

Smokefree Policy

The University of Reading has a duty under The Health and Safety at Work etc. Act 1974 to provide a working environment that is “safe and without risks to health”. In adopting this policy, the University of Reading takes into account the smokefree legislation¹ in England and the adverse health effects of smoking.

For the purposes of this policy, smoking includes all tobacco and illegal drugs and use of electronic cigarettes.

Aims of the Policy

This policy aims to:

- Provide a healthy working environment for our staff, students and visitors;
- Comply with legislation;
- Support employees who wish to stop smoking.

Restrictions on smoking

Smoking is not permissible at any time within any University building, regardless of status or business at the University. Appropriate signage must be displayed at the entrance to all buildings. All University owned and managed residential accommodation is also included within this smoking prohibition, unless exempted in the lease for the property, issued by the Head of Estates Management.

Smoking is prohibited within ten metres of any building except when passing through on a recognised footpath. The only exceptions to this policy are in specifically designated areas external to the Student Union (see below) and the patio at Greenlands Campus (visitors only). Health and Safety Services must be consulted and must authorise any exceptions. In doing so, the prime consideration will be the personal safety and security of staff and students.

Commercial tenants

This policy applies to all commercial tenants who occupy University premises.

Student Union

Specifically designated areas of the Student Union premises are not subject to the University Policy with regard to smoking outside buildings, but are subject to the smokefree legislation. Those areas designated must be agreed with the University in advance.

¹ The Smoke-free (Premises and Enforcement) Regulations 2006 and associated Regulations

Visitors and contractors

All visitors and contractors to the University are expected to abide by this policy. Any contractor or visitor who refuses to comply with this policy will be required to leave the University premises. Staff members are expected to inform visitors and students of the policy, however they are not expected to enter into any confrontation which affects their personal safety.

Vehicles

In accordance with legislation², all University vehicles are smoke-free and must display an appropriate sign. It is also a requirement for vehicles to be smoke-free when car sharing whilst on official University business. This includes privately owned vehicles and hire vehicles used for work purposes

Disposal of waste smoking materials

It is an offence to throw down or drop litter, including waste smoking materials. In accordance with the University's environmental policy to reduce and discourage litter, the University provides suitable receptacles for the disposal of waste materials. All smokers must dispose of waste smoking materials responsibly in the bins provided.

Notification

All new staff will be informed of this policy prior to taking up employment. Offers of employment will not discriminate against those who smoke.

Support for smokers

It is recognised that smoking is addictive and that staff and students who wish to stop smoking may benefit from support. This is available for staff and students registered with the University Health Centre. The National Health Service also provides a range of services.

Disciplinary action

Employees and students who disregard this policy may be subject to disciplinary action in accordance with the University of Reading procedures.

Implementation

This policy has been approved by the Health and Safety Committee and is effective from 9 May 2013.

Review

This policy will be reviewed in two years by the University Health and Safety Committee.

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² Smokefree (Exemptions and Vehicles) Regulations 2007