



No Smoking Policy

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Aim

Our University Strategy 2019-25 sets out our mission of excellence in education and research, for the benefit of individuals and communities. To help us deliver this we aim to provide a healthy and safe working environment that puts people at the centre of everything we do.

We are committed to creating an enabling environment, in which all our members can thrive, by improving the social and physical environment in which we work and recognising that resilience and mental health are not intrinsic to the individual but influenced by the surrounding environment.

Our people-centred approach shapes the way we support members of staff and encourages us to look after our own physical and emotional wellbeing and that of others so that we can contribute to the best of our ability.

1. Policy Statement

1.1 The University of Essex is committed to creating a high quality, healthy and safe working environment for staff, students and visitors. In accordance with that commitment, the University recognises the right of all staff, visitors and students to work, study and live in a smoke free environment.¹

1.2 In provisions made under the Health Act 2006, all enclosed and substantially enclosed workplaces and public places are legally required to be smoke free. It is an offence to smoke in no smoking premises or to knowingly permit smoking in no smoking premises. Statutory fines could apply if this legislation is breached.

¹ Tobacco smoke is classified as a Group A carcinogen, a substance known to cause cancer in humans and for which there is no recognised safe level of exposure. Passive smoking is a known cause of disease and people who do not smoke tobacco products have an enhanced risk of contracting lung cancer if they are exposed to environmental tobacco smoke.

2. Scope

2.1 This Policy applies to all staff, students, visitors and contractors across all the University campuses.

2.2 This Policy applies to the use of any smoking tobacco products and electronic cigarettes. The use of e-cigarettes is prohibited wherever smoking is prohibited.

3. No smoking areas

3.1 Smoking is prohibited in all University buildings (this includes all student accommodation, offices, corridors, lifts, stairwells, toilets etc and includes under podia) and any University owned vehicles. The only exemptions are the theatres at Colchester and East 15 where smoking will be permitted by performers in cases where smoking is appropriate in the interests of the artistic integrity of the performance.

3.2 You are not allowed to smoke within five metres of any University building

4. Signage

4.1 Clear 'No smoking' signs will be displayed as required in and on buildings, vehicles and areas where a higher risk of fire is present.

5. Responsibility and adherence to the policy

5.1 Individuals are responsible for adhering to the Policy and managers are responsible for ensuring that individuals (including staff, students and visitors and, where applicable, contractors) are aware of the Policy and comply with its requirements.

5.2 An initial breach of the policy will be dealt with in an advisory way, accompanied by advice about what support for stopping smoking exists.

5.3 Any subsequent breach of this policy may lead to further action, which may include formal disciplinary action.

5.4 Any contractor or visitor who refuses to comply with the requirements of this policy may be required to leave the University premises.

6. Support for stopping smoking

6.1 The University is committed to supporting anyone who wishes to stop smoking and is willing to arrange support clinics on campus should this be required.

7. External sources of support and information

7.1 There are several external agencies available to provide advice and support to individuals and their families.

The NHS Smoking Helpline

(9 am – 8 pm Monday to Friday and 11 am - 4 pm Saturday and Sunday) can be contacted on Freephone 03001231044.

Local Stop Smoking Helplines

(Monday – Friday, 9.00 am – 5.00 pm) convenient for University campus sites are:

- **Provide Essex Lifestyle Services**

(Colchester and Loughton) Tel: 0300 303 9988 Email: provide.essexlifestyles@nhs.net

- **Southend Stop Smoking Service**

(Southend) Tel: 01702 212 000 Email: southessex.stopsmoking@nhs.net,

8. University sources of support and information

- [Employee Assistance Programme \(EAP\)](#)
- [Work-Related Stress](#)
- [Lone Working Health and Safety](#)
- [Stress Management Guidance for Line Managers](#)
- [Burnout - How to Avoid It and Look After Yourself](#)
- [Recreational and Sporting Activities](#)
- [Bystander Intervention Training](#)
- [Report and Support](#)
- [Mental Health First Aid](#)
- [Zero Tolerance of Harassment and Bullying](#)
- [Building Resilience in periods of Change](#)
- [Working from Home](#)

9. Related university policies and procedures

- [Health and Safety policy](#)
- [Sickness Absence Policy and Procedure](#)
- [Stress Management Policy](#)
- [Disciplinary Procedure](#)
- [Capability Procedure](#)
- [Grievance Procedure](#)
- [Appeals Procedure](#)
- [Flexible Working](#)
- [Whistleblowing Policy](#)
- [Special Leave Policy](#)
- [Equality and Diversity Policy and Strategy](#)
- [Zero Tolerance Policy](#)
- [Healthy University Sub-Strategy](#)

10. Equality impact assessment

10.1 We are committed to meeting our obligations under the Equality Act 2010, which requires the University show no discrimination as required by law on account of age, disability, gender reassignment*, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. The University will always act lawfully and this may include taking action to support people with particular protected characteristics, including disability and sex. In addition to its obligations under the EA, the University shall adopt policies, practices, and procedures that define expected standards of behaviour and specify any additional characteristics, beyond those required by law, to which protection is provided, for example, in relation to political belief, social background and refugee status.

*The University's policies, practices and procedures specifically extend to all gender identities including trans, non-binary and gender non-conforming people.

10.2 Our [Equality, diversity and inclusion policy](#) sets out our approach, in the context of our institutional mission, values and objectives as set out in our Strategic Plan, our People Supporting Strategy, our Education and Research Strategies and equalities legislation.

11. Monitoring

11.1 People, Culture and Inclusion Advisory Group will monitor the impact of this policy.

Policy information

Title: No Smoking Policy

Policy Classification: Policy

Security Classification: Open

Security Rationale:

Nominated Contact: Head of Employment Policy and Engagement

Responsible UoE Section: People & Culture

Approval Body: University Steering Group

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