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### SMOKING POLICY

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to be read in conjunction with

<b>Committee:</b>	H & S /GPC/GB
<b>Approved by Governing Body:</b>	..... 2015
<b>Reviewed:</b>	
<b>Date of next review:</b>	May 2018
<b>Responsible Officer:</b>	A. Milne – Domestic Bursar

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The College recognises that smoking (and 'vaping') causes a hazard to health to both smokers and non-smokers and can also constitute a fire hazard. Accordingly, the College does not allow Fellows', staff, students, visitors, conference guests, contractors or members of the public to smoke/vape in any part of its premises, other than in Designated Smoking Areas.

College premises include all buildings in the college grounds and other College premises including student/visitor accommodation, the boathouse and the sports pavilion. Those college members, and their guests, wishing to smoke/vape may only do so in the Designated Smoking Areas which are: the area near the entrance of the Huntingdon Road car park and the Storeys Way car park, near the ashtrays provided.

This restriction applies at all times, including outside normal working hours. Staff may smoke in the designated areas only at times agreed with their Head of Department. In exceptional circumstances special areas may be used and identified as exclusive smoking areas (Student Ball), but this must be pre-arranged with the Domestic Bursar

This policy is to be communicated to staff by the HR Officer and Head of Department (through inductions and access to regulations on the website); staff that breach the policy may be subject to disciplinary action. Staff is responsible for advising their guests of College policy. This policy will be communicated to students through the normal channels

The Domestic Bursar is responsible for implementing and monitoring the effectiveness of this policy.

#### Legal background

The following pieces of legislation apply to this policy:

- The Health Act 2006 and the Smoke-free (Premises and Enforcement) Regulations 2006
- The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006
- The Smoke Free Premises etc. (Wales) Regulations 2007.

In addition, employers have a common law duty to provide a safe place and system of work under the Health and Safety at Work etc. Act 1974 (HASAWA).

#### Definitions

Section 1 of the Health Act 2006 defines smoking as "smoking tobacco or anything which contains tobacco, or smoking any other substance" and states that "smoking includes being in possession of lit tobacco or of anything lit which contains tobacco, or being in possession of any other lit substance in a form in which it could be smoked".

"Enclosed" means premises that have a ceiling or roof, and (excluding doors, windows and passageways) are wholly enclosed whether permanently or temporarily. Tents and marquees are therefore included.

