

**Title:** Smoking Policy  
**Issue:** 3

**Doc No:** SHW/PO.02  
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## Smoking Policy

### Application

1. This Smoking Policy describes the university's approach to undertaking its duties under the Health Act 2006 and The Smoke-free (Premises and Enforcement) Regulations 2006.
2. All university premises are designated as no smoking areas, as described in the 2006 Regulations.
3. Smoking is not permitted in any enclosed areas, whether internal or external, internal courtyards or in university vehicles.
4. Use of e-cigarettes/vaping is restricted in the same way as tobacco.
5. Smoking is also not permitted near the entrances to university buildings. The aim of this is to allow university colleagues and contractors, students and visitors to access and egress the buildings without being subjected to significant smoke and to prevent the ongoing problems of smoke ingress into offices and teaching spaces when windows are opened.
6. The disposal of refuse from smoking is the responsibility of the smoker. Smokers should be aware that enforcement action has been taken against individuals by the local authority for inappropriate disposal of smoking waste.
7. The Estates and Planning Services Department are responsible for the display of no smoking signage on university premises. Colleges/Professional Services Departments are responsible for the display of no smoking signage in university vehicles under their control.

### Enforcement

8. All colleagues and students, contractors and visitors will be responsible for complying with this Policy. It is expected that all colleagues will take responsibility for dealing with any breaches they observe. The practical steps for dealing with breaches are as follows: -
  - The initial response to anyone noted to be smoking immediately outside/inside a university building or vehicle will be to indicate the no-smoking signs; to ask the person to stop smoking or ask them to move to an outside area.
  - A further response is to tell the person smoking that an offence would be committed if they were allowed to smoke; and they are breaking the law

- by smoking on premises or in a university vehicle.
- If they refuse to stop smoking Security will be contacted.
- Breaches will be reported using the Security incident reporting process.
- Persistent offenders will be subject to the published University disciplinary procedures or, in the case of a visitor/contractor, asked to leave the premises.

## **Smoking Cessation**

Details of Stop Smoking Services are available including:

NHS Stop Smoking Services (free) - <http://smokefree.nhs.uk/> or telephone 0800 022 4 332

Pharmacies often have staff who have been trained in smoking cessation techniques by the NHS.

GP practices.

Colleagues who would benefit from time off work to attend smoking cessation classes are required to discuss this with their managers, as per the university's Absence Policy & Procedure (colleagues only):

<https://universityofwestminster.sharepoint.com/sites/Resources/SitePages/Managing%20leave%20and%20absence.aspx>

## **Bibliography**

Health Act 2006

The Smoke-free (Premises and Enforcement) Regulations 2006