

Policy

Title: No Smoking

From: HR/ER

Date: 18/6/14

Introduction

The University of Southampton recognises its legal duty of care for the health, safety and welfare of its employees, students and anyone else directly affected by its operations.

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

Policy

It is the policy of the University of Southampton that all our workplaces are smoke-free. The policy came into effect on 1 July 2014. Smoking, including the use of electronic cigarettes (also known as vaporising cigarettes or e-cigs), is not permitted in or immediately outside of University buildings and in University vehicles. Smoking is allowable in some external areas provided by the Students' Union for that purpose.

Smoking outdoors on campus is allowable only where this will not present any nuisance to other members of the University community, i.e. smoke will not affect those in nearby workplaces.

Implementation

Whilst overall responsibility for the policy implementation and review rests with the University Executive Group, day to day monitoring and enforcement of the policy lies with local Faculty/Professional Services management in their relevant areas of responsibility, supported by University Security Services if necessary.

As with wider Health and Safety at Work legislation, there is an individual responsibility to comply with and support the implementation of this policy. All staff are asked to observe and comply with the "no smoking" signs displayed at the entrances to University buildings, within our premises and, if appropriate, in any University vehicles. This document is available on the University website to inform all employees, students and contractors about the University's policy and their role in the implementation and monitoring of the effectiveness of this policy. New personnel will be made aware of this policy during induction.

Bins are provided outside of many University premises so that cigarettes may be extinguished safely and tidily before entering buildings in accordance with legislative requirements and University policy. The provision of such bins does not designate building entrances as a smoking area, and anyone smoking on the University's premises will need to ensure that they do not present a nuisance to other members of the University community as set out above.

If a concern is raised to them, managers and course leaders have a responsibility to challenge staff, students, visitors and contractors where they are failing to comply with this policy.

Our disciplinary procedures may be followed if a member of staff or student persistently fails to comply with this policy.

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.

Support for stopping smoking

The University encourages all smokers 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 Go Smokefree 0800 1690169 (7am to 11pm every day) www.smokefree.nhs.uk

NHS Pregnancy Smoking Helpline 08001690169 (12 midday to 9pm every day)

Other useful links

[British Medical Association – Tobacco](#)

[British Medical Association – E-cigarettes \(January 2013\)](#)

[NHS Stop Smoking information](#)

[Employee Assistance Programme \(EAP\)](#)

[University counselling service](#)

Maintaining this policy

This policy will be kept up to date and amended accordingly to reflect any changes in response to revised legislation and applicable standards and guidelines.

This policy will normally be reviewed every three years.

DATE	REV No	CONTENT	PREPARED BY	APPROVED BY
June 2014	1	General update	L Allen	JNC & CCSOH