**Smoke Free Policy**

*Approved by Council on 28 June 2007*

**Purpose**

This Policy has been developed to protect all employees, students and visitors from exposure to second-hand smoke and to assist compliance with the Smoke Free regulations (2007).

It covers all substances that a person can smoke including manufactured and hand rolled cigarettes, pipes, cigars, herbal cigarettes and water pipes (including shisha, hookah and hubble-bubble pipes, and the use of all electronic cigarettes).

This Policy has been drawn up in conjunction with the Students’ Union. Staff and students were consulted.

**Goldsmiths policy**

It is Goldsmiths Policy that workplaces should be smoke free, in line with legislation; all staff and students have the right to work in a smoke free environment, whilst protecting the views of smokers and non-smokers alike.

Goldsmiths has designated areas of the campus as smoke-free, eg: all areas falling within a 5 metre zone of any part of a College owned or managed building, including doorways, windows, garden areas etc.

Smoking is therefore prohibited:

* within a 5 metre zone of any part of a Goldsmiths owned or managed building or anywhere where smoke could drift into a building;
* in all enclosed or substantially enclosed areas including Loafer's garden, the Quad, and the frontage area of Laurie Grove Baths Building and the New Academic Building;
* in all Goldsmiths vehicles;
* on the balconies of the Richard Hoggart Building;
* on the terraces of the New Academic Building and the Ben Pimlott Building;
* at the side and rear entrances of the Richard Hoggart Building.
* To the side courtyards and passage way between St James Hatcham Building and Laban Annex

**Halls of Residence**

No smoking is permitted in halls of residence including communal areas, except in designated areas.

**Additional smoke-free areas**

In addition, the following areas have been designated non-smoking.

* Front forecourt area of the Richard Hoggart Building (apart from in the designated smoking area).

**Designated smoking areas**

In some areas, smoking shelters or locally designated smoking areas will be identified. These will be an appropriate distance away from buildings to avoid smoke drifting through open doors or windows, or people having to pass through smokers to access a building.

There will be signage in key areas to indicate where the nearest smoking area is located.

Cigarette waste should be disposed of properly and considerately in a safe manner in designated bins, and not dropped on to the ground.

All staff, students, contractors and visitors are expected to adhere to this Policy.

**Implementation**

The updated Policy will be on the Estates and Facilities web pages. It will also be included in induction materials provided for new students.

* The Registrar and Secretary is responsible for the implementation and review of this Policy.
* The Director of Estates and Facilities office is responsible for providing No Smoking signage inside and outside buildings, and inside College vehicles.
* All staff and students must adhere to and support the implementation of the Policy.
* Contractors will be informed prior to starting work on site.

**Exceptions**

Exceptions under smoke free law is where the artistic integrity makes it appropriate for a performer taking part in a performance to smoke. This applies only during the technical rehearsal, dress rehearsal and performances: not during general rehearsals or any other time, nor in dressing rooms or green rooms. Fire precautions must be observed as advised by the Departmental Health and Safety Coordinator.​

**Non-compliance**

Staff and students breaching this policy will be subject to relevant university disciplinary procedures.

Contractors will be asked to leave the campus.

**Help to stop smoking**

The [NHS](http://gosmokefree.nhs.uk/) offers a range of free services to help smokers give up, and advice is also available from the [Health and Safety web pages](http://www.gold.ac.uk/health-safety/smoke-free-policy/).

Approved by Council, 28 June 2007 (with minor amendment by Chair's action, date June 2014).

Note: Visit <http://www.nhs.uk/smokefree/> for more information or to find your local NHS Stop Smoking Service.