

# **POLICIES AND PROCEDURES**

## **NON-SMOKING POLICY**

**Revised December 2015 to include Electronic Cigarettes**

### **1. Introduction**

St George's, University of London is required by the Health and Safety at Work Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare of employees, students, visitors, and contractors while on St George's, University of London premises.

Passive smoking causes cancer, coronary heart disease and respiratory disease and other health problems such as asthma, middle ear infections and migraine. Smoking also poses a fire risk and St George's has a duty to protect people from harm while on its premises.

St George's, University of London has agreed the following statement of policy concerning smoking at work. This Policy applies to all staff, students, visitors and contractors.

### **2. Purposes of the Policy**

This policy is established to:

- 2.1 Minimise risks to the health and safety of our staff and establish a tobacco and nicotine smoke free working environment, where non-smoking is regarded as the norm.
- 2.2 Make staff aware of the adverse effects of smoking and passive smoke exposure and provide information and facilities to help staff to break the smoking habit. In particular, the unacceptability to many patients of being treated by staff/students who smell of tobacco should be noted.

### **3. No Smoking Areas**

- 3.1 Smoking is not permitted inside the buildings or on the grounds of all St George's, University of London premises at all times. This will ensure that staff, students and visitors are protected from the dangers of passive smoking while on St George's premises.
- 3.2 Smoking is also prohibited:
  - within vehicles owned and operated by St George's, University of London;
  - within private or leased vehicles used during University business to transport a University employee or student who does not smoke any tobacco products including electronic cigarettes.

### **4. Responsibility**

- 4.1 Heads of Institute and Institute Managers, managers and supervisors are responsible for ensuring that staff, students, visitors and contractors are made aware of this Policy, and that they comply with its requirements.
- 4.2 Managers must also ensure that any staff wishing to quit smoking will be allowed to access up to six stop smoking cessation sessions during work time. Adequate cover must be provided to allow staff time off to seek help quitting.



## **5. Enforcement**

- 5.1 All staff must comply with the policy and provide a suitable role model for staff and students. People found to be in breach of this policy will be subject to the normal disciplinary procedures.
- 5.2 People smoking tobacco products or electronic cigarettes inside the buildings or on the grounds of St George's, University of London premises are required to give a civil and courteous response when asked to extinguish them. Abusive behaviour is unacceptable and will constitute a disciplinary offence.
- 5.3 No member of staff will face disciplinary action for failing to inform visitors of the policy. Staff are encouraged to make people aware of the policy but should not put themselves at risk of physical or verbal abuse.

## **6. Complaint procedure**

- 6.1 Staff wishing to register a complaint regarding non-compliance with this Policy should contact first their Head of Institute or Institute Manager in an effort to settle the complaint informally. If the matter is not resolved, staff may pursue the matter formally via the grievance procedure in their terms of service.
- 6.2 Any employee who encounters a breach of this policy and who wishes to pursue the issue should raise the circumstances with their supervisor, Institute Manager or Line Manager in the first instance, who will deal with the matter.
- 6.3 Should the matter not be resolved to the employee's satisfaction or if the breach of the policy continues, the relevant grievance procedure should be used, and where further guidance is required contact should be made with the Human Resources Department for advice.

## **7. Smoking cessation**

- 7.1 General Practitioners provide information, support and advice on smoking cessation.
- 7.2 Information and support on giving up smoking can be found on the NHS website, Giving up smoking: <http://www.givingupsmoking.co.uk/> or the NHS Smoking Helpline: 0800 169 0 169.
- 7.3 The Wandsworth Stop Smoking Service can be contacted on 020 8725 0981 email: [stopsmokingclinic@stgeorges.nhs.uk](mailto:stopsmokingclinic@stgeorges.nhs.uk) website:  
This is a community based stop smoking service throughout the Wandsworth area, offering help and support to smokers wishing to stop. The service offers a 6 week treatment programme, either in a group programme or on a one-to-one basis with a community advisor. There are 84 community advisors mainly in pharmacies and GP surgeries. Access to Wandsworth Stop Smoking Service is free to everybody who resides or works anywhere in Wandsworth Borough (or is registered with a GP in Wandsworth).

## **7.4 Counselling Services:**

**STAFF-STUDENT OCCUPATIONAL HEALTH DEPARTMENT**  
St George's Hospital  
Tel: 020 8725 1662





## **STUDENT & STAFF COUNSELLOR**

Level 2, Hunter Wing

St George's, University of London

Tel: 020 8725 3628

Non-judgmental confidential help in understanding and solving problems.

*First published July 1999*

*Revisions January 2006 to comply with St George's NHS Trust Smoke-Free Policy*

*2<sup>nd</sup> Revision December 2015 to comply with St George's NHS Trust Smoke-Free Policy*

*Last reviewed 2015*