

## Health and Safety Office

<b>Topic:</b>	Smoking Policy
<b>Date:</b>	1 <sup>st</sup> May 2011
<b>Version:</b>	4.0
<b>Status:</b>	Approved by University Council
<b>Scope:</b>	This smoking policy is designed to secure a healthy and safe environment for everyone who works, studies, visits or has business at the University of Bristol and to ensure compliance with current legislation.
<b>Relevant Legislation</b>	Health Act 2006 Health and Safety at Work etc Act 1974
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### 1. Introduction

The University of Bristol has duties under the Health and Safety at Work etc Act 1974 to ensure the health, safety and welfare of its employees and make similar provision for non-employees including students and visitors who may be affected by the University's activities. The smoking policy is designed to secure a healthy and safe working environment in compliance with the Health Act 2006. This is in the context that medical evidence continues to reinforce the link between inhalation of smoke both directly or by passive smoking and serious illness or exacerbating pre-existing health problems.

This policy comes into effect on Sunday 1<sup>st</sup> July 2007 and will be revised on an annual basis.

### 2. Scope of the policy

- 2.1 The policy applies to all University staff and students as well as to visitors, contractors and sub-contractors whilst on University owned and controlled property.
- 2.2 Smoking is not permitted in any University building. This includes personal offices.
- 2.3 The ban on smoking is extended to include the areas immediately outside all buildings and windows within the curtilage of University property where tobacco smoke could cause a nuisance to occupants. Anyone wishing to smoke is asked to respect the rights of others to enjoy a smoke-free environment.
- 2.4 All University vehicles are designated as non-smoking. This includes University vehicles even if they are mainly used by one member of staff and also vehicles that are hired or leased for University business.
- 2.5 It is the responsibility of event organisers to ensure that all University events comply with this policy and current legislation by providing a smoke-free environment. Please note that the Regulations apply to enclosed or substantially enclosed premises so temporary structures such as marquees must also be smoke-free.

### **3.0 Exemptions**

#### **3.1 University Accommodation**

3.1.1 Under the Smoke-free (Exemptions and Vehicles) Regulations 2007 residential accommodation can be designated as exempt from the Regulations subject to compliance with strict conditions. Smoking and the designation of smoking and non-smoking rooms within the residential accommodation is the responsibility of the Director of Student Services. The arrangements will be reviewed annually.

3.1.2 For those buildings where smoking in bedrooms is allowed a risk assessment must be carried out and control measures put in place to protect those individuals whose roles mean that they may be exposed to second-hand smoke. This will include cleaners, porters and maintenance staff. Further advice can be obtained from the Health and Safety Office.

#### **3.2 Research and Testing Facilities**

3.2.1 Specific research projects may designate certain rooms for smoking if the research or tests are specified in Regulation 9 (2) of The Smoke-free (Exemptions and Vehicles) Regulations 2007. The Health and Safety Office must be contacted to ensure that any proposed activities comply with the legislation.

#### **3.3 Performers**

3.3.1 The Smoke-free (Exception and Vehicles) Regulations 2007 states that smoking is permitted during a performance where artistic integrity dictates. This will be subject to a risk assessment and the exemption does not apply to rehearsals.

### **4 Enforcement of the Policy**

4.1 University disciplinary procedures will be followed if a member of staff or student fails to comply with this policy.

Local Councils are responsible for enforcing the legislation. Those who do not comply with the smoke free law will be committing a criminal offence and may be liable to a fixed penalty fine and possible criminal prosecution.

### **5 Provision for Smokers**

5.1 Positive assistance will be given to smokers who wish to give up the habit of smoking. Help, advice and support is available through the Occupational Health Service and Student Health Service.

5.2 Other services that are available nationally include;

- Local NHS stop smoking services, call 0800 169 0 169
- Visit [gosmokefree.co.uk](http://gosmokefree.co.uk)
- Text 'GIVE UP' and your full postcode to 88088
- Local GP practice, pharmacy or hospital

### **6 Signage**

6.1 Signage will be clearly displayed at the entrances to and within University premises. The Director of Estate Services is responsible for erecting signage that is compliant with the Smoke-free (Signs) Regulations 2007. To ensure uniformity throughout the University, Departments are advised not to display their own signs.

6.2 Heads of School/Sections responsible for the management of University vehicles must ensure that no-smoking signs are displayed in a prominent position in each compartment.