

# SmokefreePolicy

The University of Reading has a duty under The Health and Safety at Work etc. Act 1974 to '... to ensure, so far as is reasonably practicable, the health and safety of persons who may be affected by the University's activities'. In adopting this policy, the University of Reading takes into account the smokefree legislation<sup>1</sup> 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 thePolicy

This policy aims to:

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

## Restrictions onsmoking

Smoking is not permissible at any time with in 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 .

## 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 legislation<sup>2</sup>, 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

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.

Issue 3, 9 May 2013

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<sup>2</sup> Smokefree (Exemptions and Vehicles) Regulations 2007