



Smoking policy

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1. Introduction

1.1. The University of Leeds is committed to the health, safety and wellbeing of its staff, students and visitors. It recognises that it has both a moral and legal duty to ensure that staff, students and visitors to the University have the right to work, study or visit without being exposed to the harmful effects of smoking behaviour. The University's legal obligations are detailed under the Health Act 2006. This Act effectively bans smoking in enclosed and substantially enclosed work and public places.

2. Aims of the policy

- 2.1. The aims of this policy are to:
- protect staff, students and visitors from the harmful effects of smoking behaviour;
 - ensure that the University complies with legislation; and
 - provide help and support to those who want to give up smoking.

3. Implementation

This updated policy became operational on 1 July 2016.

4. Application of the policy

- 4.1. This policy applies to all staff, students, visitors and contractors.
- 4.2. This policy covers all types of smoked products including cigarettes, cigars, tobacco, e-cigarettes with or without vapour and any device or substance that may be used for the purpose of smoking.

- 4.3. This policy is applicable 24 hours a day, regardless of whether outside of normal business hours or during a time when the University is officially closed.
- 4.4. Smoking is strictly prohibited:
- in an enclosed space or substantially enclosed spaces;
 - within all University buildings;
 - at entrances to University buildings, including doorways and covered walkways;
 - in vehicles owned and operated by the University; and
 - in leased vehicles used for University business.
- 4.5. Local opt out arrangements are not permitted.

5. Signage

Appropriate 'No Smoking' signs are clearly displayed at entrances to and within premises and vehicles owned by the University. Additional signs can be obtained from Estate Services Helpdesk (extension 35555).

6. University halls of residence

University halls of residence will issue their own policies locally in compliance with legislation.

7. Non-compliance and queries

- 7.1. Failure to adhere to this policy may put the University in breach of the law. Anyone breaching this policy may be subject to disciplinary action.
- 7.2. Any queries relating to this policy should be addressed to Human Resources using the contact details given below.

8. Help to give up smoking

- 8.1. The University wishes to encourage staff and students to give up smoking wherever possible. Help is available on an individual basis for anyone who requires it:

General

Human Resources	0113 343 4146	http://hr.leeds.ac.uk/
NHS Smoking Helpline	0800 022 4332	http://www.nhs.uk/smokefree

Staff

Occupational Health	0113 343 2997	http://wsh.leeds.ac.uk/info/132/occupational_health_service
LOGIK Centre	0113 3437785	http://www.logik.leeds.ac.uk/

Students

Leeds Student Medical Practice	0113 295 4488	http://www.leedsstudentmedicalpractice.co.uk/
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8.2. In addition, individuals can contact their General Practitioner

9. Responsibility and enforcement

Heads of School/Service are asked to ensure that staff, students, visitors and, where applicable, contractors are made aware of this policy and that they comply with its requirements. Further copies of the policy are available at <http://hr.leeds.ac.uk/smoking> or from Human Resources.