

## Location, Access and Dissemination of the Policy

Overall responsibility for the policy implementation rests with the Vice Chancellor. However, 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 reporting 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. The Student Union fully supports this policy and is committed to the implementation and adherence of this policy within the building occupied by the Student Union. 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. The Vice Chancellor shall ensure that all existing employees, consultants and contractors are informed of the policy and their role in implementing and monitoring of the policy. They will also ensure that all new employees are given a copy of the policy within their induction. Appropriate 'no-smoking' signs will be clearly displayed at the entrances to the premises and in all smoke free vehicles and it is also a disciplinary offence to remove these signs.

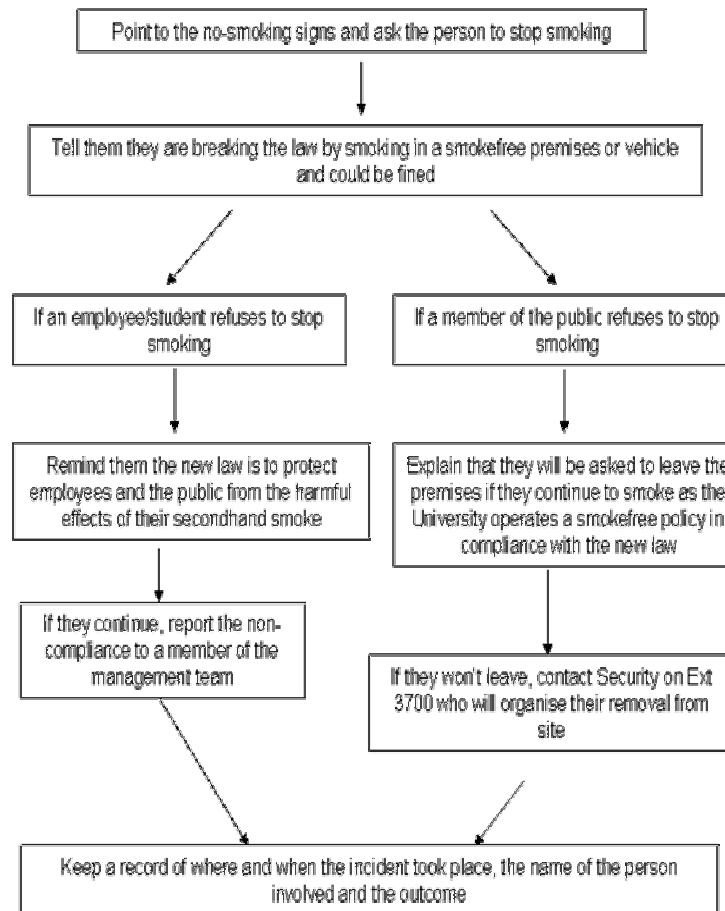
*Note that this policy is current as at the date of issue. However, the University reserves the right to make such changes as may be required in the future – the Controlled Copy will reflect the latest issue.*

June 2007

### GUIDANCE FOR ALL STAFF /STUDENTS WHO DO NOT MANAGE OR CONTROL SMOKEFREE PREMISES

#### HOW TO DEAL WITH SMOKING IN A SMOKEFREE PLACE

If you are working within smokefree premises and/or vehicles, you will have a responsibility to prevent people from smoking in them. If someone does smoke in any premises or vehicles, here are some practical steps you might take to deal with them.



## Smoke Free Policy



University of Bolton



## The Smoke Free Law

New legislation comes into force that will ban smoking in virtually all public premises and workplaces in England from 1 July 2007. This will include the University and the Students' Union building.

## Policy Statement

It is the policy of the University that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment. Smoking is prohibited in all public buildings and around their entrances and open windows. This ensures that smoke does not enter a building from outside and that people entering or exiting the premises are not exposed to second-hand smoke. Should someone become exposed to second-hand smoke in this way, they have the right to request that the smoker moves and the smoker is expected to respect that request. The prohibition covers all enclosed or substantially enclosed public areas and applies to any type of structure including tents and marquees. Smoking is also prohibited in all university vehicles and the University reserves the right to designate other areas on its property as no-smoking areas.

## Policy Scope, Context and Rationale

The policy shall come into effect on Sunday 1 July 2007 and covers all parts of University buildings including the building occupied by the Student Union (such as offices, teaching rooms, corridors, loading bays) and any vehicles used on university business. Smoking in these areas is a criminal offence. 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.

The policy has been developed to protect all employees, students and visitors from exposure to second-hand smoke and to assist compliance 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 University does not encourage smoking particularly amongst its staff and students, and those who do, smoke at their own risk.

It is appreciated that the Halls of Residences 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. All other bedrooms and all communal areas within the halls of residence(s) 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. 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 smoking policy.

## Other Related Policies and Procedures

Failure to comply with this policy will be considered

a matter of misconduct and action would be taken under local disciplinary procedures. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

Working in a private dwelling is generally exempt from smoke-free legislation, but for further details see the Home-working Policy.

## How can I find out more about the new smoke free law?

You can find out more about the new law from the Smokefree England website

[www.smokefreeengland.co.uk](http://www.smokefreeengland.co.uk)

or from Bolton Council's website:

[www.bolton.gov.uk](http://www.bolton.gov.uk)

(click on 'A to Z' and then 'Smoking Ban')

## Do you want to give up smoking?

The NHS offers a range of free services to help smokers give up. Visit [gosmokefree.co.uk](http://gosmokefree.co.uk) or call the NHS Smoking Helpline on 0800 169 0 169 for details. Alternatively text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Service.

