

Produced by Human Resources

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**Human Resources Policy Statement HRPS 6
No Smoking Policy**

1. Aim of this Policy

The aim of this No Smoking policy is to guarantee the right of non-smokers to breathe smoke-free air at work, whilst also recognising the needs of those who do smoke. This policy is not concerned with whether people smoke, but with where and when they smoke whilst at work.

It is illegal to smoke in public buildings and this policy is also intended to ensure that smoking does not take place close to any entrances to our buildings or close to any open windows. Smoking is therefore only permitted in designated smoking areas and nowhere else on any campus site.

The success of the policy depends upon the consideration and co-operation of smokers and non-smokers.

2. Designated Smoking Areas

There is a designated smoking area on Hendon campus. To view locations on the campus map please press Ctrl and click on the following links:

Link to Hendon Campus Designated Smoking Areas Site Map:

<http://unihub.mdx.ac.uk/Assets/smoking%20policy%20.pdf>

3. Other Smoking Restrictions and Rules

As part of its legal obligations the University does not permit smoking in any vehicle it owns, hires or leases.

Staff who choose to smoke, and take 'smoking breaks' will be expected to work to their contracted hours.

4. Help to Staff Who Want to Stop Smoking

The University shall provide help, advice and support and where necessary referral to appropriate agencies to assist staff and students who want to give up smoking.

For employees and students who wish to stop smoking, further information can be obtained at <http://smokefree.nhs.uk/>

5. Arrangements for Signage and Publicity

All entrances to University buildings display a No smoking sign and similar signs are displayed throughout the workplace. Campus shall have at least one area designated as a smoking area and shall be clearly identified and signposted.

A clause concerning the No Smoking Policy is in the University Prospectus. All new staff shall be made aware of the University's No Smoking Policy on Induction, and reference made to it in the Guide and Regulations given to new students at enrolment.

6. Breaches of the No Smoking Policy

The university's approach to smoking outside buildings is to promote and encourage the use of designated smoking areas and to make students and staff aware of the need not to smoke near building entrances.

Any staff, student or visitor who does not comply with the legal requirements not to smoke inside university buildings will be subject to disciplinary procedures.

Any member of staff, who has concerns about any aspect of the implementation of the policy, should follow the informal complaints procedure initially. If the matter remains unresolved, staff should follow the formal complaints procedure. Students who have similar concerns should follow the student complaints procedures.

This Policy was reviewed in 2005/2006 through consultation with the Executive Briefing Group, recognised Trade Unions, and the Students Union. It was approved by the Executive at its meeting on 14 September 2006. It was further reviewed and approved by Executive in July 2010

It is due for review in 2014.