

## **No-Smoking Policy**

### **Background**

The Health Act 2006 bans smoking in virtually all enclosed public spaces, including in places of work. The provisions took effect from 1 July 2007. The Institute is required to ensure that no-one smokes on its premises where it is against the law to do so.

The Health and Safety at Work Act 1974 places a duty on employers to ensure, so far as is reasonable practical, the health, safety and welfare of staff, contractors and visitors to its premises. The Institute considers this duty extends to considering people's exposure to second hand smoke.

The Institute recognises that the use of e-smoking devices (vaping) is not covered by the Health Act 2006 and is not currently considered to carry the same health risks as tobacco. Nevertheless, the Institute considers that vaping can cause annoyance to some and, in common with other institutions, does not wish people to vape on its premises.

### **Scope**

This policy applies to anyone present in or on the grounds or building of the Woolf Institute – the premises. This includes employees, contractors, service providers, academics and researchers, and all other visitors to the Institute attending its premises for whatever purpose.

The policy covers the use of all tobacco-based materials, including snuff, and any other smoking material. It applies also to electronic vaping.

### **The Policy**

Smoking is prohibited in or on the Institute's premises.

Employees or other visitors wishing to smoke (or vape) may only do so in the outside area designated for that purpose.

Employees must abide by the smoking policies of other institutions (including Westminster College and the Cambridge Theological Federation) when using or visiting their premises in their capacity as an employee or under the auspices of the Institute.

Employees or others acting under the auspices of the Institute may not smoke in private vehicles if they are a passenger or are carrying a passenger.

Employees or others acting under the auspices of the Institute may not smoke (or vape) while carrying out duties or responsibilities in that capacity in the United Kingdom.

Employees or others acting under the auspices of the Institute outside the United Kingdom must abide by the laws and practices of that jurisdiction.

Employees should inform the Founder Director of any employee who fails to comply with the policy, who will offer support, subject to the Institute's normal disciplinary procedures if deemed necessary.

Visitors not adhering to the policy will be asked by a member of staff to comply or leave the premises.

### **Dissemination**

This policy forms part of the Institute's staff handbook. A copy is also placed on the policies page of the Institute's website. Briefing on the policy will be included in new staff's induction training.

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