

SMOKE FREE POLICY

1. Policy Statement

- 1.1 It is the policy of the University that all our workplaces are smoke free, and all employees, students and visitors have a right to work in a smoke free environment.
- 1.2 This policy has been developed to protect all employees, students and visitors to the University from exposure to second-hand smoke, to assist compliance with the Health Act 2006 and health and safety legislation.
- 1.3 The University acknowledges that exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. The University does not encourage smoking amongst its staff and students, and those who do, smoke at their own risk.
- 1.4 This policy shall include the use of electronic cigarettes (e-cigarettes) and vaping products.

2. Scope of Policy

- 2.1 The policy covers all University premises including the premises occupied by the Students' Union (such as offices, teaching rooms, corridors, loading bays) and any vehicles used on University business. Smoking in these areas is a criminal offence.
- 2.2 This policy applies to all employees, consultants, contractors, students and visitors. Anyone who manages or controls smoke-free premises or vehicles may incur criminal liability if they fail to prevent smoking in a smoke-free place.
- 2.3 Smoking is prohibited throughout all University premises. This shall include:
 - All buildings used or occupied by the University;
 - All University owned vehicles including any vehicle hired or on lease to the University and in any other case whilst driving with others on University business;
 - Entrances of buildings or open windows owned or used by the University for the conduct of University business;
 - Where smoke can enter substantially enclosed workplaces or enclosed public places;
 - Where there are specific restrictions in force eg. near highly flammable liquids or gases;
 - All University Halls of Residence that are designated no smoking.
- 2.4 Electronic cigarettes and vaping products:
 - 2.4.1 To avoid confusion on interpretation and enforcement of the Smoke Free Policy e-cigarettes and vaping products will be treated as cigarettes under this policy.
 - 2.4.2 The University acknowledges that some employees may wish to make use of e-cigarettes, particularly as an aid to giving up smoking. The prohibition of e-cigarettes wherever smoking is prohibited is on the basis that:

- although they do not produce smoke, e-cigarettes produce a vapour that could provide an annoyance or health risk to others;
- these products do not provide recognised health benefits while introducing negative consequences including undermining the enforcement of the Smoke Free Policy.

2.4.3 The use of e-cigarette chargers is prohibited throughout all University premises and vehicles.

2.5 Smoking Areas Outside Buildings:

Staff and students wishing to smoke are requested to do this away from doors, windows and access routes into the buildings. This is to prevent smoke entering the building through windows; to avoid the accumulation of litter at entrances and to enable people to enter and leave the building without passing through an area used for smoking. The University reviews the location of litterbins to facilitate smoking away from these areas. Cigarette waste should be disposed of properly and considerately in a safe manner.

2.6 Student Halls of Residence:

2.6.1 It is appreciated that the Halls of Residence are homes to students and therefore students are permitted to smoke although strictly only in the bedrooms designated for smokers. Any student occupying a designated smoking bedroom should have consideration for others by keeping his/her door closed.

2.6.2 All other bedrooms and all communal areas within the Halls of Residence are smoke free. This includes: laundries, wardens lodge, staircases, corridors, bathrooms, toilets, kitchens and lounge areas. Smoking will not be permitted in the entrance of blocks.

2.6.3 The policy will apply to all residents and their guests at all times. Student Services staff will allocate the rooms according to preference and availability. Signage will be placed in flats, entrances and exit areas advising residents and visitors of the smoke free policy.

3. Responsibility for the Policy

3.1 Implementation of this policy depends on the support of employees at all levels and a clear understanding by all staff and students of their responsibilities to ensure a healthy environment for themselves and others. It is expected that smokers will take a responsible attitude to the practice of smoking.

3.2 All staff are obliged to adhere to, and support, implementation of this policy including requesting anyone found to be in breach of the policy to stop and report anyone who does not to a member of the management team. It is the responsibility of staff to ensure that students comply with the University's Smoke Free Policy.

3.3 It is the responsibility of the employee or student who brings visitor(s) on site to ensure that they are aware of and comply with the University's Smoke Free Policy – if they do not, they will be required to leave University premises.

3.4 The Students' Union fully supports this policy and is committed to the implementation and adherence of this policy. The General Manager of the Students' Union will be responsible for ensuring that the policy is complied with in all premises under their managerial control.

3.5 The University shall ensure that all new employees and students are made aware of and/or provided with a copy of the policy on induction.

4. Breaks/Rest Periods

Employees who wish to smoke during the working day may be permitted reasonable breaks, in agreement with their line manager, provided these do not prevent them from satisfactorily carrying out their responsibilities and work duties. Work time lost to breaks unrelated to work activity should be made up as necessary. This applies equally to smokers and non-smokers.

5. Compliance with the Policy

5.1 All University staff and students, visitors, contractors and sub-contractors must comply with this policy.

5.2 Any employee or student who breaches this policy may result in appropriate action being taken under the relevant disciplinary policy or procedure. The University may terminate its relationship with other individuals and organisations working on its behalf if they breach this policy.

5.3 Those who do not comply with this policy are reminded that it is a criminal offence to smoke in smoke-free areas and doing so may carry a fixed penalty of £50 or prosecution and a fine of up to £200.

6. Other related and relevant information

- www.smokefreeengland.co.uk
- NHS Smoke Free National Helpline 0300 123 1044 or visit <https://www.nhs.uk/smokefree>
- <http://www.boltonft.nhs.uk/services/smoking-cessation/>
- <https://www.gov.uk/smoking-at-work-the-law>

TITLE OF POLICY: Smoke Free Policy	
Policy Ref	VC/01/2019/SF
Version Number	2.0
Version Date	February 2019
Name of Developer/Reviewer	Contracts and Legal Compliance Adviser (Developer) Registrar (Reviewer)
Policy Owner (Group/Centre/Unit)	Vice Chancellor's Office
Person responsible for implementation (postholder)	Vice Chancellor, All Staff and All Students
Approving Committee/Board	Executive Board
Date Approved	19 February 2019
Effective from	
Dissemination method (e.g. website)	University website: https://www.bolton.ac.uk/about/governance/documents/ https://www.bolton.ac.uk/about/governance/policies/student-policies/ Staff induction

	Issued to staff via all staff email Student Induction
Review Frequency	As and when required.
Reviewing Committee	Executive Board
Consultation history (individuals/group consulted and dates)	
Document History (e.g. rationale for and dates of previous amendments)	Updated to reflect use of electronic cigarettes and vaping products. Replaces previous policy (June 2007)