

Smoking Procedure	
Enabling Policy Statement; Executive Owner; Approval Route:	Our Safety - Chief Operating Officer - Compliance Committee
Is the Procedure for internal use only (Non-disclosable)?	Disclosable
Associated Policy Statements:	N/A
Authorised Owner:	Director of Health and Safety
Authorised Co-ordinator:	Health and Safety Manager (Professional Services)
Effective date:	04 October 2023
Due date for full review:	03 October 2026
Sub documentation:	N/A

Approval History

Version	Reason for review	Approval Route	Date
1.0	Reviewed and updated (including in accordance with new Policy Framework 2022). Replaces Smoking Policy (Version 4.1, dated November 2022).	Compliance (Health, Safety and Wellbeing) Committee	04 October 2023

1. Purpose

The University of Surrey is committed to creating a healthy and safe working environment for staff, students and visitors, and, therefore, recognises the right of everyone to work in a smoke free environment. This Procedure aims to ensure, as far as possible, that everyone is protected from the dangers of tobacco smoke¹. In doing so, the University will also comply with the duties imposed under relevant smoke-free legislation.

The overarching aim of this Procedure is to encourage a sensible approach to smoking and to accommodate the views of both smokers and non-smokers. However, it is recognised that smoking is detrimental to health and the University will continue to promote the culture of a smoke-free University.

2. Scope and Exceptions to the Procedure

This Procedure applies to all employees, students, visitors, contractors and others who work at or visit University of Surrey premises.

The Procedure applies to all buildings in the ownership of the University (whether on or off campus) or leased by the University, to University owned and/or leased vehicles, and to private vehicles being used on University business when there is more than one person in the vehicle.

Exemptions permitted under this Procedure will be:

- *Smoking by performers* – in cases where the smoking is appropriate in the interests of the artistic integrity of the performance and, therefore, suitable for a person who is performing to smoke, then that part of the premises is not smoke-free in relation to that person during their performance.
- *Research and testing facility* – designated rooms in a research or testing facility are not smoke-free whilst it is being used for any research or tests specified in the Smoke-free (Exemptions and Vehicles) Regulations 2007.

3. Definitions and Terminology

Smoking – refers to smoking tobacco or anything which contains tobacco, or smoking any other substance, and 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.

Vaping – the action or practice of inhaling and exhaling vapour containing nicotine and flavouring produced by a device designed for this purpose.

E-cigarette – a device containing a nicotine-based liquid that is vaporized and inhaled, used to simulate the experience of smoking tobacco.

Heated Tobacco Products – a product that heats the tobacco at a lower temperature than conventional cigarettes. The heat generates an aerosol or smoke to be inhaled from the tobacco, which contains nicotine and other chemicals. This is different from vaping products that use an electronic device to heat a liquid and produce a vapour, which the user then inhales.

Designated smoke-free external areas – where environmental tobacco smoke is drawn into a building and causes a nuisance to occupants the University can designate areas falling within at least two

¹ Tobacco smoke is classified as a Group A carcinogen, as substance known to cause cancer in humans and for which there is no recognised safe level of exposure. Passive smoking is a known cause of disease and people who do not smoke tobacco products have an enhanced risk of contracting lung cancer if they are exposed to environmental tobacco smoke.

metres of a University-owned or managed building as a smoke free external area.

Enclosed and substantially enclosed premises – the Smoke-free (Premises and Enforcement) Regulations define ‘enclosed’ as being ‘*premises have a ceiling or roof and, except for doors, windows or passageways, are wholly enclosed, whether on a permanent or temporary basis.*’

and ‘substantially enclosed’ as: ‘*premises have a ceiling or roof, but have an opening in the walls, which is less than half of the total areas of walls. The area of the opening does not include doors, windows or any other fittings that can be opened or shut.*’

Enclosed Vehicles - Enclosed vehicle and any enclosed part of a vehicle is smoke-free if it is used:

- (a) by members of the public or a section of the public (whether or not for reward or hire); or
- (b) in the course of paid or voluntary work by more than one person (even if those persons use the vehicle at different times, or only intermittently).

