIES

All staff, students and visitors to the University are expected to comply with this policy.

Non-compliance

Any breach of this policy may constitute a disciplinary offence under the appropriate student/staff disciplinary procedures. Smoking within public buildings will constitute a clear breach of this policy

4. RELATED POLICIES AND PROCEDURES

Policies and procedures related to this policy include:

- Health and Safety Policy
- Space Policy

Help to Stop Smoking

The University is committed to providing support to those employees who wish to stop smoking. Employees may wish to look at the following websites:

NHS: gosmokefree.nhs.uk - helpline 0800 022 4332

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

Health and Safety Executive (HSE): www.hse.gov.uk/contact/faqs/smoking.htm

Smokefree England: www.smokefreeengland.co.uk/what-do-i-do.html

5. REVIEW, APPROVAL & PUBLICATION

This policy came into effect from 1st July 2007 and will remain in operation. The policy is reviewed at regular intervals (normally every 3 years) and the last review was undertaken in November 2024.

The policy is subject to consideration by the Health and Safety Committee, and approval at the Professional Services Group

6. DOCUMENT CONTROL INFORMATION

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