

NEWNHAM COLLEGE CAMBRIDGE

Smoke-Free Policy

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1 Introduction

The College takes the view that smoking in the workplace is a fire risk, contravenes health and safety regulations and is a health hazard to its members, staff and visitors as a result of passive smoking. Passive smoking [breathing in other people's tobacco smoke] has been shown to cause cancers, heart and respiratory disease in non-smokers.

The Health and Safety at Work Act 1974 places a duty on employers to provide a working environment that is '**Safe, without risks to health**'.

Under the Health Act 2006, the College is required to adopt a smoke-free policy with effect from 1 July 2007.

This policy will meet the National Clean Air Award criteria and is designed to ensure that those who live and work in the College and who do not smoke are not affected. This is done by preventing smoking in the workplace and public rooms. It is anticipated that concern for others will ensure the success of this policy, which may be enforced by disciplinary means if necessary.

2 Aims of the Policy

The policy seeks to:

- Guarantee a healthy working environment and protect the current and future health of all members of the College, its staff, contractors and visitors.
- Guarantee the right of non-smokers to breathe in air free from tobacco smoke.
- To comply with Health & Safety Legislation and Employment Law.
- Raise awareness of the dangers associated with exposure to tobacco smoke.
- Take account of the needs of those who smoke and to support those who wish to stop.

3 Restrictions on Smoking

Smoking is not permitted in any part of the buildings, entrances, gardens or grounds at any time, by any person, regardless of their status, except in the designated area/s.

For the College Staff, smoking is only permitted during official breaks (for example, a morning tea break or lunch break).

The designated areas are:

- Outside of Peile car park (at least 3 metres away from the buildings & any bin stores)
- Outside of Clough car park “ “
- Outside of Fawcett car park “ “
- On the edge of the Sports field (Old Hall end)
- Outside of Old Hall near MCR (in the corner)
- In front of the Porters' Lodge (in the corner by the bench/bike shed)

Suitable bins will be located in or next to these areas for safe disposal of cigarette ends etc. These designated areas will be kept under review and may need to be changed.

Smoking will not be tolerated at entrances and exits to the College buildings and is not permitted in any of the following areas: undergraduate student rooms, lifts, corridors, stairways or wells, the offices, the Porters' Lodge, staff changing or staff rest rooms, the Bar, JCR, MCR, SCR, toilets, or any of the public meeting rooms.

4 **Exceptions to the smoke free policy are listed below**

Smoking will be permitted in Senior Members' sets as these are considered to be private dwellings. However, when supervising students in their accommodation Senior Members will be asked to consider the risks of exposing students to second-hand smoke if they choose to smoke before or during a student supervision session [and the student has the right to request to have the supervision in an alternative smoke free room].

5 **Visitors**

All visitors, contractors and deliverers are required to abide by the smoke free policy. All members of the College are expected to inform their visitors, contractors etc. of the smoke free policy. However they are not expected to enter into any confrontation which may put their personal safety at risk.

6 **Vehicles**

Smoking is not permitted in College vehicles or any vehicles being used on College business.

7 **Cleaning**

Staff who are required to work in a room where the occupant is smoking may delay entering the room until such time as the smoke has cleared. Where feasible, they should undertake other duties whilst waiting and should inform the occupant that they will return once the room is free of smoke.

8 **Support for smokers**

Members of the College who smoke and request support to quit smoking will be referred to the College Nurse and will be supplied with information and contact details of local **NHS Stop Smoking Services (Cambridge OASIS 01223 723022)** or the **National Don't Give Up Giving Up free-phone helpline 0800 169 0 169.**

9 **Disciplinary Action**

If a complaint is made concerning the smell of smoke permeating communal spaces, listed although not exhaustively in Section 3, or another student's bedroom, the responsible person will be made aware of the complaint. This will be done by means of an email which will also attach a copy of the Smoke Free Policy.

Members of the College found to be disregarding the smoke free policy may be subject to disciplinary procedures.

10 **Monitoring and reviewing**

This policy will be reviewed annually to ensure that it continues to meet the aims. The Smoke-Free Policy Co-ordinator is the College Health & Safety Officer. She can be contacted by telephoning 01223 335801.

Comments related to the maintenance of this policy should be directed to the Domestic Bursar.

This policy will be reviewed annually by the College's Safety Committee which reports to the College Council.

Amended June 2012