

# **Smoke-Free Policy**

## **1. Introduction**

The College takes the view that smoking in the workplace is a fire risk, contravenes health and safety regulations and is a health hazard to its members, staff and visitors as a result of passive smoking. This policy recognises that the Health Act 2006 expressly bans smoking in all public places and workplaces.

## **2. The Policy**

The College is a community with large numbers of resident members. This policy is designed to ensure that those who live and work here and who do not smoke are not affected by the smoking of others. This means that smoking is prohibited inside all buildings and work vehicles.

## **3. Restrictions on Smoking**

In order to promote the health and safety of both students and staff smoking is not permitted inside any building on College sites, including hostels, at any time, by any person regardless of their status.

## **4. Exceptions**

Smoking in the Courts and outside buildings is permitted. Those doing so must ensure that their smoke does not enter buildings, and refrain from dropping cigarette butts. The ban will not apply to resident Fellows who wish to smoke in their sets provided that they do not do so when students or staff are present or expected.

## **5. Visitors**

This policy applies to all visitors to the College including contractors, delivery drivers and conference guests.. Therefore members and staff who meet visitors are asked to ensure that they comply with this Policy. (There will be a display of no-smoking notices and the inclusion of appropriate statements in publicity material, particulars of appointments, invitations to events, external contracts and the like.)

## **6. Vehicles**

Smoking is not permitted in College vehicles, or in any private vehicles being used on College business when another member of staff is being conveyed.

## **7. Support in Giving up**

The College Nurse is available to offer advice, support and encouragement to those who would like to give up smoking. The NHS Stop Smoking Services (e.g. Cambridge Oasis 01223 723022) or the National Don't Give Up freephone helpline 0800 169 0 160 provide free advice and practical support for those people wishing to give up smoking

## **8. Disciplinary Action**

Those in a supervisory capacity should be alert to the need to remind anyone found smoking in smoke-free areas of the College of the College's policy and ask them to stop immediately or leave the building.

Staff contravening this policy will be dealt with under the College's disciplinary procedure.

Any member of staff leaving their place of work to go to smoke during working hours and outside official rest periods will be expected to make up the time accordingly. Continual breach of this rule will be dealt with under the College's disciplinary procedure.

Students contravening this Policy will be reported to the Senior Tutor and be subject to disciplinary procedures.

## **9. Monitoring and Review**

This policy will be reviewed annually by the College's Health and Safety Management Committee to ensure that it continues to operate satisfactorily and meet legislative requirements.

College Council  
May 2007