



**LIVERPOOL HOPE
UNIVERSITY**

175 YEARS OF ACADEMIC
EXCELLENCE

SMOKING POLICY

Responsibility for Policy:	Director of Personnel
Approved by and date:	University Council 28 November 2017
Frequency of Review:	5 Yearly Reviewed 6 September 2022
Next Review date:	September 2027
Related Policies:	Control of Contractors COP New Staff Induction COP
Minor Revisions:	2022- Update to job titles/ contact information

This Policy sets out the University's arrangements for compliance with the Smoke-free (Premises and Enforcement) Regulations 2006. To control exposure to environmental tobacco smoke whilst at work, the Smoke-free Regulations 2006 ban smoking in enclosed public places, workplaces and public and work vehicles. The University has a legal duty to ensure that the working environment is smoke free **therefore all University buildings and vehicles are designated as non-smoking.**

Other implications of the Smoke-Free Regulations include a requirement to sign premises and vehicles appropriately and the creation of offences for smoking or failing to prevent smoking applicable to those who control or manage premises and vehicles.

The University intends to comply fully with the Smoke-Free Regulations and associated Regulations introduced in 2007 whilst encouraging a sensible approach to smoking to accommodate the views of both smokers and non-smokers.

To fulfil the objectives of Smoke-free legislation, the University shall:

- a) prohibit smoking on all premises, except in designated areas managed by the University.
- b) prohibit smoking in any University managed vehicle or vehicle hired for business purposes. These restrictions also apply to private vehicles used on University business when there is more than one person being carried in the vehicle.
- c) prohibit smoking in all student accommodation owned and operated by the University. These restrictions apply to all private study bedrooms and ALL shared areas such as corridors, stairways, bathrooms, kitchens, entrances or reception areas.
- d) display appropriate 'No smoking' signage across each campus. Although every effort will be made to sign no-smoking areas, the absence of a no-smoking sign cannot be taken to indicate that smoking is permitted.
- e) prohibit smoking at entrances, exits, outside open windows or any other areas adjacent to buildings where smoke could be drawn into the building and cause nuisance to occupants.
- f) inform staff and managers of their responsibilities in respect of the policy.

This policy applies at all times and to all employees, students, visitors, contractors and others who work at or visit University premises. The Policy applies to all buildings under the ownership of the University and to University owned vehicles. In law the Smoke-free Regulations apply to a number of devices, including and not limited to cigarettes, pipes, cigars, herbal and e-cigarettes.

Responsibilities

- **Director of Estates**

The Estates department are responsible for notifying all staff, students and visitors where smoking is prohibited through the provision of appropriate signage installed and maintained throughout University buildings and external areas of the campus. Similarly the Estates department are responsible for designating, creating and maintaining external smoking areas offering staff, students and visitors a location to smoke beyond the specified minimum distance from University buildings, as detailed in the accompanying regulations.

In addition the Estates department shall work to comply with the Smoke-free (Signs) Regulations 2007 ensuring signage installed in University premises are of adequate size and wording as to comply with the aforementioned regulations.

Staff within the Estates department shall also adequately inform and instruct contractors accordingly with regards to designated smoking areas as part of the site induction process.

- **Health and Safety Advisor**

The Personnel Office shall update and review this Policy at least every five years ensuring it remains in line with statutory requirements.

- **Heads of School, Department or Managers**

Heads of School, Departments and Managers are expected to take responsibility to ensure staff are adequately informed of the arrangements set out within the Smoking policy. Also Heads of Department or Managers must ensure staff under their control comply with the policy and deal with any observed or reported breaches within their area of responsibility.

Heads of Department who are also responsible for managing University vehicles must ensure staff using such vehicles are aware and compliant with the smoking policy.

- **All Staff and Students**

All University staff and students are expected to comply with this Policy. Staff who chose to smoke must do so within break times and within designated areas only. Staff are also expected to comply with smoke-free policies in force at other premises when travelling for or carrying out University business.

- **Visitors and Contractors**

All visitors to and contractors appointed by the University are required to comply with objectives set out within this Policy.

Staff and students found to be in breach of this policy will be subject to relevant University disciplinary procedures.

Support for Smokers

The University is committed to promoting good health and wellbeing amongst its staff and students and will actively support individuals who wish to explore the possibility of stopping smoking. Within the University, the health benefits of stopping smoking are promoted.

Organisations that can provide help include:

- General Practitioners
- NHS Smokefree
- National Smokefree Helpline: 0300 123 1044
Text QUIT to 66777
www.smokefreeliverpool.co.uk
- Quit
Helpline 0800 002 200
www.quit.org.uk