

Smoking Policy

1. Introduction and aims

Our University is committed to the health and wellbeing of its staff, students and visitors. We are beginning a journey with a vision to create a 'new normal' on campus - a Smokefree culture where people work, study, research and relax in an environment free from tobacco smoke and where smoking is seen as unusual.

In this, the first step in the move towards a Smokefree campus, our University recognises its moral, social and legal duty to allow people to work, study, research and relax here without being exposed to the harmful effects of smoking. It also aligns itself with the aims of Leeds City Council, the NHS, Public Health England (PHE) and the national Breathe 2025 initiative. The aims of this Policy are to:

- Protect staff, students and visitors from the harmful effects of smoking behaviour;
- Promote a safe and healthy Smokefree environment for staff, students, contractors and visitors;
- Provide help and support to those who want to quit smoking;
- Ensure that the University complies with legislation.

2. Implementation

This updated policy will become operational on 1 August 2019.

3. Scope and definitions

This policy applies to all staff, students, visitors and contractors whilst on University land, and in University buildings and vehicles. It applies 365 days a year, regardless of whether it is during a time when the University is officially closed.

- **Smoking products** - including cigarettes, pipes, cigars, tobacco products (including chewing tobacco), and any device or substance that may be used for the purpose of smoking¹.
- **Vaping products** - including e-cigarettes with or without vapour.
- **To smoke/ smoking** - the action or habit of inhaling and exhaling the smoke of tobacco, or a drug.
- **To vape/ vaping** – the action or practice of inhaling and exhaling the vapour produced by an electronic cigarette or similar device.

¹ Please note E-cigarettes and conventional cigarettes are substantially different products. A lit conventional cigarette contains tobacco and produces carbon monoxide, tar and smoke. An e-cigarette does not contain tobacco and heats up its liquid (usually containing nicotine) rather than burning it.

4. Procedure details

In all University indoor space, smoking and vaping is strictly prohibited. Indoor space includes all:

- University-owned and managed buildings including residences;
- Vicinities of entrances to these buildings, including doorways and covered walkways;
- Vehicles owned and operated by the University and leased vehicles used for University business;
- People's own vehicles whilst they are being used for University business;
- The Leeds University Union (LUU) building.

Between 8am and 6pm every day, people are asked NOT to smoke in the locations designated as the Smokefree Campus.

At this stage the University is sympathetic to people vaping in the Smokefree Campus as vaping is recognised by Public Health England as an aid to quit smoking.

The Smokefree Campus includes all outdoor space on:

- Main Campus (all space, including LUU, within the boundaries of Woodhouse Lane, Clarendon Road, Mount Preston Street, Leeds General Infirmary – LGI - and the inner ring road);
- Western Campus (Leeds University Business School – LUBS grounds);
- Fairbairn House;
- All University-owned and managed residences;
- All University-owned sports grounds (e.g. Sports Park Weetwood, Bodington Playing Fields).

5. Breaks

Our University in line with other organisations does not offer specific smoking breaks. All staff receive a lunchbreak and can discuss with their line managers to agree how this is taken. Breaks do not count towards working time. See the hours of work policy on the HR website at:

http://hr.leeds.ac.uk/info/40/hours_of_work/15/hours_of_work_for_staff_contracted_to_work_fixed_hours

6. Related information: Quit Smoking support

Our University wishes to encourage staff and students to stop smoking wherever possible.

- Signposting and support to quit smoking is available through the University – see http://wsh.leeds.ac.uk/quit_smoking or contact smokefree@leeds.ac.uk or 0113 343 9737 (x39737).
- The NHS offers support through local GPs and through the NHS Smoking Helpline 0800 022 4332 <http://www.nhs.uk/smokefree>
- Students can also contact the Leeds Student Medical Practice 0113 295 4488 <http://www.leedsstudentmedicalpractice.co.uk>

7. Document Control

Date of implementation: 1 August 2019

This Policy will be reviewed after 12 months to monitor progress, ensure it remains relevant and to reflect changing organisational requirements and legislation. The University is on a journey to be fully Smokefree by 2025 and aims to stand alongside key local organisations as part of the national Breathe 2025 initiative.

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