



University of  
St Andrews

## Smoke free policy

<b>Document type</b>	<b>Policy</b>
<b>Scope (applies to)</b>	Staff and students
<b>Applicability date</b>	30/06/2013
<b>Review / Expiry date</b>	30/08/2022
<b>Approved date</b>	29/07/2019
<b>Approver</b>	Deputy Director
<b>Document owner</b>	Human Resources Officer
<b>School / unit</b>	Human Resources
<b>Document status</b>	Published
<b>Information classification</b>	Internal
<b>Equality impact assessment</b>	None
<b>Key terms</b>	Staff/Health and well-being/Physical health
<b>Purpose</b>	Provides information on the Universities obligation to be a smoke free organisation and provides support and advice on how to stop smoking.

<b>Version number</b>	<b>Purpose / changes</b>	<b>Document status</b>	<b>Author of changes, role and school / unit</b>	<b>Date</b>
1.0	Migration of the policy to the Governance Zone.	Published	Lisa Stewart Human Resources	02/07/2019

## **Table of contents**

1.	Introduction	3
2.	Scope	3
3.	Can I smoke anywhere in the University?	3
4.	Who will monitor the application of the policy?	3
5.	What should I do if someone ignores the smoking ban?	3
6.	What if I want to give up smoking?	4
7.	Support	4
Appendix A: Recommended external support contact details		5

## **1. Introduction**

- 1.1 The University of St Andrews has operated a No Smoking Policy since 1995. The University recognises its duty to ensure that the working environment for staff, students and visitors is safe and without risk to health. It must, therefore, ensure that non-smokers are protected from the dangers of smoke in work and rest areas.
- 1.2 This policy has been updated in line with new legislation (Smoking, Health and Social Care (Scotland) Act 2005) that came into force on 26 March 2006 and introduced a ban on smoking in enclosed public places.
- 1.3 It is the University's intention that all work areas are smoke free, and that all employees have a right to work in a smoke free environment.

## **2. Scope**

- 2.1 The policy will be applied fairly and uniformly throughout the University and is applicable to all members of staff. It also applies to students, visitors, clients, contractors and all others who use University facilities.

## **3. Can I smoke anywhere in the University?**

- 3.1 Smoking is prohibited in all buildings and vehicles owned or managed by the University. This includes any device or substance that may be used for the purpose of smoking including but not limited to, e-cigarettes, herbal cigarettes and pipes.
- 3.2 The grounds of the University may be used as smoking areas but smoking breaks outside of official rest periods will not be permitted. Smokers must ensure that cigarettes/cigars etc. are disposed of cleanly and safely.

## **4. Who will monitor the application of the policy?**

- 4.1 Heads of Schools/Units are responsible for ensuring compliance of this policy within their Schools/Unit. All members of staff have a responsibility to comply with this policy. Failure to do so may result in disciplinary action being taken in accordance with the University's Disciplinary Procedures since failure to comply with the legislation may result in the University receiving a fixed penalty fine.

## **5. What should I do if someone ignores the smoking ban?**

- 5.1 You should draw the person's attention to the 'no smoking' signs and remind them that they are committing an offence. If your warning is ignored you should report the incident to your Head of School/Unit.

## **6. What if I want to give up smoking?**

- 6.1 If you wish to give up smoking, support and advice can be obtained from the [Occupational Health Adviser](#) who will be able to provide professional assistance, on-going support and guidance.
- 6.2 [Appendix A](#) also provides a list of external organisations to seek further advice and support on how to stop smoking.

## 7. Support

7.1 Advice on any aspect of this policy and support with any difficulties experienced with local implementation can be sought from [Human Resources](#).

<b>Version number</b>	<b>Purpose / changes</b>	<b>Document status</b>	<b>Author of changes, role and school / unit</b>	<b>Date</b>
1.0	Migration of the policy to the Governance Zone.	Published	Lisa Stewart Human Resources	02/07/2019

## Appendix A: Recommended external support contact details

Organisation	Contact details	Service provided
NHS	<a href="https://www.nhs.uk/live-well/quit-smoking/nhs-stop-smoking-services-help-you-quit/">https://www.nhs.uk/live-well/quit-smoking/nhs-stop-smoking-services-help-you-quit/</a>	Provides advice and support on how to stop smoking including affordable treatments, self-help guides, 121 and group sessions and how to get a stop smoking adviser.
NHS Inform	<a href="https://www.nhsinform.scot/healthy-living/stopping-smoking/help-to-stop/local-help">https://www.nhsinform.scot/healthy-living/stopping-smoking/help-to-stop/local-help</a>	The NHS provides pharmacy and local specialist stop smoking services.
Quit your way Scotland	<a href="https://www.nhsinform.scot/care-support-and-rights/nhs-services/helplines/quit-your-way-scotland">https://www.nhsinform.scot/care-support-and-rights/nhs-services/helplines/quit-your-way-scotland</a>  0800 84 84 84	Quit Your Way Scotland is an advice and support service for anyone trying to stop smoking in Scotland. You can contact Quit Your Way Scotland for free by: <ul style="list-style-type: none"> <li>• phoning a Quit Your Way Scotland advisor on 0800 84 84 84</li> <li>• chatting online with a Quit Your Way Scotland advisor</li> </ul>
Ash Scotland	<a href="https://www.ashscotland.org.uk/">https://www.ashscotland.org.uk/</a>	Action on Smoking and Health (ASH) Scotland is the independent Scottish charity taking action to reduce the harm caused by tobacco. Our vision is that everyone has the right to good health and to live free from the harm and inequality caused by smoking.