

3. SMOKING POLICY

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3.2.1 Aim: To provide work areas with suitably clean air, and to ensure that employees who are non-smokers are protected from the discomfort and health risks associated with exposure to tobacco smoke in the workplace.

3.3.1 Introduction: The University is required under the Health and Safety at Work Act 1974 and, more specifically, the Workplace (Health, Safety and Welfare) Regulations 1992, to ensure the health and safety of its employees, students and others at work.

3.3.2 It is the University's policy not to intrude on the privacy of individuals where their conduct or performance at work is not affected. Nor is it intended to discriminate against smokers in recruitment and admissions arrangements. The University will support individuals who wish to give up the habit of smoking.

3.4.1 Policy: The University Court adopted a policy on smoking, which became mandatory on 01st October 1997. The policy is designed to secure a healthy and safe environment for students and staff, as well as eliminating passive smoking from University premises. It is taken forward in the knowledge that medical evidence since then has continued to reinforce the link between the inhalation of tobacco smoke, either directly or by passive smoking, and serious illness.

3.4.2 The benefits of operating this policy should include reduced health and safety risks, decreasing absence levels, and an improvement of the view taken of the University as a responsible employer.

3.4.3 The policy applies to all University staff and students, as well as to visitors, contractors, and sub-contractors while on University premises.

3.5.1 NHS Lothian Smoking Policy: The ban on smoking in public places, launched across Scotland on 26th March 2006, makes it illegal to smoke in any public place that is fully or substantially enclosed. This includes NHS buildings and areas on NHS property, such as covered walkways and doorway entrances. Anyone found smoking in an area covered by the ban faces a £50 fine.

3.5.2 NHS Lothian's Tobacco Policy includes other areas near NHS Lothian buildings where smoking is banned. These include NHS Lothian grounds and areas near entrances, doorways

and windows. University staff and students working or studying within buildings on the Edinburgh bioQuarter campus should be aware of the policy adopted by NHS Lothian.

3.5.3 If people need help to stop smoking, free advice is available from SMOKELINE - 0800 84 84 84 - or from local pharmacies or GPs.

3.6.1 Implementation: The University will endeavour to ensure that its premises are free from tobacco smoke. The smoking of tobacco will not be permitted either within or immediately around any University buildings on the Edinburgh bioQuarter campus.

3.6.2 Students and staff are expected to take personal responsibility for observing the non-smoking policy and should feel able to draw the policy to the attention of colleagues and visitors to the University. This should include the display of no-smoking notices and the inclusion of appropriate statements in publicity material, particulars of appointments, invitations to events, external contracts and the like.

3.6.3 Staff, in particular, should be alert to the need to remind anyone found smoking on University premises of the above policy. Individuals who wish to smoke should be asked to do so outside University buildings using the shelters and waste disposal bins for use by smokers that are provided in some areas around the outside of some buildings.

3.6.4 Staff should most definitely avoid smoking in doorways and in the vicinity of access roads around the buildings, particularly where hazardous materials are stored.

3.6.5 The University will offer support to individuals who seek assistance in giving up the habit of smoking. However, repeated violations of the policy will fall to be considered under the University's disciplinary procedures.

3.7.1 Support Systems: The University is committed to supporting staff and students who wish to stop smoking. Cessation support and advice can be provided via individual's G.P.s or other NHS agencies. Information on smoking cessation support is available via the Occupational Health Website. Heads of departments/units/sections, line managers and supervisors can seek advice *via* the University's Human Resources Department in order to assist them in supporting any staff member or with handling any disciplinary matters.

3.8.1 e-Cigarettes: The University of Edinburgh's No Smoking Policy was amended in April 2014 to prohibit the use of e-cigarettes on non-smoking University premises. The amendment was based on guidance from the British Medical Association.

Last reviewed/updated: 25th June, 2025