

<b>Title</b>	<b>Smokefree Policy</b>
<b>Sponsor</b>	

## Smokefree Policy

### 1. Contents

	<b>Section</b>	<b>Page number</b>
1	Contents	1
2	Context	1
3	Scope	1
4	Statement of policy	2
5	Review	3
6	Policy Ownership and Status	3
7	Annex 1: Legislation informing the policy	4

### 2. Context

This policy aims to:

- protect all staff and those visiting and working in University buildings from the harmful effects of second-hand tobacco smoke;
- ensure that all parties have a clear understanding of their rights and responsibilities;
- ensure that the University complies with relevant legislation.

This policy recognizes that second-hand smoke adversely affects the health of all employees and is therefore concerned about where people smoke and the effect this has on other employees and members of the public.

This policy has been created to ensure that the University complies with current legislation (see annex 1 for further detail of the legislation).

### 3. Scope

This policy seeks to guarantee all staff the right to work in air free of smoke generated by all types of burnt and smoked products. Smoking is prohibited throughout all enclosed/substantially enclosed University workplaces and University vehicles, with no exceptions.

Smokers are asked to refrain from smoking at entrances and exits to buildings or near to open windows or air handling units. This policy applies to all staff, students, consultants, contractors and visitors. Members of staff and others who work on sites where smoking is already banned, or that operate under a local site specific policy,

will continue to be covered by this. On the Biomedical Campus site, the Cambridge University Hospitals Foundation Trust's smokefree policy is applicable to all buildings and all outside space which is designated to be part of the Campus. Where a member of staff has sole occupancy of a University domestic residence (tied with their job) they will not be subject to the policy. Staff who are tenants through the University Accommodation Service are bound by the tenancy agreement.

## **4. Statement of Policy**

### **4.1 Definition**

The smokefree policy covers all types of burnt and smoked products including cigarettes, tobacco and non-tobacco cigarette products. This policy also applies to e-cigarettes and vapour pipes.

### **4.2 Smoking Areas**

Smoking may be permitted on University land, but is not permitted inside University buildings and is discouraged near entrances and exits. Where smoking is permitted on land owned by the University, receptacles will be provided for the disposal of waste smoking materials and must be used at all times. Staff, students and visitors are only permitted to smoke in unenclosed designated areas.

### **4.3. Smoking Breaks**

Staff who wish to smoke during the working day may do so during normal work breaks, in accordance with local arrangements.

### **4.4. Students and Visitors**

Staff members are expected to inform temporary staff, students and visitors, including contractors and deliverers, of this policy. However they are not expected to enter into any confrontation that may put their personal safety at risk.

### **4.5. Support for Smokers**

Comprehensive advice and support on giving up smoking can be found at:

<http://www.nhs.uk/smokefree>

<https://www.facebook.com/NHSSmokefree>.

Call the free Smokefree National Helpline to speak to a trained, expert adviser.

**Call : 0300 123 1044** All lines are open Monday to Friday 9am to 8pm and Saturday and Sunday 11am to 4pm\*.

Alternatively contact your local NHS stop smoking advisers via the following link:

<http://www.nhs.uk/Livewell/smoking/Pages/NHS-stop-smoking-adviser.aspx>

#### **4.6. Informing Staff of the Policy**

University level induction sessions will refer to the smokefree policy and the reasons for it, and staff responsible for local induction programmes are encouraged to refer to the smokefree policy.

Signs will be placed at all entrances and at selected places within all buildings.

#### **4.7. Recruitment Procedures**

Further particulars of a vacancy will include reference to this policy.

#### **4.8 Non-Compliance**

It is expected that all staff will comply with this policy. Any infringement of these rules by an employee may result in disciplinary action being taken against them.

In the event of a breach of the policy by a student or visitor they should be asked to extinguish all smoking materials and be informed of the availability of external smoking areas, in a manner in accordance with local arrangements. If they continue to smoke, the matter should be referred to the appropriate manager or security staff. If students refuse to comply with this policy, their College will be informed in the first instance. Visitors will be asked to stop smoking and if they refuse to comply with this policy will be asked to leave the building.

#### **4.10. Implementation**

Responsibility for implementing and monitoring this policy rests with Heads of Institutions. All staff are obliged to adhere to and facilitate the implementation of the policy.

### **5. Review**

This policy will be reviewed every three years.

## **6. Policy Ownership and Status**

### **6.1 Policy status**

<b>Version</b>	<b>Summary of amendment</b>	<b>Date</b>

## **Annex 1: Legislation informing this policy.**

This policy has been created to ensure that the University complies with the following legislation:

### **Health and Safety at Work Act 1974**

Section 2(2) of this act places a duty on employers to ensure “the provision and maintenance of a working environment for his employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work”.

### **Management of Health and Safety at Work Regulations 1999**

These Regulations, under General Principles of Prevention, cover risk management, including avoiding risks, combating risks at source, replacing the dangerous with the non/less dangerous and giving collective protective measures priority over individual protective measures.

### **Health Act 2006**

From 1 July 2007, as a result of the Health Act 2006, virtually all enclosed public places and workplaces in England became smokefree.

Section 2 of this Act sets out that premises that are open to the public, or are used as a place of work by more than one person, or where members of the public might attend to receive or provide goods or services, are smokefree in areas that are enclosed or substantially enclosed.

Premises are considered to be enclosed if they have a ceiling or roof and, except for doors, windows or passageways, are wholly enclosed, whether on a permanent or temporary basis.

Premises are considered to be substantially enclosed if they have a ceiling or roof, but there are permanent openings in the walls which are less than half of the total area of walls, including other structures which serve the purpose of walls and constitute the perimeter of premises. When determining the area of an opening, no account can be taken of openings in which doors, windows or other fittings can be open or shut. This is known as the 50% rule. A ‘roof’ includes both fixed and moveable structures.

The regulations also require enclosed vehicles to be smokefree at all times, if they are used by members of the public or in the course of paid or voluntary work by more than one person.