

Smoking and Vaping Policy

Introduction

Keble College is committed to providing a safe, healthy, and inclusive environment for all staff, students, and visitors. The College recognises its legal obligations under the Health and Safety at Work Act 1974, the Workplace (Health, Safety and Welfare) Regulations 1992, and the Health Act 2006 to ensure a smoke-free workplace.

This policy aims to protect individuals from exposure to second-hand smoke and vapour, while providing a clearly defined and controlled area for those who choose to smoke or vape.

Scope

This policy applies to:

- All students and staff
- Visitors, guests, and conference attendees
- Contractors and any other individuals on College premises

All members of the College community are expected to comply with and support this policy.

Definition of Smoking and Vaping

For the purposes of this policy, “smoking” includes:

- Cigarettes, cigars, and pipes
- Electronic cigarettes (e-cigarettes) and vaping devices
- Herbal cigarettes
- Shisha, hookah, and similar products

All such activities are subject to the same restrictions.

General Prohibition

Smoking and vaping are prohibited in all College buildings without exception. This includes:

- Student bedrooms
- Offices and teaching rooms
- Common rooms (including JCR and MCR)
- Staircases, corridors, and shared facilities
- College vehicles
- Kitchens and service areas
- Smoking or vaping from windows, balconies, or doorways is not permitted, as this can expose others to smoke or vapour and create fire and litter risks.

Designated Smoking and Vaping Area

Smoking and vaping are permitted only in the designated area, located:

- **Parks Road - Hayward Quad, opposite the bar, along the wall between the JCR and MCR**
This location has been selected because it:
 - Is set back from the main pedestrian routes
 - Is not directly adjacent to or beneath bedrooms
 - Avoids proximity to teaching spaces and kitchen facilities
 - Is close to the bar, providing a practical and contained location
 - Minimises exposure to non-smokers and disruption to college activities

- **HBAC – Mickie Lane, Banbury Road side, near Amazon Lockers**

This location has been selected because it:

- Is set back from the main pedestrian routes
- Is not directly adjacent to or beneath bedrooms
- Avoids proximity to teaching spaces and kitchen facilities
- Minimises exposure to non-smokers and disruption to college activities

- **Sports Ground –No Smoking**

This decision has been made because the Sports Ground is not regularly staffed

- Pop-up smoking areas can be booked as part of event bookings

- **Squash Court – No Smoking**

This decision has been made because the Squash Court is not regularly staffed and is shared with another college

- **Boat House – No Smoking**

This decision has been made because the Boat House is not regularly staffed

- Pop-up smoking areas can be booked as part of event bookings

- **Binsey Boat Shed – No Smoking**

This decision has been made because the Boat Shed is not regularly staffed.

These are the only permitted areas for smoking and vaping for all staff, students, visitors, and conference guests.

Use of the Designated Area

Individuals using the designated areas must:

- Dispose of cigarette ends, vaping cartridges, and related waste in the receptacles provided
- Keep the area clean and free from litter
- Ensure smoking materials are fully extinguished
- Be considerate of others, including avoiding excessive noise
- Not obstruct access routes

The College reserves the right to amend or relocate the designated area if necessary.

Breaks and Conduct

Smoking and vaping must only take place during recognised breaks. All must ensure that use of the designated area does not interfere with work, study, or academic commitments

Equality, Diversity and Inclusion (EDI)

The College recognises that individuals may have differing sensitivities, health conditions (including asthma and other respiratory conditions), or cultural perspectives relating to smoking and vaping.

This policy seeks to:

- Protect all members of the College community from unwanted exposure to smoke and vapour
- Ensure that shared spaces remain accessible, comfortable, and inclusive
- Balance the needs of those who smoke or vape with the rights of others to a clean and healthy environment

Where appropriate, the College will consider reasonable adjustments to mitigate unintended impacts of this policy on individuals with particular health conditions or disabilities, in line with its wider equality and welfare responsibilities.

All members of the College are expected to act with consideration and respect toward others in this regard.

Environmental Responsibility

Keble College is committed to environmental sustainability. Smoking and vaping-related waste, including cigarette ends and disposable vaping products, can have a significant environmental impact. Users must:

- Dispose of all waste in the designated receptacles
- Not discard cigarette ends, packaging, or devices anywhere outside of the receptacle provided
- Avoid use of single-use vaping products where possible

Failure to manage waste appropriately may be treated as a breach of this policy.

Visitors, Events, Conferences, and Contractors

Staff and students hosting visitors, conference guests, and contractors are responsible for:

- Informing them of this policy
- Directing them to the designated area
- Ensuring compliance

Event organisers must ensure this policy is clearly communicated in advance.

Signage and Facilities

The College will:

- Display clear “No Smoking / No Vaping” signage across College buildings
- Clearly identify the designated smoking and vaping area
- Provide appropriate waste receptacles

Compliance and Enforcement

All members of the College community share responsibility for upholding this policy. Breaches will be addressed as follows:

- Students: fines and/or disciplinary action by the Dean
- Staff: College disciplinary procedures
- Visitors/guests/contractors: may be required to comply or leave the premises

Repeated or serious breaches may result in escalation. Failure to comply may also constitute an offence under relevant legislation.

Fire Safety

Smoking materials present a fire risk. All users must:

- Fully extinguish cigarettes and other materials
- Use only designated receptacles
- Never dispose of smoking materials in general waste bins

Support for Smoking Cessation

The College encourages and supports those wishing to stop smoking or vaping. Support is available via:

- The College Nurse
- NHS Stop Smoking Services

Policy Review

This policy comes into effect on 1st September 2026 and will be reviewed triennially to ensure it remains effective, fair, and aligned with legal requirements and best practices. It will also be reviewed by HR/Equality Committee in MT2026.

This is a public facing policy.

Approved by Governing Body TT26
Issued September 2026