

No Smoking Policy for the University of Nottingham

Preamble

This policy has been revised in the light of:

- Developments in individual and societal expectations and acceptance concerning exposure to smoking
- Legislation to prohibit smoking in enclosed public places and workplaces from 1st July 2007
- Guidance issued by the Health and Safety Executive and the Department of Health
- Developments in no-smoking policies adopted by the NHS and which impact on shared workplaces
- The availability of electronic cigarettes – see section 4 below

Policy Statement

The weight of scientific evidence leads the University to believe that smoking could be injurious to the health of not only those who smoke but also to others through passive smoking. Additionally, smoking represents a fire hazard to the University and its occupants. For these reasons the University believes that the habit of smoking should be discouraged.

It is the policy of the University of Nottingham to provide a working environment which is free from tobacco smoke. Smoking will not be permitted in University buildings, other than in certain private areas of residential accommodation, or in vehicles used in connection with the University's business.

The University will adopt the policies of host organisations on whose sites it operates in relation to smoking in areas other than within University buildings.

This policy was implemented from 1st July 2007.

Commentary

The No Smoking Policy is a corporate policy of the University and is not subject to reinterpretation by local management.

1. Prohibition of Smoking within University Buildings etc.

- i. Smoking is prohibited throughout all University buildings, subject to points 1(iii) and 1(iv) below.
- ii. The prohibition on smoking inside buildings inherently includes all general circulation areas such as corridors, stairs, lifts, foyers, reception and toilet areas; bars and eating areas; libraries; meeting rooms; and offices including those which are single occupancy.
- iii. Smoking is also prohibited inside the Halls of Residence, including study bedrooms and all common areas and all communal rooms, bars, lounges, eating facilities and circulation areas. This applies to both term time and conference occupancy.

- iv. Smoking will be permitted in private areas of University houses used as the primary residence of members of staff, for example staff houses and Wardens' Houses.
- v. Smoking is prohibited in University-owned vehicles, vehicles leased to, or on hire to, the University, and in any other case whilst travelling with others on University business. Vehicles provided under the University Car Leasing Scheme are considered to be equivalent to a privately owned vehicle for the purpose of this policy.

2. Smoking Areas Outside Buildings.

- i. Unless specifically prohibited by the policy of a host organisation on whose site the University operates smoking is permitted outdoors in open areas away from entrances, windows and other openings into University buildings.

(Please note that staff and students wishing to smoke are requested to do this away from doors, windows and access routes into the buildings. This is to prevent smoke entering the building through windows; to avoid the accumulation of litter at entrances; and to enable people to enter and leave the building without passing through an area used for smoking. A distance of 10m from windows is normally enough to ensure that smoke is effectively dissipated. To assist in this the Estate Office reviews the location of litterbins to facilitate smoking away from these areas.)

- ii. To avoid the accumulation of unsightly smoking litter, facilities such as small bins at suitable locations away from building openings will be provided. Where small bins for extinguishing cigarettes are provided on the approach to building entrances these are only to enable safe and responsible extinguishing of cigarettes before entering the building and do not indicate that smoking is permitted at that location.

3. Implementation.

- i. Every encouragement will be given to smokers who wish to give up the habit of smoking. Support in stopping smoking is available through New Leaf, the free NHS free stop-smoking service, which can be accessed directly or by referral through GPs. Further information can be obtained from Occupational Health or via the New Leaf web site.
- ii. In cases of difficulty of implementing the policy, help and advice can be obtained from Occupational Health or from the Safety Office.
- iii. It is expected that smokers will take a responsible attitude to the practice of smoking at work. Where individuals have difficulty in adapting to the policy they should be invited to discuss the issues with their manager or academic supervisor and referred to New Leaf for support. In the event of persistent non-compliance with this policy or in response to specific complaints, appropriate action will be taken including, where applicable, disciplinary action.
- iv. The designation of additional specific structures under this policy will be considered via representation to the Chief Estates and Facilities Officer.

4. Electronic cigarettes.

The application of this policy in respect of electronic cigarettes (e-cigarettes) was

considered by Safety Committee in November 2013. This followed recent European Union developments on their regulation and a [position statement issued by the British Medical Association](#). As a consequence and to avoid confusion on interpretation and enforcement of the No-Smoking Policy e-cigarettes will be treated as cigarettes under this policy, i.e. prohibited inside or near to building openings.