



## JESUS COLLEGE CAMBRIDGE

# Jesus College Smoking Policy

## Introduction

Jesus College aims to provide a living and working environment that is safe. The College is committed to minimising any risks to health and safety, and make adequate arrangements for those who live and work at the College.

Jesus College has adopted the following policy concerning smoking on the premises. It has been developed to protect all members, staff and visitors of the College from exposure to second-hand smoke.

## Legal background

The Health Act 2006 bans smoking in all enclosed public spaces and in the workplace in England.

In addition, employers have a common law duty to provide a safe place and system of work.

## General principles

This policy seeks to guarantee to non-smokers the right to live and work in air that is free of tobacco smoke, whilst also taking account of the needs of those who do smoke.

## Scope of this policy

This policy applies to all members of the College community and includes fellows, students, staff, visitors and conference guests.

All references to smoking also include the use of electronic cigarettes.

## **Areas where smoking is prohibited**

Smoking is prohibited in all areas of the College other than the two designated smoking areas.

The prohibited areas also include: the Chimney, the main entrance to the College, or at the entry gates situated off Victoria Avenue and Jesus Lane.

Smoking is permitted in College owned houses not in multiple occupation.

## **Areas where smoking is allowed**

The College recognises that some people will feel it necessary to smoke whilst on the premises and designated external smoking areas are therefore provided at the following locations:

on the North Court Car park; and

beside the row of garages at the end of the Library Court building.

The smoking areas will be kept clean and well ventilated, and those using them are expected to keep them tidy and dispose of any rubbish appropriately. Receptacles are provided for the disposal of cigarette ends and other waste smoking materials. Cigarettes, cigars and pipes must be extinguished using the receptacles provided to ensure there is no risk of fire. These areas will be monitored to ensure an acceptable standard of housekeeping and adherence to safety. If not maintained properly by users, the facilities may be withdrawn.

## **Vehicles**

Smoking is not permitted in any College vehicles. All College vehicles must have a 'no smoking' sticker clearly displayed inside the vehicle.

## **Consultation**

This policy has been drawn up following full consultation with fellows, students and staff (including those who smoke and those who choose not to).

## **Communication of the policy**

All fellows, students and staff will be informed of this policy, and a copy will be displayed on appropriate notice boards. The Policy will also be available on JNet and from the Departmental Managers, HR Manager and the Health and Safety Officer.

## Assistance to those who smoke

The College is not concerned whether anyone smokes (which is a personal choice), but with where they smoke and the effect that this can have on those who choose not to smoke

However, it is recognised that this policy will impact on smokers' living and working lives and that some people may wish to reduce or give up smoking, but may have difficulty in doing so. The College is keen to support any member, student or staff member who wishes to reduce the amount they smoke or give up entirely, and they should contact the College Nurse or HR Manager for further information.

Further advice can be obtained from the following organisations:

Quitline 0800 002 200 for guidance and advice on giving up smoking.

NHS Smoking Helpline: 0800 022 4332. [www.smokefree.nhs.uk](http://www.smokefree.nhs.uk).

## Enforcement of this policy

Smoking in an area other than the two designated smoking areas will be dealt with seriously. Senior members are expected to set an example and Junior members will be referred to the Dean of College. Staff members who breach this policy will be dealt with in accordance with the College Disciplinary Procedure for misconduct.

However, any breach occurring in or near any of the following areas which have a high degree of fire or health and safety risk will be regarded particularly seriously (and with regard to staff, as gross misconduct):

College fuel store (adjacent to Maintenance block)

Gardeners' vehicle shed

Pavilion

Plant Rooms

Kitchens

Members of the College community are entitled to complain if the rules of this policy are not followed. No one shall suffer any detriment by exercising his or her rights under this policy.

## **Implementation, monitoring and review of this policy**

This policy will take effect from 1 January 2012. The Bursar has joint responsibility with the Health and Safety Officer for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually), and additionally whenever there are relevant changes in legislation or to College working practices. Fellows, students and staff will be consulted about any proposed changes and adequate notice given of these.

Any queries or comments about this policy should be addressed to the Bursar, who will refer to Council as appropriate.