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# Health, Safety and Wellbeing

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## No Smoking Policy

### February 2023

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## **No Smoking Policy**

### **1. Introduction:**

- 1.1 Staffordshire University recognises the right of all staff and students to work in a smoke free environment and has operated a policy of no smoking within its buildings for many years. The University is committed to promoting health, welfare and wellbeing, and, as a good employer, wishes to create a high quality, healthy and safe working environment for staff, students and visitors. It must, therefore, ensure that everyone is protected from the dangers of smoke in work and rest areas.
- 1.2 With effect from 1 July 2007 new legislation in relation to the Smoke Free Premises Act came into force and smoking became illegal in certain wholly or substantially enclosed public places. It became an offence to smoke in no smoking premises or to knowingly permit smoking in no smoking premises. Vehicles used for business purposes were also covered by the law. Owners of premises and individuals will have to pay substantial statutory fines if this legislation is breached. The University is responsible for monitoring adherence to this policy and has prime responsibility for ensuring compliance with the law.
- 1.3 The University wants to protect all members of the University from the harmful effects of passive smoke and ensure that everyone is aware of their rights and responsibilities in relation to the legislation.
- 1.4 The policy applies to all employees, students, visitors and contractors. Furthermore, all members of the University share responsibility for the policy, and policing it is not the specific responsibility of any specific School or Service area.

### **2. Support for Smoking Cessation:**

- 2.1 The University is committed to supporting anyone who wishes to stop smoking and therefore the policy aims to help and motivate smokers to give up smoking if they so wish.

### **3. Smoke Free Areas:**

- 3.1 The University is committed to making its buildings completely smoking free for the protection of all its staff and students. Smoking is not permitted in any University building or within 5 metres of openable doors, windows or vents. This ensures that smoke does not enter a building from outside and that people entering or exiting premises are not exposed to second-hand smoke.
- 3.2 Smoking is also prohibited in the following external locations, which are covered by existing statutory provisions:
- Adjacent to paint, chemical or solvent stores.
  - In the immediate vicinity of LPG storage areas or areas housing flammable industrial gases.
  - Adjacent to battery rooms or locations where batteries are charged.
  - Adjacent to air intake plant at low level.
  - Any other areas where there is an identified flammable hazard or risk of ill health.
- 3.3 The legislation covers all substances that a person can smoke. These include manufactured cigarettes, hand-rolled cigarettes, pipes, cigars, herbal cigarettes and water pipes (including shisha, hookah and hubble-bubble pipes).
- 3.4 This policy also prohibits the use of any type of vaping electronic cigarette in areas where smoking is banned in premises and designated external areas as:
- There is a fire risk from using chargers with 'shorting' of batteries leading to fires. Staff and students should not leave unattended e-cigarettes charging in University buildings.
  - Batteries used for e-cigarettes can sometimes suffer a 'short' due to metal touching both the negative and positive terminals, normally due to the casing of the battery being defective or the protective ring at the positive end of the battery being defective. This 'short' can result in a thermal runaway (a process that is accelerated by increased temperature, in turn releasing energy that further increases temperature) and fire.
- 3.5 Smoking is also prohibited within vehicles owned or operated by the University or vehicles hired or leased for University business.

### **4. Signage:**

- 4.1 Appropriate 'No smoking' signs are displayed clearly at the entrances of all University buildings.

## **5. Procedures:**

- 5.1. Deans, Directors, Managers and Supervisors are responsible for ensuring that staff, students, visitors and contractors are made aware of this policy and that they comply with its requirements.
- 5.2. Compliance with the legislation and the University's policy must be managed on a local basis. Those responsible for designated areas and groups are required to co-operate in implementing the policy in the area for which they have responsibility.
- 5.3. Staff who wish to smoke during the working day may do so only during designated breaks, i.e. an official agreed rest period, such as the lunch break or, where possible and with the prior agreement of their line manager, using flexitime arrangements.
- 5.4. People smoking in prohibited areas – as outlined above – should be asked politely to stop and advised that they are breaching university policy.
- 5.5. A refusal to stop is unacceptable and should be reported to the Dean or Director of the Service or their nominee. It is the responsibility of the Dean or Director of the Service to take action for breaches of this policy in their area of responsibility.
- 5.6. Failure to conform to the requirements of the policy by smoking on University premises or refusing to stop when requested constitutes a disciplinary offence for staff and students. In the first instance a breach of the policy will be dealt with through education and support. A further infringement may result in formal disciplinary action.
- 5.7. Tenants of University premises are responsible for implementation of the Smoke Free Premises Act for areas within their control.
- 5.8. Contractors or visitors breaching the code should be requested to cease smoking on the premises. A contractor or visitor who refuses to stop smoking should be required to leave the premises.

## **6. Further Support for Smoking Cessation:**

The following sources of support are available for smokers who want to stop:

- [NHS SmokeFree](#)
- [ASH \(Action on Smoking and Health\)](#)

- [Quit Now](#)
- [British Heart Foundation: Smoking](#)

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