Drivers of smoke-free vehicles – anyone who drives a University owned and/or leased vehicle or uses a private vehicle on University business when there is more than one person in the vehicle.

4. Procedural Principles

4.1. Commitment

Compliance with the requirements of this Procedure will ensure:

- The University meets its obligations in respect of legislation.
- All staff, students and visitors are protected from the harmful effects of passive smoking.
- Everyone is aware of their roles and responsibilities.
- The protection of life and property, where smoking (including use of e-cigarettes) could present a fire risk.

4.2. Arrangements

In order to meet the stated purpose, the University will:

- Prohibit smoking in all non-residential premises managed by the University or by the University of Surrey Students’ Union, including restaurants, bars and other licensed premises.
 - Prohibit smoking in any University managed vehicle or vehicle hired for business purposes. These restrictions also apply to private vehicles used on University business when there is more than one person in the vehicle.
 - Prohibit smoking in all student accommodation in University residences or University-managed residences. These restrictions apply to private study bedrooms and all shared areas such as corridors, stairways, rest rooms, kitchens, entrances or reception areas.
 - Display appropriate ‘No smoking’ signs at the entrance to and within premises and also in vehicles. Although every effort will be made to sign no-smoking areas, the absence of a no-smoking sign cannot be taken as an indication that smoking is permitted.
 - Designate smoke-free external areas adjacent to buildings where environmental tobacco smoke could be drawn into the building and cause nuisance to occupants.
 - Prohibit smoking in enclosed or substantially enclosed areas which form part of its premises.
 - Introduce designated smoking shelters in areas that will be a suitable distance away from buildings to avoid smoke drifting through open doors or windows or people having to pass through to access a building. These areas will be well lit to ensure they are safe during out of hours use.
- Note: Cigarette waste should be disposed of properly and in a safe manner (i.e., ensure extinguished before throwing away and disposed of in ashtray bins provided at smoking shelters).

- Inform staff and managers of their responsibilities in respect of this Procedure.
- Offer advice and assistance to individuals who encounter difficulty in complying with this

Procedure or who wish to stop smoking. Staff wishing to avail themselves of this service should contact the University's Employee Assistance Programme (EAP). Students should speak to their Doctor, local pharmacy or [Quit Smoking – Better Health \(NHS\)](#).

4.3. E-cigarettes

This Procedure also applies to the use of electronic cigarettes/vaping and heated tobacco products. The use of electronic cigarettes/vaping and heated tobacco products is prohibited in all buildings, vehicles and designated smoke free areas.

A number of incidents have been reported across the United Kingdom involving electronic cigarettes that have exploded or ignited while recharging. Incidents have also occurred in premises and vehicles. Recharging modes include connection to a computer USB port, car cigarette lighter/accessory socket, and connections to a main charger. Electronic cigarettes should, therefore, not be recharged in University premises or vehicles. The only exception to this is within student residences, where charging is permitted within study bedrooms provided that the device is not left unattended.

Further guidance on the safe charging of e-cigarettes can be found on the Health and Safety [Frequently Asked Questions](#) webpage.

4.4. Enforcement

The University expects the co-operation of all in adhering to the requirements of this Procedure. Staff and students breaching this Procedure will be subject to relevant University disciplinary procedures.

Note: Those organisations and individuals who do not comply with the smoke-free laws are also liable to a fixed penalty fine, or possible criminal prosecution, from authorities external to the University responsible for the enforcement of these laws.

Where an individual is concerned about the observance of this Procedure they should, in the first instance, raise the matter with their line manager, the Human Resources Department, or their Trade Union Representative, or in the case of students, an authorised person identified in the [Student Disciplinary Regulations](#).

Any contractor or visitor who refuses to comply with the requirements of this Procedure will be required to leave the University premises.

4.5. Roles and Responsibilities

4.5.1. Director of Estates and Facilities is responsible for:

- The provision of 'no smoking' signage in accordance with the Regulations.
- Designation of smoke-free external areas.
- The provision of designated smoking areas across campus.

