

1. Introduction

- 1.1. The University of Leicester recognises the right of all staff, students and visitors to work in a smoke free environment.
- 1.2. This Policy has been developed to protect all employees, students and visitors from exposure to second-hand smoke and to ensure compliance with the Health Act 2006, for the University this includes the use of e-cigarettes or vaping products.

2. Policy Statement

- 2.1. It is the policy of the University of Leicester to provide a working environment that is smoke-free. Smoking of tobacco products, e-cigarettes or vaping products is not permitted in University buildings, vehicles owned or operated by the University, or vehicles hired or leased for University business.

3. Scope and Principles

- 3.1. The Policy is applicable throughout all University premises. The Students' Union Building is subject to a separate policy on smoking introduced by the Leicester Students' Union
- 3.2. All University staff and students, visitors, contractors and sub-contractors, must comply with policy requirements.
- 3.3. Appropriate 'no-smoking' signs will be prominently displayed at the entrances to premises and within University vehicles.
- 3.4. Smoking is not permitted in grounds owned by the University:
 - Where specific restrictions are in force (e.g. in the proximity of highly flammable liquids and gases);
 - Near to the entrances to buildings or open windows;
 - Where smoke can enter an enclosed workplace or enclosed public place.

4. Roles and Responsibilities

- 4.1. To avoid the accumulation of smoking litter, the University will provide facilities such as appropriate bins at designated locations, and these must be used.
- 4.2. Compliance with the legislation and the University's Policy must be managed at a local level. Heads of departments and their equivalents, managers and supervisors are responsible for ensuring that staff, students and visitors are made aware of this Policy and that they comply with its requirements. Estates project managers are responsible for ensuring that contractors abide by the requirements of the Policy.



- 4.3. Staff wishing to give up smoking should be directed to the support programmes provided by the University (see point 5.1 and 5.2 below).
- 4.4. Staff or students smoking in prohibited areas should be asked politely to stop and advised that they are breaching University Policy and could be breaking the law. A refusal to stop is unacceptable and should be reported to the head of department. Contractors or visitors breaching the policy should be requested to cease smoking on the premises. A contractor or visitor who refuses to stop smoking should be required to leave the premises.
- 4.5. It is the responsibility of heads of departments and senior staff in departments to take action to enforce the University's Smoke-Free Policy, taking advice from the Registrar's Office if necessary.
- 4.6. It is expected that smokers will take a responsible attitude to the practice of smoking at work. Failure to conform to the requirements of the Policy by smoking on University premises or refusing to stop when requested constitutes a disciplinary offence for staff and students. In the first instance a breach of the Policy will be dealt with through education and support. A further infringement may result in formal disciplinary action and could lead to a criminal conviction.
- 4.7. The University has a legal responsibility to prevent smoking in smoke-free areas and anyone who does smoke in such areas could be committing a criminal offence and may be liable to a fine of up to £200.
- 4.8. Members of the University visiting other organisations must comply with their local policies and the requirements of the Health Act.

5. Support to Stop Smoking

- 5.1. Assistance will be given to smokers who wish to give up smoking. Help, advice and support is available through Staff Health and Wellbeing by e-mailing staffhwb@le.ac.uk and the Student Union

5.2. Useful Resources

The NHS helpline on 0300 123 1044 or visit: www.nhs.uk/smokefree
<https://www.gov.uk/smoking-at-work-the-law>
<http://ash.org.uk/stopping-smoking/stopping-smoking-ashes-top-tips/>
<https://www.nhs.uk/smokefree/help-and-advice/prescription-medicines>
<http://www.stopsmokingleic.co.uk/>
<http://www.quitready.co.uk/>