

Policy: Smoking & Vaping

Executive Summary

This Policy entirely prohibits smoking and the use of vapour cigarettes (or other similar devices) in all University buildings, student accommodation, vehicles, and within 5 metres of building boundaries.

Organisation	Leeds Beckett University
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Owner	James Chester, Head of Health & Safety
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Sensitivity	Public
Approved by	University Executive Team (Health, Safety & Wellbeing Steering Group)
Endorsed by	Safety, Health and Wellbeing Committee
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Version reference	3.5 (where a whole number represents a full review of the Policy)
Version History - summary of changes	V1.0: 2007: Original Policy V2.0: 2012: Minor Updates V3.0: 2017: Minor Updates. Inclusion of vaping / e-cigarettes. V3.5: 2024: Update to current University Policy format. Revised title to clarify inclusion of vaping / e-cigarettes. Inclusion of definitions.

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1. Policy Statement

Leeds Beckett University is committed to providing a safe and healthy environment in which our staff and students can work and study.

This Policy is intended to avoid the exposure of staff, students, visitors and contractors to cigarette smoke and other similar exhalations that might be unpleasant or uncomfortable for them.

This Policy entirely prohibits smoking, vaping and the use of vapour cigarettes / e-cigarettes (or other similar devices) in all University buildings, student accommodation, vehicles, and within 5 metres of building boundaries.

Premises occupied by Leeds Beckett University Students' Union operate their own policy consistent with the law and this Policy.

1.1. Purpose, Scope and Application

The purpose of the Policy is to acknowledge the statutory duties imposed on Leeds Beckett University by the Health Act 2006 and its associated Regulations.

This Policy applies to all Leeds Beckett University ("the University") employees, students, visitors, contractors and service providers, and all University buildings and vehicles.

1.2. Standards

Health Act 2006

Smoke-free (Premises and Enforcement) Regulations 2006

Smoke-free (Exemptions and Vehicles) Regulations 2007

1.3. Definitions

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.
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[Section 1, The Health Act 2006]

Vaping	The action or practice of inhaling and exhaling the vapour produced by an electronic cigarette or similar device
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[Oxford English Dictionary]

1.4. Responsibilities

All employees, students, visitors and contractors are required to cooperate fully with this Policy.

1.5. Policy Management

Dissemination The Policy will be disseminated through the following methods:

- Posted on the University's intranet;
- Included in mandatory online staff health and safety training;
- Induction processes for new staff;
- School welcome / induction processes;
- Signage will be displayed summarising the Policy Statement and in compliance with legal requirements.

Monitoring The Policy will be monitored through the framework of governance, management and consultation groups and inspection / audit programmes as appropriate.

Due to the Policy being based on legal requirements, breaches of the Policy will be investigated and may result in such breaches being treated as a disciplinary offence under the University's Disciplinary rules and procedures for staff and students, or the termination of any contract for services with a third party.

Individuals who do not comply with the law may be liable to a fixed penalty fine and possible criminal prosecution by Local Authority Environmental Health Officers.

Policy Review The Policy will be reviewed every two years (or sooner if deemed necessary or appropriate) by the Central Health & Safety Service in consultation with relevant and appropriate parties.

The Policy review will consider the results of performance monitoring, any changes to relevant legislation and changing University requirements as appropriate.

Any amendments to the Policy will be endorsed by the University Executive Team or a sub-group / committee with sufficient delegated authority acting on its behalf.

Final approval of the Policy rests with the Board of Governors or a sub-group / committee with sufficient delegated authority acting on its behalf.

2. Assistance in Giving up Smoking

Assistance in Giving up Smoking Advice on the health aspects of smoking and assistance for those wishing to stop smoking is available from the NHS/UK and they also offer an online resource. Further help can be found at: <https://www.nhs.uk/better-health/quit-smoking/>