

No Smoking Policy

UPR HS06 version 03.0

Policies superseded by this document

This document replaces version 02.0 of UPR HS06, with effect from 20 March 2026.

Summary of significant changes to the previous version

This document has had a full review and restructure. Key additions include roles and responsibilities, clarifications on smoking breaks, and support information on cessation for staff.

Glossary

A glossary of approved University terminology can be found in [UPR GV08](#).

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1 Introduction

- 1.1 The University of Hertfordshire is committed to providing healthy and respectful working and learning environments for all staff, students, and visitors. In so doing, it recognises smoking as a fire risk, and a known health risk, to smokers, and to non-smokers (through “passive smoking”). This policy aligns with the smoke-free principles and requirements under the Health Act 2006, as well as the requirements under other relevant Health and Safety legislation, to ensure these risks are suitably addressed.

2 Purpose

- 2.1 The purpose of this policy is to guarantee the rights of non-smokers to breathe smoke-free air, while acknowledging the rights of those who continue to smoke or are on their journey to cessation, and to maintain a fire safe environment. The policy does not seek to control whether individuals smoke or not, but rather, outlines where and when smoking is not permitted on University premises, support those who seek cessation, and in general, promote the overall health and wellbeing of the university community.

3 Scope

- 3.1 This policy applies:
- At all times (inside and outside of working hours).
 - To all University-owned, leased, or managed premises and vehicles.
 - To all staff, students, contractors, visitors, and members of the public whilst occupying University property.
 - To all forms of smoking, including:
 - Cigarettes
 - Cigars
 - Pipes
 - Herbal cigarettes
 - E-cigarettes and vaping devices (notwithstanding their use in cessation)
 - Waterpipes/shisha

4 Responsibilities

4.1 Individuals:

All persons on campus or in University-controlled vehicles are responsible for adhering to this policy and should report to security anyone they observe refusing to comply.

4.2 Managers and supervisors (staff):

Are responsible for promoting awareness through local induction and other means, overseeing staff breaks, ensuring staff compliance within their working environment, and escalating to HR any related misconduct. (See 8.1.)

4.3 Lecturers and supervisors (students):

Are responsible for student compliance within their respective teaching and learning environment and escalating any related misconduct to the Office of the Dean of Students. (See 8.1.)

4.4 Estates:

Will maintain signage and cigarette bins across university premises and undertake fire risk assessments to ensure compliance with fire safety arrangements.

4.5 Security personnel:

Will request individuals cease smoking in areas where smoking is not permitted and have the authority to remove from site any persons refusing to comply.

4.6 Human Resources:

Will ensure staff awareness of the University's policy on smoking through contractual arrangements and corporate induction, will promote wellbeing programmes and support staff disciplinary proceedings.

4.7 Dean of Students:

Will ensure student awareness of the University's policy on smoking through pre-start information and student induction, will promote student wellbeing programmes, and support student disciplinary proceedings.

4.8 Occupational Health:

Oversee the Employee Assistance Programme and provide information, support and advice on cessation.

4.9 Health and Safety:

Will maintain this policy and ensure it is up to date with current legislation.

5 General Rules

5.1 The University of Hertfordshire is committed to providing healthy and respectful working and learning environments for all staff, students, and visitors. In so doing, it recognises smoking as a fire risk, and a known health risk, to smokers, and to non-smokers (through "passive smoking"). This policy aligns with the smoke-free principles and requirements under the Health Act 2006, as well as the requirements under other relevant Health and Safety legislation, to ensure these risks are suitably addressed.

5.1.1 Smoking in all forms is prohibited in all buildings (including study bedrooms) and only permitted outdoors, at least 10m away from any University building.

5.1.2 Smoking in all forms is prohibited in any vehicle owned by the University or hired for use on University business.

5.1.3 Appropriate "No Smoking" signs will be displayed at all entrances to the premises, in University managed vehicles, and other key locations as deemed appropriate.

5.1.4 Staff may request permission from their line manager/supervisor to step outside the building during breaks to smoke. However, they must return to their workplace at the due time. Please note, under the Working Time Regulations (WTR), adult

employees are to be provided with a rest break period of at least 20 minutes if they work for more than six hours in a working day. Anything beyond this is at the University's discretion and will be specified within your employment contract. This means that there is no obligation to permit any additional time for smoking at work beyond contractually allowed breaks. If necessary, line managers (at their discretion) may allow some flexibility in how breaks are broken up, to allow more frequent but shorter breaks that may be used for smoking. However, the total length of breaks should not exceed what the University permits, and any flexibility afforded to smokers, should also be afforded to non-smoking staff.

Worked example: Where staff are ordinarily entitled to a 1-hour University lunch break, this total already includes the 20 minutes WTR minimum. So, staff might choose to use 30 minutes for lunch and have 3 x 10-minute smoking breaks during the day at times agreed with their line manager.

- 5.1.5 Any concerns staff may have regarding smoking at work should be raised with their line manager/supervisor.
- 5.1.6 The University aims to become a no smoking campus and to this end will consult with interested parties.

6 Support for Smoking Cessation

- 6.1 The University is committed to supporting individuals who wish to stop smoking. Support includes:

- [NHS smoking cessation services](#)
- [Local stop-smoking programmes](#)
- [Occupational Health Wellbeing Clinics](#)
- [Employee Assistance Programme](#)

7 Training

- 7.1 This policy will be brought to the attention of all new staff as part of their induction process, and they will be directed to the relevant clause in their contract of employment. This policy will also be included in student induction, contractor induction and to other visitors who present at our site receptions.

8 Enforcement

- 8.1 This policy is an extension of the University's corporate Health and Safety policy UPR HS08. Failure to comply, constitutes misconduct and may be dealt with under the relevant disciplinary policies (UPR HR02 for staff and UPR SA13 for students).

Prior to escalation, managers, supervisors and lecturers at their discretion, may choose to provide informal reminders and support for first-time staff or student breaches. Notwithstanding, security are authorised to remove from site any persons refusing to comply.

Sharon Harrison-Barker
Secretary and Registrar
Signed: **20 March 2026**

Alternative format

If you need this document in an alternative format, please email us at governanceservices@herts.ac.uk