

Accommodation and Commercial Services
SMOKE-FREE POLICY

1. Aims of the Policy

1.1 Introduction

Second hand smoking, breathing in other people's tobacco smoke, has been shown to cause cancers, heart and respiratory disease in non-smokers.

While acknowledging that smoking is a matter of personal choice, Accommodation and Commercial Services recognises the responsibility it has to the majority of its staff, customers and visitors who are non-smokers and to those who smoke but would give up with encouragement. The department also acknowledges that second hand tobacco smoke is both a public and work place health hazard and has therefore adopted this smoke-free policy in conjunction with the introduction of the Health Act 2006 on 1 July 2007.

1.2 Legislation

The Health and Safety at Work Act 1974 places a duty on employers to provide a working environment that is 'safe, without risks to health'.

The Health Act 2006 makes the following provisions:

- It is **illegal** to smoke in virtually all 'enclosed' and 'substantially enclosed' public places, workplaces and in public and work vehicles.
- Premises are considered 'enclosed' if they have a ceiling or roof and (except for doors windows or passageways) are wholly enclosed either on a permanent or temporary basis.
- Premises are considered 'substantially enclosed' if they have a ceiling or roof, but have an opening in the walls, which is less than half the total area of the walls. The area of the opening does not include doors, windows or any other fittings that can be opened or shut.
- Indoor smoking rooms in public places and workplaces are not allowed.
- Managers of smoke-free premises and vehicles have legal responsibilities to prevent smoking and to ensure that no-smoking signs are displayed as required by the law.
- The law applies to anything that can be smoked: cigarettes, pipes (including water pipes such as hookahs), cigars and herbal cigarettes.

1.3 Aims of the Policy

The policy seeks to:

- Guarantee a healthy working environment and protect the current and future health of employees, students, visitors, contractors and clients of our services or products.
- Guarantee the right of everyone to breathe in air free from tobacco smoke.
- Comply with health and safety legislation and employment law.
- Inform staff and managers of their responsibilities in respect of the policy.
- Raise awareness of the dangers associated with exposure to tobacco smoke.
- Take account of the needs of those who smoke and to support those who wish to stop.
- Promote the culture of a smoke-free organisation.

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This policy applies to all Accommodation and Commercial Services staff working in all University buildings, and departmental visitors, customers, contractors and other persons who enter premises occupied / managed by Accommodation and Commercial Services.

2. Accommodation and Commercial Services - Arrangements

2.1 Restrictions on Smoking

Smoking is not permitted in any part of the premises (including bedrooms and communal areas in residential accommodation) managed, leased or owned by The University of Sheffield at any time, by any person regardless of their status or business with the organisation.

Smoking will not be tolerated at entrances, exits or outside open windows and is not permitted in any of the following areas: any building or substantially enclosed public or private area occupied by one or more members of the general public or a workspace whether used by one or more members of staff. Such spaces include lifts, corridors, stairways, toilets, rest rooms, reception areas, bars, catering and commercial outlets, and laundries and cycle sheds.

Smoking for customers is allowed in the following areas:

- University Arms - rear garden.
- University House - concourse area.
- The Ridge - patio.
- Stephenson bar - patio.
- The Edge - outside away from the main entrance.

Smokers must ensure they dispose of all cigarettes and related litter, safely and responsibly.

2.2 Visitors

All Accommodation and Commercial Services visitors, contractors and deliverers are required to abide by the smoke-free policy. Accommodation and Commercial Services staff are expected to inform customers or visitors of the smoke-free policy. However, they are not expected to enter into any confrontation which may put their personal safety at risk.

2.3 Staff

Accommodation and Commercial Services staff are permitted to smoke in official break times only, outside premises away from entrances, exits and open windows of University buildings.

2.4 Residents

Students and other guests in residences are not permitted to smoke in any part of the accommodation which includes bedrooms and communal areas such as kitchens, living rooms, stairways and stairwells and extends to laundries and cycle sheds. Residents are responsible for ensuring that any invited guests comply with this policy.

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2.5 Vehicles

Smoking is not permitted in vehicles belonging to or leased by The University of Sheffield and/or Accommodation and Commercial Services nor staff private vehicles if used to carry members of staff or members of the public whilst carrying out the duties of an employee.

2.6 Support for Smokers

Information on stopping smoking with support from local cessation services is available for smokers. The **NHS Smoking Helpline** number is **0800 169 0169**. The helpline can offer advice and support on stopping smoking along with a website at www.givingupsmoking.co.uk.

The **Sheffield NHS Stop Smoking Service** offers free support and counselling. The helpline number is **0800 068 4490** and website available at www.sheffieldstopsmoking.org.uk. The service also offers support specifically for students, further details can be obtained on the above number or by email at info@sheffieldstopsmoking.org.uk

Information and advice can also be obtained from the **University Occupational Health Service** on **(0114) 22 26215**.

3. Introduction and Implementation of the Policy

This policy is active from 1 July 2007. Responsibility for implementing this policy rests with the Head of Department. Day-to-day responsibility for implementation lies with line managers. All Accommodation and Commercial Services staff, whether employed or voluntary, are personally responsible for complying with this policy. All managers are responsible for ensuring that existing staff in their sections are informed of the policy and their role in the compliance, implementation and monitoring of the policy. All new staff will be given a copy of the policy by the relevant line manager on induction.

To ensure that everyone understands that smoking is not allowed in premises and vehicles, clear signs are displayed in accordance with the legislation.

Tenders and supplier contracts will stipulate adherence to this policy as a contractual condition. Existing supplier contracts will be modified as soon as possible.

3.1 Disciplinary Action

Any member of staff refusing to observe the policy by smoking in unauthorised areas may be liable to disciplinary action in accordance with the University's Disciplinary Procedure. While persistent breaches of the policy might lead to disciplinary action under the University's Disciplinary Procedure, this will occur only after other measures have been exhausted.

Breaches of the policy by students in residences will result in disciplinary action being taken in the form of warnings and fines and could result in expulsion for persistent breaches. Fines may also be incurred if fire alarms are activated as a direct result of smoking in any part of student accommodation.

All staff have a role to play in enforcing the policy and are required to deal with any observed breaches or reported breaches. If managers or staff feel apprehensive about

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their own safety in regard to addressing any breach they should seek management support. It is important to note that primary emphasis should be placed on prevention of such situations arising.

In the event of a breach of the policy by a visitor or staff member of other organisations, they should be asked to extinguish all smoking materials and be informed of the availability of external smoking areas. If they continue to smoke the matter should be referred to the appropriate manager or to security staff as appropriate. In the event that staff of other organisations continue to breach the policy, the appropriate organisation should be advised in writing of the consequences of breaching these requirements.

3.2 Monitoring and Reviewing

The following will be monitored:

- That prospective employees are advised of the policy.
- That the policy forms part of the induction programme.
- Non-compliance with the policy.

To ensure that it continues to meet the aims, this policy will be reviewed within 6 months of it being implemented and then annually thereafter. The Smoke-free Policy Coordinator is Julie Whitaker, she can be contacted by telephone on (0114) 22 29222 or email at j.whitaker@sheffield.ac.uk

Comments related to the maintenance of this policy should be directed to the Smoke-free Policy Coordinator.

Next Review Date: October 2009