4.5.2. Managers (in respect of their staff and those under their control) are responsible for:

- Informing them that they must comply with this Procedure.
- Managing the day-to-day implementation of the requirements of this Procedure.
- Dealing with any observed or reported breaches.

4.5.3. Staff and students must:

- Comply with the requirements of this Procedure.
- Refrain from smoking in areas where smoking is prohibited by this Procedure, which have been designated as smoke free areas, or which display 'No smoking' signs.
- Adhere to any smoke-free policies in force in other premises when carrying out University business.

Note: Individual staff and students are asked to assist the University with implementing any 'no smoking' requirements by taking reasonable measures themselves to address cases where they are personally affected by smoke in their work/study environment (e.g., politely asking a smoker to move away from the entrance of a building or the window of their office/study bedroom).

4.5.4. Drivers of smoke-free vehicles must:

- Adhere to the requirements of this Procedure and ensure that passengers also comply.

4.5.5. Visitors and Contractors must:

- Comply with the requirements of this Procedure.

4.5.6. The Director of Health and Safety is responsible for:

- Periodically reviewing and updating this Procedure.

5. Governance Requirements

5.1. Implementation: Communication Plan

This Procedure will be available on the University procedures webpages.

Relevant Health & Safety Committees and EF/CS Committees will be notified, and information disseminated through the line management. Faculty Health and Safety Committees will also be informed, as required.

The Procedure is also published on the University Health and Safety Intranet site.

5.2. Implementation: Training Plan

Communicated through inductions, Staff Health and Safety Handbook, and for contractors 'Green Book' training, Student Handbook and Residents Guide.

5.3. Review

The Director of Health and Safety will monitor for required changes and updates. Minor changes will be reviewed through stakeholder engagement and approved by Compliance (Health, Safety and Wellbeing) Committee. Major changes will also be reviewed by stakeholder engagement, prior to submission to Compliance (Health, Safety and Wellbeing) Committee for approval, and if required, noted at Executive Board.

This Procedure will be reviewed every 3 years or in line with relevant changes in legislation, if sooner.

The Health and Safety Consultative Committee will be consulted during the review process, as required.

5.4. Legislative Context and Higher Education Sector Guidance or Requirements

This Policy complies with the requirements of the Health and Safety at Work Act 1974 and the following legislation:

- The Health Act 2006.
- The Smoke-free (Premises and Enforcement) Regulations 2006
- The Smoke-free (Signs) Regulations 2012
- The Smoke-free (Exemptions and Vehicles) Regulations 2007
- The Smoke Free (Penalties and Discounted Amounts) Regulations 2007
- The Smoke-free (Vehicle Operators and Penalty Notices) Regulations 2007

The main aspects of the Smoke-Free Regulations are to ban smoking in enclosed public places,

workplaces and public and work vehicles. Other implications are a requirement to sign premises and vehicles, and the creation of new offences of smoking or failing to prevent smoking (for those that control or manage premises and vehicles) in smoke-free premises and vehicles.

5.5. Sustainability

This Procedure has no impact on carbon emissions or on energy consumption.

6. Stakeholder Engagement and Equality Impact Assessment

6.1. An Equality Impact Assessment was completed on **24/08/2023** and is held by the Authorised Co-ordinator.

6.2. Stakeholder Consultation was completed, as follows:

Stakeholder	Nature of Engagement	Request EB Approval (Y/N)	Date	Name of Contact
Governance	Development and creation of this Procedure v1.0.	N	11 July 2023	Andrea Langley, Regulatory Compliance Manager (OIA)
Members of the Compliance Management Group	Development and creation of this Procedure v1.0.	N	11 July 2023	Members of this Group.
Health and Safety Consultative Committee	Development and creation of this Procedure v1.0.	N	11 July 2023	Members of this Committee
EF/CS Health and Safety Management Group	Development and creation of this Procedure v1.0.	N	11 July 2023	Members of this Management Group.
Equality, Diversity and Inclusion	Development and creation of this Procedure v1.0.	N	11 July 2023	Jo McCarthy-Holland, Equality and Diversity Manager.
Sustainability	Development and creation of this Procedure v1.0.	N	11 July 2023	Members of the University Sustainability Team.