



UNIVERSITY OF ROEHAMPTON SMOKE-FREE POLICY

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Smoke Free Policy

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1. Introduction

This Policy is to address smoking at work and to control exposure to environmental tobacco smoke whilst at work. This includes all types of manufactured cigarettes, hand-rolled cigarettes, pipes, cigars, herbal cigarettes and water pipes (including shisha, hookah and hubble-bubble pipes). This policy also prohibits the use of any type of electronic cigarette (including Vape e-cigarettes) as detailed in Section 7. It complies with the [smoke-free \(premises and enforcement\) regulations](#) 2006

2. Scope of Policy

This legislation bans smoking in enclosed public places, workplaces and public and work vehicles. There is also a requirement to display 'No Smoking' signs in premises and vehicles. The legislation makes it an offence to smoke or, for those that control or manage premises and vehicles, fail to prevent smoking in smoke-free premises and vehicles. Penalties for breach of these various regulations are given in Section 3 (*Definitions*) of this policy.

The University will comply fully with the [Health Act 2006](#), [Smoke-free \(Premises and Enforcement\) Regulations](#) 2006 and other associated Regulations (see *section 9, Legislation*). The overarching aim of this Policy is to encourage a sensible approach to smoking and to accommodate the views of both smokers and non-smokers. However, it is recognised that smoking is detrimental to health and the University will encourage staff and students to cease smoking and prevent exposure to environmental cigarette smoke.

3. Responsibilities

3.1 Vice-Chancellor

- To ensure that the University complies with the Health Act 2006 and Smoke-free (Premises and Enforcement) Regulations 2006 and associated Smoke-free Regulations.

3.2 Associated Director of Health & Safety

- To achieve a representative review and update the Policy, as required. A minimum of every 3 years.
- If not already represented at the Health, Safety and Welfare Committee the following representative bodies will be consulted during a revision on this policy
 - Staff Wellbeing
 - Trade Unions (GMB/ UCU)
 - Roehampton Students Union
 - Human Resources
 - Health and Safety Office
 - Estates and Campus Services
 - Legal Office
 - Internal Communications
 - VC Office

3.3 Managers

- To inform staff and those under their control that they must comply with the Policy. This is listed as one of the University Policies required at Probation.
- To manage the day-to-day implementation of and compliance with the Policy
- Those with control over university vehicles must ensure that signage is in place and that staff using such vehicles **comply with the Policy**.

3.4 Staff, Students, Visitors and Contractors

All staff, students, and contractors or visitors to the University are expected to comply with the Smokefree Policy. Anyone smoking in smoke free spaces, premises, doorways or university vehicles will be in contravention of UoR's smokefree policy

- To comply with smoke-free policies in force in other premises when carrying out University business.

3.5 Drivers of smoke-free vehicles

- To comply with the Policy and to ensure that passengers also comply.
- Estates and Campus Services will be responsible for implementing the practical aspects of the Smokefree policy by providing and maintaining **signage on buildings and indicating smoke free spaces**

4. Definitions

4.1 Enclosed and substantially enclosed premises

The Smoke-free (Premises and Enforcement) Regulations define enclosed and substantially enclosed premises as being:

“Premises which have a roof or ceiling and have more than half of the area enclosed by walls or other structures that serve the purpose of walls and constitute the perimeter of the premise.”

4.2 Enclosed vehicles

An enclosed vehicle or any enclosed part of a vehicle is smoke-free if it is used:

- (a) by members of the public or a section of the public (whether or not for reward or hire); or
- (b) in the course of paid or voluntary work by more than one person (even if those persons use the vehicle at different times, or only intermittently).

5. Statutory Penalties

The following penalties can be imposed by a Local Authority enforcement officer for the following offences:

- Smoking in smoke-free premises or work vehicles

A fixed penalty notice of £50 imposed on the person smoking, or a maximum of £200 if convicted by a court

- Failing to prevent smoking in a smoke-free place

A maximum fine of £2,500 imposed on whoever manages or controls the smoke-free premises or vehicle

- Failure to display no-smoking signs

A fixed penalty notice of £200 imposed on whoever manages or occupies the smoke-free premise or vehicle or a maximum fine of £1,000 if convicted by a court.

6. Details of procedure/operational details

To comply with the relevant Smoke-free legislation, the University will:

- Prohibit smoking in all University buildings and in areas adjacent to buildings where environmental tobacco smoke could cause a nuisance to occupants.
- Prohibit smoking in University vehicles in accordance with the Smoke-free (Vehicle Operators and Penalty Notices) Regulations 2007. Head of Facilities will carry out an audit at each policy review date.
- Prohibit smoking in all residential accommodation provided within University-owned or managed private dwellings.
- Because the University is committed to a smoke free environment, smoking is also prohibited in outdoor places where second-hand smoke may be transmitted. This includes the prohibition of smoking at entrances to all buildings. It is important to consider that smoke may enter a building through open windows and doors.
- Designate external smoking shelters where appropriate, where smoking is permitted. This is to allow a sensible approach to be taken to controlling smoking and associated waste. (Reference Appendix B). In the case of one-off events, the University may designate alternative smoking areas.
- Waste management: Ensure adequate ashtrays are provided in the correct locations a suitable distance from combustible material and waste. Ensure regular waste removal from both cigarette and general waste bins.
- Vape and e Cigarette waste will be dealt with in compliance with the appropriate waste disposal requirements. If e-Cigarette and lithium battery disposal bins are to be provided they must be of a suitable standard of construction, be secure and tamperproof, in a fixed external location away from building entrances, windows and combustible material, and at least 5 metres away from Lee House.
- Signage (As illustrated in Appendix A) will be displayed on the front and rear entrances doors to all Academic and Residential University Buildings. This version is approved by the ECS, H&S and Internal Comms.

7. Application & Exemptions

The Policy applies to all buildings in the ownership of the University (whether on or off campus) or leased by the University and to University owned or leased vehicles.

The legislation covers all substances that a person can smoke. These include manufactured cigarettes, hand-rolled cigarettes, pipes, cigars, herbal cigarettes and water pipes (including shisha, hookah and hubble-bubble pipes). This policy also prohibits the use of any type of electronic cigarette (including Vape e-cigarettes) in areas where smoking is banned in premises and designated external areas.

The following areas and activities are excluded from this policy:

Performers: Where the artistic integrity of a performance makes it appropriate for a person who is taking part in that performance to smoke, the part of the premises in which that person performs is not smoke-free in relation to that person during his performance. Rehearsals are excluded from this exemption. This is subject to Risk assessment. And approval from the H&S office.

Research and testing facilities: Designated rooms in a research or testing facility are not smoke-free whilst it is being used for any research or tests specified in the regulations.

8. Failure to Comply

Staff and students in breach of this policy will be subject to relevant University disciplinary procedures as well as being liable to prosecution by the relevant statutory enforcement bodies.

9. Legislation

[Health Act 2006](#)

[Smoke-free \(Premises and Enforcement\) Regulations 2006](#)

[Smoke-free \(Exemptions and Vehicles\) Regulations 2007](#)

[Smoke-free \(Penalties and Discounted Amounts\) Regulations 2007](#)

[Smoke-free \(Vehicle Operators and Penalty Notices\) Regulations 2007](#)

[Smoke-free \(Signs\) Regulations 2007](#)