



**LIVERPOOL HOPE
UNIVERSITY**
1844

Smoking and Vaping Policy

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| Responsibility for Policy: | Director of Governance and People Services |
| Approved by and date: | University Council 28 November 2017 |
| Frequency of Review: | 5 Yearly Review Reviewed 6 September 2022 Reviewed December 2024 |
| Next Review date: | December 2029 |
| Related Policies: | Control of Contractors COP New Staff Induction COP |
| Minor Revisions: | 2022- Update to job titles and contact information. 2024 – Changed to include Vaping in the title. Policy change to advise clarity on no smoking or vaping areas on University Campus. |

Introduction

This Policy sets out university 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**. While not a legal requirement under the legislation, it is University policy that non-smoking will include smoking and vaping in buildings and vehicles.

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:

- prohibit smoking on all premises, except in designated areas managed by the University.
- 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.
- 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.
- 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.
- 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.
- 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 cigarettes.

E-Cigarettes and Vaping

It is University Policy that the use of e-cigarettes and vaping products is prohibited in all campus vehicles, buildings including teaching buildings and halls of residence. Vaping is prohibited within close proximity of any building entrance or window. A prohibited distance of **7.5 metres** has been set as a suitable boundary measure. This equates to the distance from Eden Building entrance to where University property meets the pavement at Taggart Avenue.

Responsibilities

Director of Estates

The Estates department are responsible for notifying all staff, students and visitors where smoking or vaping 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 and vaping areas offering staff, students and visitors a location to smoke and vape 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 Health and Safety Advisor and People Services 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 and vaping 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 Professional Services Department who are also responsible for managing University vehicles must ensure staff using such vehicles are aware and compliant with the smoking and vaping policy.

All Staff and Students

All University staff and students are expected to comply with this Policy. Staff who chose to smoke or vape 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 Smoke free
- National Smoke free Helpline: 0300 123 1044 Text QUIT to 66777 www.smokefreeliverpool.co.uk
- Quit Helpline 0800 002 200 www.quit.org.uk