

Policy on no smoking (staff)

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Updated July 2007 (paragraph 3.2 amended and paragraph 5 added)

Policy updated September 2011 following consultation with the unions; SMG & SRC

Paragraph 2.1 updated November 2013, to include electronic cigarettes

Policy reviewed September 2014. Sections 1, 4 & 5 updated

Updated November 2016: terminology updates

December 2018: minor updating following review by HR and H&S

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April 2025: Reviewed by HR and Health and Safety teams. Clarifications and updates made.

7 May 2025: Approved by Health and Safety Committee

Policy on no smoking (staff)

1. Purpose

- 1.1 The University is committed to taking all reasonably practicable steps to ensure the health, safety and welfare of staff and other individuals who are on University premises. In support of this commitment and to comply with legislation, the University has adopted a policy of **no smoking** in all University buildings and external spaces other than the designated smoking areas detailed in section 4 of this policy, in order to:
- Create a cleaner, and more pleasant environment
 - Reduce the health risk to all persons on University premises;
 - Reduce the risk of damage to University property and premises; and
 - Minimise the effects of passive smoking

2. Application

- 2.1 This policy applies to all University staff. This policy applies to electronic cigarettes and vaping (in addition to all substances that an individual can smoke/vape by whatever method) in the same way as conventional cigarettes. The policy of no smoking also applies to work vehicles, which are used by more than one person.

3. Smoking breaks

- 3.1 Managers may, at their discretion and subject to the exigencies of the service, allow staff to have short smoking breaks by exiting the building during working hours. Staff who are granted such breaks will be asked to make the time up either by reducing their lunch break and/or by extending their working day. Smoking breaks may be withdrawn by a manager following discussion with the member of staff if they abuse this privilege.
- 3.2 Staff who wish to smoke must do so more than 20 feet (approximately 6 metres) away from the entrances to the University's premises, as to do otherwise can cause congestion; does not promote a healthy welcoming environment; and poses a potential health risk to non-smokers entering and exiting the buildings.

4. Designated smoking areas

4.1 The outer courtyard – Holloway complex

The outer courtyard of the Tower Building is an external space in which staff are permitted to smoke in a specifically designated area under the shed with a metal bin for smoke butts provided. Staff are however asked not to smoke in other areas of the courtyard, including the inner courtyard and do not dispose of the

cigarette litter in the plastic bins provided for general waste and recycling.

4.3 Front of the Rocket

During standard term time operations, the front of the building is the designated smoking area for customers using the ground floor of the Rocket between 8am and 5pm. Signage is in place, requesting that customers do not smoke directly in front of the access doors.

4.4 Loading bay

During standard term time operations, the loading bay is the designated smoking area for customers using the ground floor of the Rocket from 5pm until closing time. Signage is in place, requesting that customers do not smoke directly in front of the access doors.

5. Disciplinary Action

- 5.1 Smoking in any University building or external space other than the designated smoking areas detailed in section 4 of this policy, will be regarded as a breach of this policy and might result in disciplinary action. Taking unauthorised breaks for smoking may also constitute misconduct under the University's [Disciplinary procedure](#).

6. Dealing with a breach of policy by staff

- 6.1 Where a manager or supervisor becomes aware that a member of their staff is in breach of this policy, they should discuss this with the member of staff; remind them of this policy; discuss any difficulties that the member of staff is having in complying with this policy; and try to establish whether counselling or other support would assist them (9.2 refers). The member of staff should be advised that any further breaches of this policy could lead to disciplinary action.
- 6.2 If a member of staff continues to smoke within the University following informal counselling (6.1 refers), the manager is advised to discuss this with them again and counsel them as before. Unless there are extenuating circumstances, the member of staff should be advised that any further occurrences of smoking within the University may result in disciplinary action under the University's Disciplinary procedure.
- 6.3 Repeated failure to comply with the University's policy on No Smoking will result in action being taken under the University's Disciplinary procedure, which might lead to dismissal.
- 6.4 Members of staff witnessing a colleague smoking within the University, are advised to politely remind their colleague about the

University's policy on No Smoking and ask them to stop. If the person refuses to stop smoking, or becomes abusive or intimidating, no attempt should be made to engage them further, and the matter should be referred to the member of staff's line manager.

7. Dealing with a breach of policy for contractors and visitors

- 7.1 Staff are responsible for ensuring that their visitors comply with this policy. Staff witnessing a visitor or contractor in breach of this policy are asked to report the matter to the member of staff that is being visited, or to the Dean of School/Director responsible for engaging the contractor. In the case of approved contractors this should also be reported to the Head of Procurement.

8. Further advice

- 8.1 If managers or individual members of staff have any concerns or queries in respect of this policy and its application, they can seek advice from Human Resources.
- 8.2 Advice on cutting down or stopping smoking can be obtained from the [Occupational Health Service](#), the external [Employee Assistance Programme provider](#) and/or the organisations listed in the Appendix to this policy.
- 8.3 Appendix 1 contains independent information on support available for those who wish to stop smoking.

Appendix 1

Independent information and support on stopping smoking

NHS Smoking Helpline 0800 022 4 332

Lines are open Monday to Friday 9am to 8pm and Saturday and Sunday 11am to 5pm.

Visit: <https://www.nhs.uk/smokefree>

NHS Pregnancy Smoking Helpline 0800 169 9 169

Lines are open Monday to Friday 9am to 8pm and Saturday and Sunday 11am to 5pm.

Visit: <https://www.nhs.uk/smokefree>

NHS Asian Tobacco Helplines

All lines open Monday to Friday 9am to 8pm and Saturday and Sunday 11am to 5pm.

Urdu	0800 169 0 881
Punjabi	0800 169 0 882
Hindi	0800 169 0 883
Gujarati	0800 169 0 884
Bengali	0800 169 0 885