

## Smoking Policy

### Introduction

- 1 The University is required by the Health and Safety at Work Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare of employees whilst at work. This includes provision of a working environment that is safe and without risk to health.
- 2 The Health Act 2006 which came into effect on July 2007 prohibited smoking in virtually all substantially enclosed work and public places in the UK.

### No Smoking Areas

- 3 The primary objective of this policy is to ensure that non-smokers pursue their work activities at the University free from the hazards of tobacco smoke.
- 4 Smoking is only permitted in designated areas at each Campus: Please see appendices for a full list and maps of designated areas on each Campus.
- 5 In addition, smoking is prohibited within vehicles owned and operated by the University or within private or leased vehicles used during University business to transport a University employee or student.

### E-Cigarettes

- 6 Following a review of the recent trend in use of E-Cigarettes the University has made the decision to prohibit the use of these devices inside all University buildings (including Halls of Residence).
- 7 This prohibition was based on the lack of regulation surrounding the manufacture, and the lack of scientific research into the long term use of such devices.
- 8 This prohibition will remain in place until the manufacture of the devices has been regulated and further scientific research has been conducted showing that these devices are safe for use and have no adverse effects on those passively breathing in the vapour.

### Application

- 9 This Policy applies to all staff, students, visitors and contractors.

### Responsibility

- 10 Leadership Team, Heads of Schools, Directors/Heads of Department and Line Managers are responsible for ensuring that staff, students, visitors and contractors are made aware of this Policy and that they comply with its requirements.

- 11 It is the responsibility of the Facilities Managers to ensure all Campuses have adequate no smoking signage in line with the requirements of 'The Smoke-Free (Signs) Regulations 2012.
- 12 All staff and students are expected to support the Smoking Policy by drawing the attention of any staff, student, visitor or contractor who may disregard the smoking policy

### **Enforcement**

- 13 Any breach of this Policy will constitute a disciplinary offence. People smoking in prohibited areas, are expected to give a civil and courteous response when asked to extinguish them.
- 14 Staff and students who smoke in prohibited areas will be asked to stop immediately and move to designated areas to smoke. Those who do not comply with the Smoking Policy will be subject to disciplinary procedure. This may result in a fixed penalty of £50 or possible criminal prosecution.
- 15 Any visitor or contractor who refuses to comply with the smoking policy will be asked to leave the University premises failing which they are liable for criminal prosecution.

### **Complaint Procedure**

- 16 Anyone wishing to register a complaint that students are not complying with this Policy may notify the Campus Registry in the first instance, providing details of the incident and, where possible, the names of students who have committed the breach.
- 17 Anyone wishing to register a complaint that a member of staff is not complying with the Smoking Policy should notify a member of HR Department in the first instance, providing details of the incident and, where possible, the names of the staff who have committed the breach.

### **Further Advice and Guidance**

- 18 Advice is available to those who wish to get help in giving up smoking by visiting the NHS Smoke free webpage <http://www.nhs.uk/smokefree>

### **Policy Stakeholders**

- 19 The following people have been consulted and will be consulted in the event of changes to this policy
  - Vice Chancellor
  - Deputy Vice Chancellor (Corporate Resources),
  - Pro Vice Chancellor Academic Development and Executive Dean Faculty of Art, Media & Communication Design
  - Executive Dean Faculty of Fashion, Architecture & Design
  - Executive Dean – Teaching, Learning & Research
  - Academic Registrar & Secretary
  - Director of Estates & Facilities
  - Director of Human Resources

- Facilities Managers – Farnham, Epsom, Canterbury and Rochester,
- Accommodation & Catering Services Manager
- Union Health and Safety representatives

19 This policy is under the remit of the University Health, Safety and Wellbeing Committee who will approve all changes prior to being published.

## **Designated Smoking Areas by campus**

### ***Epsom Campus***

Designated Smoking areas for Epsom Campus are as follows:

- Smoking shelter adjacent to studios in the car park;
- Behind the main building

### ***Canterbury***

- Behind the Architecture Block

### ***Farnham***

- Next to the campus access road
- Rear of the Gallery on the Borelli Garden side.

### ***Rochester***

- Smoking Shelter (at front of the building).

## **Accommodation Smoking Areas**

### ***Doust Way – Rochester***

- Outside Roebuck House
- Outside Dolphin/Sheldrake House
- Outside Sedgemoor House, between High and Low

### ***Hotham Court - Canterbury***

- Court yard opposite house one.

### ***Ian Dury House - Canterbury***

- Behind G block.

### ***Student Halls – Farnham***

- Above Porters Lodge
- Top of Castle Field

### ***Wiberforce Court – Epsom***

- One outside the South Block next to the cycle shed.
- One outside the North Block next to the cycle shed

### ***Worple Road - Epsom***

- 30 Worple – in front of and to the left of the front door.

- 32 Worple – in front and to the right of the front door in car park.
- 34 Worple – in front and to the right of the front door in car park.

### **Events**

Temporary smoking areas will be identified prior to the commencement of events. These will be in addition to the existing designated areas. They will be suitably signed and communicated to the event attendees.

There are no other areas on the campus where smoking is permitted.