



Oriel  
College

UNIVERSITY OF OXFORD

## **SMOKING AND VAPING POLICY**

## CONTENTS

A.	Introduction .....	2
B.	Information Security Classification .....	2
C.	Delegated Authority .....	2
D.	Policy Statement .....	2
E.	Procedure .....	2
F.	Scope .....	3
G.	Training and Responsibilities .....	3
H.	Internal Help and Raising Concerns .....	3
I.	Consequences of Non-Observance .....	3
J.	Further Help .....	3
K.	Reference .....	4
L.	Appendices .....	4
	<b>Support for Smokers.....</b>	<b>4</b>
M.	Version Control Table .....	4

**A. Introduction**

This policy has been developed in order to protect all employees, visitors, and College members from exposure to second-hand smoke and to comply with the Health Act 2006.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease, and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

The College's priority is to ensure that all within its community are adequately protected from health risks.

**B. Information Security Classification**

This policy contains restrictions on smoking relating to external visitors to College as well as College members, and so will be posted on the College website. The policy will also be available on the internal SharePoint policy resource, and from the governance officer ([governance@oriel.ox.ac.uk](mailto:governance@oriel.ox.ac.uk)).

**C. Delegated Authority**

The Governing Body have delegated responsibility for this policy to the Health and Safety Committee.

The owner of the policy is the Domestic Bursar. It is the responsibility of the Domestic Bursar to ensure that the policy is kept up to date in line with any regulation and guidance changes, and to bring any policy reviews to the Health and Safety Committee for approval.

It is the responsibility of the Lodge staff to ensure that College members and visitors to College adhere to this policy on a day to day basis, challenging those who smoke in unauthorised areas.

**D. Policy Statement**

The College recognises its responsibility to ensure that all employees, visitors and College members are able to enjoy an environment that is free of excessive smoking.

This policy ensures that College is able to provide a safe environment for those within its community and adheres to relevant legislation. This policy applies to both cigarettes and all other nicotine devices, such as e-cigarettes or vapes.

**E. Procedure**

Smoking is permitted on the smoking benches either side of Second Quad. Smokers should take care not to smoke directly into windows of offices or rooms where other College members are working.

All other College buildings, including all accommodation, shared spaces such as communal kitchens, bathrooms, common rooms, bars, and all semi-enclose areas

(such as the main entrance to the College, the canopy leading to the Hall, and College vehicles) are designated as smoke-free.

Smoking will not be permitted in any other area on the College premises in order to preserve the right of employees, students, and other College members to enjoy a smoke-free environment.

Employees are only permitted to smoke whilst off-duty, and must do so in the authorised area above.

#### **F. Scope**

This policy and the stipulations set out in **section E** must be obeyed by all employees, visitors and College members.

#### **G. Training and Responsibilities**

No additional training is required to adhere to this policy.

It is the responsibility of all staff and College members to support the day-to-day enforcement of this policy. Those smoking in undesignated areas should be reminded of this policy.

It is the responsibility of College members and staff to inform visitors of the College's smoking policy should they be found in violation of it.

#### **H. Internal Help and Raising Concerns**

Those who find that any College member, employee, or visitor refuses to adhere to this policy after having been challenged and reminded of it should report this matter to the on-duty lodge staff, who should then investigate the matter further.

Those who continually refuse to adhere to the smoking policy should be asked to leave College premises.

#### **I. Consequences of Non-Observance**

The College disciplinary procedure will be followed if an employee, College member, or visitor fails to comply with this policy.

Students will be reported to the dean, and employees and other members will be reported to the Domestic Bursar and Senior Dean.

Visitors to the College will be asked to leave College premises.

Those who do not comply with this policy may also be liable to a fixed penalty charge and possible criminal prosecution.

#### **J. Further Help**

Questions surrounding this policy should be directed to the Domestic Bursar ([matthew.morgan@oriel.ox.ac.uk](mailto:matthew.morgan@oriel.ox.ac.uk)) in the first instance.

**K. Reference**

This policy should be read in conjunction with the College's Health and Safety Policy.

Copies of this policy are available from the internal policy SharePoint resource, or from the governance officer ([governance@oriel.ox.ac.uk](mailto:governance@oriel.ox.ac.uk)).

**L. Appendices****Support for Smokers**

The College Nurse is able to offer free advice and assistance to employees and College members who would like to stop smoking.

Alternatively, the NHS offers a range of free services to help smokers give up. For more information, call the NHS Smoking helpline on 0300 123 1044, or visit [better health](#) for more information.

You can also visit [this website](#) for more information on stopping smoking services.

**M. Version Control Table**

Version	Owner	Agreed by Health and Safety Committee	Agreed by Governing Body	Reason for amendment	Amended by	Next review	Further notes
v.1	Domestic Bursar	01 November 2022	This was never agreed by Governing Body	This is the original version.		<b>October 2026</b>	
v.2	Domestic Bursar	04 November 2025	12 November 2025	The original version was never agreed by Governing Body	Governance Officer	<b>TBC</b>	