

No Smoking (Smokefree) Policy

1. Introduction

Sheffield Hallam University (SHU) has a statutory duty to ensure that the working environment is healthy, as far as is reasonably practicable. The University has a specific duty to protect non-smokers from the risk of passive smoking whilst behaving reasonably towards smokers. It must also seek to discourage furtive smoking, which may constitute a fire risk.

Also, as the University is at the heart of the city and the region, our strategy commits us to transforming lives, by being a constructive partner, committed to enhancing educational health and quality of life in our region. Committing to a smokefree campus, under the Smokefree Sheffield initiative, will not only support our regional partners and wider community, it will also add value by contributing to the social, economic and physical health of our students and staff.

A key aim is ***to inspire a smokefree generation.***

2. Scope

This Policy applies to all employees, students, contractors, and visitors to Sheffield Hallam University on all University premises (including grounds and any outdoor shelters) and in all University vehicles.

The term smoking within this policy applies to the smoking of tobacco and the use of e-cigarettes which is a device that allows a person to inhale nicotine in a vapour rather than smoke. Whilst we recognise that e-cigarettes are not covered by the smokefree legislation, at SHU a smokefree campus will extend to the prohibition e-cigarettes and vaping.

3. Legislation

The Health Act 2006 and the Smokefree (Premises and Enforcement) Regulations 2006 provide for a ban in England on smoking in enclosed workplaces and places to which the public have access.

The University could be fined up to £2,500 if we fail to stop people smoking in the workplace or up to £1,000 if we don't display 'no smoking' signs in accordance with The Smoke-free (Signs) Regulations 2012.

Under the Smoke-free (Signs) Regulations 2012 the University has Duty to ensure that at least one legible no-smoking sign is displayed in its vehicles. And at least one legible no-smoking sign must be displayed in smoke-free premises.

The Health and Safety at Work, etc. Act 1974 places a duty on employers to provide a safe working environment for employees:

"Provide and maintain a safe working environment which is, so far as is reasonably practical, safe, without risk to health and adequate as regards to facilities and arrangements for welfare at work."

The Workplace (Health, Safety and Welfare) Regulations 1992 require employers to protect employees from the effects of tobacco smoke and vapour from e-cigarettes.

4. Application

- 4.1 The right of the non-smoker not to be exposed to second hand tobacco smoke is paramount. This section defines the standards that Sheffield Hallam University expects of all its employees, students, contractors and visitors:-
- 4.1.1 All buildings under the control of the University will be smokefree.
- 4.1.2 Smoking is prohibited immediately outside buildings and by entrances to buildings where smoke can be drawn into buildings (e.g. through doors, windows and ventilation inlets). This requirement applies even when on the public highway.
- 4.1.3 Smoking is prohibited anywhere on both University campuses. There are no designated smoking areas or shelters anywhere within the University campuses.
- 4.1.4 All University-owned/leased vehicles will be smokefree at all times.
- 4.2 Signage as detailed in The Smoke-free (Signs) Regulations 2012 will be displayed at the required locations across the University's estate and in University owned or leased vehicles.
- 4.3 Any employee taking time out for smoking can only do so in allocated breaks.

5. E-Cigarettes

- 5.1 The requirements within this policy that apply to smoking tobacco also apply to use of e-cigarettes (generally known as vaping).
- 5.3 The charging of e-cigarettes in University buildings and vehicles is prohibited.

6. Information

Appropriate signs will be displayed throughout University premises reinforcing this Policy. This Policy will be available to all employees and students via the appropriate intranet site.

The following sources of information are available for members of staff or students regarding the effects of smoking and/or advice on giving up smoking:

- [NHS stop smoking services: Stop Smoking](#)
- [SHU Support to Stop Smoking](#)
- NHS Smoking Helpline on 0300 123 1044
[Smokefree Sheffield](#)

Alternatively, you may contact the [SHU Wellness](#) Service who offer a no-smoking workshop.

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7. Recruitment of Staff and Students

This policy and information that the Sheffield Hallam is a smokefree University will be communicated through the University's website and intranet and included within the health and safety induction given to all new employees.

New and prospective students will also be made aware that the University is smokefree.

8. Responsibility

- 8.1 As with all aspects of Health and Safety at Work, Executive Directors, and Deans are responsible for ensuring that the Policy is observed, and all members of the University community have a responsibility to comply.
- 8.2 The University expects smokers and those who use e-cigarettes to respect these measures and comply with the Policy and the Health Act 2006. Employees and students who do not comply with this Policy should expect to be challenged by colleagues and will be reminded about the serious consequences of their actions (including criminal prosecution) and, if needed, will be offered support through Occupational Health. Continued failure to comply may result in disciplinary action, using the agreed procedures.
 - 8.2.1 All students will be subject to the Student Disciplinary Regulations in respect of non-compliance with this Policy.
 - 8.2.2 All contractors and visitors who do not comply with this Policy will be asked to leave the premises of Sheffield Hallam University and where considered appropriate their organisation will be contacted.
- 8.3 Managers at all levels are expected to adhere to this policy, particularly regarding their staff only smoking during designated breaks.
- 8.5 There is an expectation that all members of the University community will behave in way that respects the rights of those that study and work at Sheffield Hallam University to do so in a safe and healthy environment. Day-to-day adherence is therefore everyone's responsibility. If a staff member or student witnesses another person not adhering to this Policy, they should raise it directly with the person or if they don't feel comfortable doing that, bring it to the attention of their line manager or tutor.
- 8.6 In the event that staff notice a build-up of spent cigarettes, discarded vapes or see evidence of furtive smoking within a high risk area such as lab, workshop, or in close proximity to gas cylinders they must [report this as a near miss](#) incident.

9. Changes to the Policy

- 9.1 This policy will be reviewed every 12 months, or in response to changes to legislation or an incident that highlights the need for improvement, or that this policy may no longer be valid.
- 9.2 Trade unions and health and safety representatives will be consulted in good time about any proposed changes.