



## SMOKE FREE POLICY

### MAGDALENE COLLEGE, CAMBRIDGE

#### Purpose

Magdalene College has a duty under the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999 and the Health Act 2006 to ensure the health, safety and welfare of its employees and make similar provision for non-employees including students, College members and visitors who may be affected by College activity.

Exposure to second hand smoke increases the risk of lung cancer, heart disease and other serious illnesses.

#### Policy

It is the aim of Magdalene College to:

- Protect employees, students, College Members and visitors in College buildings from the harmful effects of second hand tobacco smoke.
- Ensure that all parties have a clear understanding of their rights and responsibilities.
- Ensure that the College adhere to the relevant legislation.

The smoke free policy covers all types of burnt and smoked products including tobacco, cigarettes, e-cigarettes and vapes.

#### Scope

Smoking and vaping is prohibited in all enclosed or substantially enclosed College premises. This includes company vehicles.

The prohibition of smoking is extended to include the areas immediately outside all buildings and windows within the curtilage of University property where tobacco smoke could cause a nuisance to occupants, including First Court. Anyone wishing to smoke is asked to respect the rights of others to enjoy a smoke-free environment.

Non-smoking signage is displayed at the main entrances to the College and associated buildings.

It is the responsibility of any event organisers to ensure that all College events comply with this policy and current legislation by providing a smoke-free environment.

### Smoking Areas

Smoking or vaping is only permitted in the following designated areas within College grounds:

- The grassed area at the back of Benson E.
- The designated smoking area by Brights H facing the gardener's cottage.
- Cripps courtyard.

### Non compliance

In the event of non-compliance by any person they should be asked to extinguish the smoking material and advised of the relevant smoking areas. If they continue to smoke, the matter should be referred to the Head Porter for escalation if appropriate. Visitors will be asked to stop smoking and if they fail to comply, will be asked to leave College property.

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Students found to be contravening this policy will be dealt with in accordance with the student disciplinary guidelines.

### Implementation

The Health and Safety Officer will be responsible for explaining the smoke free policy in the induction programme for new members of staff.

Responsibility for implementing this policy sits with all Heads of Department (HoDs). All staff are encouraged to facilitate the implementation of this policy.

This policy will be reviewed every 12-24 months.

### Support

Members of the College and staff 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. <https://www.nhs.uk/live-well/quit-smoking/10-self-help-tips-to-stop-smoking/>.

Ryan Carter  
Head Porter, Magdalene College  
27<sup>th</sup> April 2021  
Version 1.0

**This policy was approved by the College Health & Safety Committee on 11 June 2021.**