

# RADA

## Royal Academy of Dramatic Art

### Smoking & Vaping Policy

In this document, “you” and “your” means the student; “we”, “us” and “our” mean RADA.

#### Aim

1. The Aim of this policy is to consolidate the information that is already available in various other RADA policies and handbooks into one document.
2. This is a RADA wide policy and applies to staff, students and visitors.

#### General rules

3. Smoking isn't allowed in any enclosed workplace, public building or on public transport in the UK [Smoking at work: the law - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
4. Smoking and Vaping is prohibited in all RADA premises, including roof terraces the only [exceptions](#) are as below.
5. If you smoke or vape you should do so before or after your normal working hours or during breaks.
6. You are **not permitted** to smoke or vape in the following external areas adjacent to the RADA buildings
  - a. Emergency exits either side of the Malet Street entrances
  - b. Directly outside front entrance of Gower Street
  - c. On the steps or accessible ramp, Chenies Street
  - d. Behind Chenies Street on the steps or in the car park
  - e. Entrance way of RADA studios
  - f. Entrance door way to Charlotte Street

#### Smoking and Vaping whilst on Video calls

7. We are aware people work remotely and we kindly ask that you refrain from smoking or vaping when on video calls (Teams/Zoom etc).

#### Smoking in RADA Productions and classes

8. Smoking and vaping are NOT permitted onstage in RADA productions or in class rooms based projects – this includes herbal cigarettes see below for any [exceptions](#) to this.
9. Cigarettes and lighters / matches can be used as props if a character needs to be portrayed as a smoker. The cigarette may not be lit and smoked.
10. The same applies to cigar and pipes.
11. The use of matches and lighters should not be used in classrooms and projects where a stage manager is not present in order to fully risk assess the use of these items.

### Exceptions

12. Nicotine-free vapes or e-cigarettes including fake prop cigarettes may be used in a public production only if a character needs to be seen to be actively 'smoking' as part of the action.
13. Students consent must be obtained even for smoking Nicotine-free vapes or e-cigarettes. We will ask you for formal consent before the casting process to minimise any disruption within a rehearsal process but as part of the rehearsal process you will be asked again for your consent regarding smoking. The Stage Management team will manage this. You have the right to refuse this consent and, in this circumstance, the Principal and the Director of Actor Training will be notified and alternative staging arrangements proposed. You have the right to refuse consent and we uphold your right to make this decisions regarding smoking, without any pressure or coercion from us, the director or creative team, or other cast members.

### Support

14. If you do smoke and/or vape you can seek support in stopping via the following means
  - a. Students – Please make contact with the Student Wellbeing Service [wellbeing@rada.ac.uk](mailto:wellbeing@rada.ac.uk)
  - b. Staff - please seek support via the Employee Assistance Programme. The website and helpline are confidential and open 24 hours a day 365 days a year.  
  
Telephone 0800 048 2702  
[www.unumlifeworks.co.uk](http://www.unumlifeworks.co.uk)  
  
User id: Unum password lifeworks
  - c. NHS Support - [Quit smoking - NHS \(www.nhs.uk\)](http://www.nhs.uk)

### Disciplinary Action

15. Students – if you do not following the rules on smoking/vaping as outlined in this policy or other documents you will be subject to the Code of Conduct and Non-academic misconduct policy.
16. Staff – Contravention of this may result in disciplinary action.

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