

# Smoke-free Standard

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## Document information

<b>Policy Ref:</b> HSP26	<b>Executive Lead (Risk Owner):</b> Director for Students
<b>Version:</b> 1	
<b>Consultation:</b> Health Safety & Wellbeing Committee	<b>Policy Owner (Risk Updater):</b> Security Manager
<b>Approving Body:</b> Senior Leadership Team	<b>Date Approved:</b> Sep 2019

## Version history

Version number	Purpose/change	Updater	Date (MM/YYYY)
V0	Draft doc	H Jones	09/2019
V1	Approved version	H Jones	01/2020

## Policy Statement

The Royal Agricultural University (RAU), is committed to providing a safe and healthy environment. It recognises that staff, students and visitors who need to access our premises, have the right to breathe smoke-free air. The RAU recognises that second hand tobacco smoke is both a public and work place hazard. The RAU acknowledges that exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. The principle of whether a person smokes or not is a matter of personal choice, but where a person smokes is of concern to everyone.

The aim of the RAU's Smoke-free Policy is to:

- Protect the right of the non-smoker not to be exposed to second hand smoke
- Create smoke-free zones on campus where non-smokers can enjoy protected space
- Provide encouragement and support to smokers who wish to give up smoking
- Minimise the accumulation and cost of clearing up unsightly smoking litter and reduce the risk of fire by providing suitable and adequate disposal facilities
- Minimise the risks of fire and false alarms from smoking materials.

At present there is still emerging research on the risks to health from e-cigarettes, however it is appreciated that they are often utilised by people trying to give up smoking. At RAU e-cigarettes will not be accepted within smoke-free zones, smokers should utilise designated areas only.

## Scope

This standard applies to all staff, students and visitors to the University.

## Relevant legislation

The right to work in a smoke-free environment is supported by the general duty of section 2(2) of the Health & Safety at Work Act 1974 requiring employers to provide: "a safe working environment ... without risks to health." Under the provisions of the Health Act 2006 it is illegal to smoke in enclosed or substantially enclosed public places and workplaces. "Substantially enclosed" means a space having a ceiling/roof with less than half of the wall area permanently open. Smoking is therefore prohibited in all RAU premises and vehicles.

## Responsibilities

### **Director of Student Experience (Risk Owner)**

Is responsible for maintaining and monitoring this policy in accordance with legislative requirements and developments in best practice.

### **Security and Conduct Manager (Risk Updater)**

Is responsible for dealing with any student conduct issues resulting from non-compliance with this policy and for reporting any identified risks or management failures to the Risk Owner.

### **Senior Leadership Team**

Are responsible for communicating and leading on the implementation of this policy within their respective management portfolios. Also for holding their staff to account for any non-compliance with this policy.

### **Head of Estates**

Is responsible for ensuring adequate zoning, Smoke-free signage and cigarette disposal arrangements around campus. Also for the communicating this policy to contractors and ensuring their compliance.

### **Event organisers**

Are responsible for ensuring that visitors are aware of the Smoke-free policy and designated smoking areas. Visitors who fail to meet reasonable requests to comply with the Smoke-free policy should be directed to the Security team and asked to leave the premises.

### **All staff and students**

Are responsible for compliance to this policy and have the *right* to politely challenge and request that smokers who are contravening this policy to move out of the smoke free zone. Smokers are obliged to move. Failure to comply with any reasonable request to move out of a smoke free zone should be directed to the Security team.

## Procedural details

### Smoke-free campus

Smoking is prohibited in all RAU buildings and within a 10 meter smoke-free zone of all buildings unless signposted as a designated smoking area. This is applicable to all staff and students. Persons observed smoking within the designated smoke-free zones should expect to be challenged and may be subject to disciplinary procedures.

Designated smoking areas will be signposted and will be provided with appropriate disposal facilities. Cigarette ends must be disposed of in designated waste bins only and must not cause litter nuisance.

Illicit smoking within buildings and accommodation blocks is a disciplinary matter due to the fire risks. This includes any attempts to cover smoke detectors in rooms. Please use the designated areas only.

### Smoking cessation support

If you want to give up smoking there is lots of free help available through the NHS and local GP services. Here are a few links:

- <https://www.nhs.uk/live-well/quit-smoking/nhs-stop-smoking-services-help-you-quit/>
- <https://www.nhs.uk/smokefree#>

If you are willing to be a “quit buddy” to support colleagues through the quitting process then please send your details confidentially to the SHE team. You do not have to be a current smoker. Previous smokers are welcome to apply.

If you would like a “quit buddy” to support you during your quitting process then please contact the SHE team to find out who may be willing to help.

## Related RAU policies

- Health and safety policy
- Fire safety standard
- Student disciplinary procedure
- Staff disciplinary procedure

## Compliance assurance

Non-compliance to this procedure will be logged on the SHE reporting system and may result in disciplinary action under the above disciplinary procedures.

## Management review

This standard will be reviewed for effectiveness at least once in every 3 years or prior if changes in legislation, best practice or issues arise.