

# LANCASTER UNIVERSITY

## MANUAL OF SAFETY SECTION 7

### SMOKE-FREE WORKPLACE AND PUBLIC PLACE POLICY

#### Introduction

Exposure to secondhand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure. The Health Act, 2006 requires that places of work and premises to which the public have access are smoke-free. The mechanisms by which this requirement is to be achieved are contained in Regulations made under the Act. The legislation came into force on 1<sup>st</sup> July 2007.

#### Objective

The objective of this policy is to protect the health of staff, students and visitors to the University and to ensure compliance with the legislation.

#### Policy

##### 1 Application

This policy applies to all staff, students, contractors and visitors to the University.

##### 2 Prohibition on smoking in buildings

It is prohibited to smoke in any building owned or managed by the University. The prohibition applies to all enclosed or substantially enclosed areas. The term "substantially enclosed" has been defined by regulation as having a ceiling or roof and openings in the walls that are less in aggregate than half the area of the walls. No account is to be taken of openings in which there are doors or windows that can be opened or shut. This definition applies to any structure including tents and marquees.

Smokers are requested not to smoke outside a building adjacent to the entrance or adjacent to the windows of rooms in which people work.

##### 3 Prohibition on smoking in vehicles

It is prohibited to smoke in any vehicle which is owned by the University or used on University business except if it is a privately owned vehicle which is being used by the owner.

#### **4 Enforcement**

The legislation makes it an offence to smoke in a place where smoking is prohibited and also makes it an offence for the person who controls or manages the premises to fail to prevent smoking taking place. The penalties for failing to prevent smoking are more severe than the penalties for smoking. Advice on how to deal with persons who are smoking in contravention of the legislation is given in Appendix 1.

#### **5 Signs**

It is a requirement of the legislation that prescribed no-smoking signs are displayed at each entrance to every building. All vehicles in which smoking is prohibited must also display a no-smoking sign. Examples of the permitted signs are given in Appendix 2. Facilities will arrange for the signs to be displayed in buildings.

#### **6 Assistance to Stop Smoking**

Information on stopping smoking can be obtained by contacting the NHS Smoking Helpline number, which is **0800 022 4 332**. The helpline can offer advice and support on stopping. On-line advice can also be found at <http://smokefree.nhs.uk/>

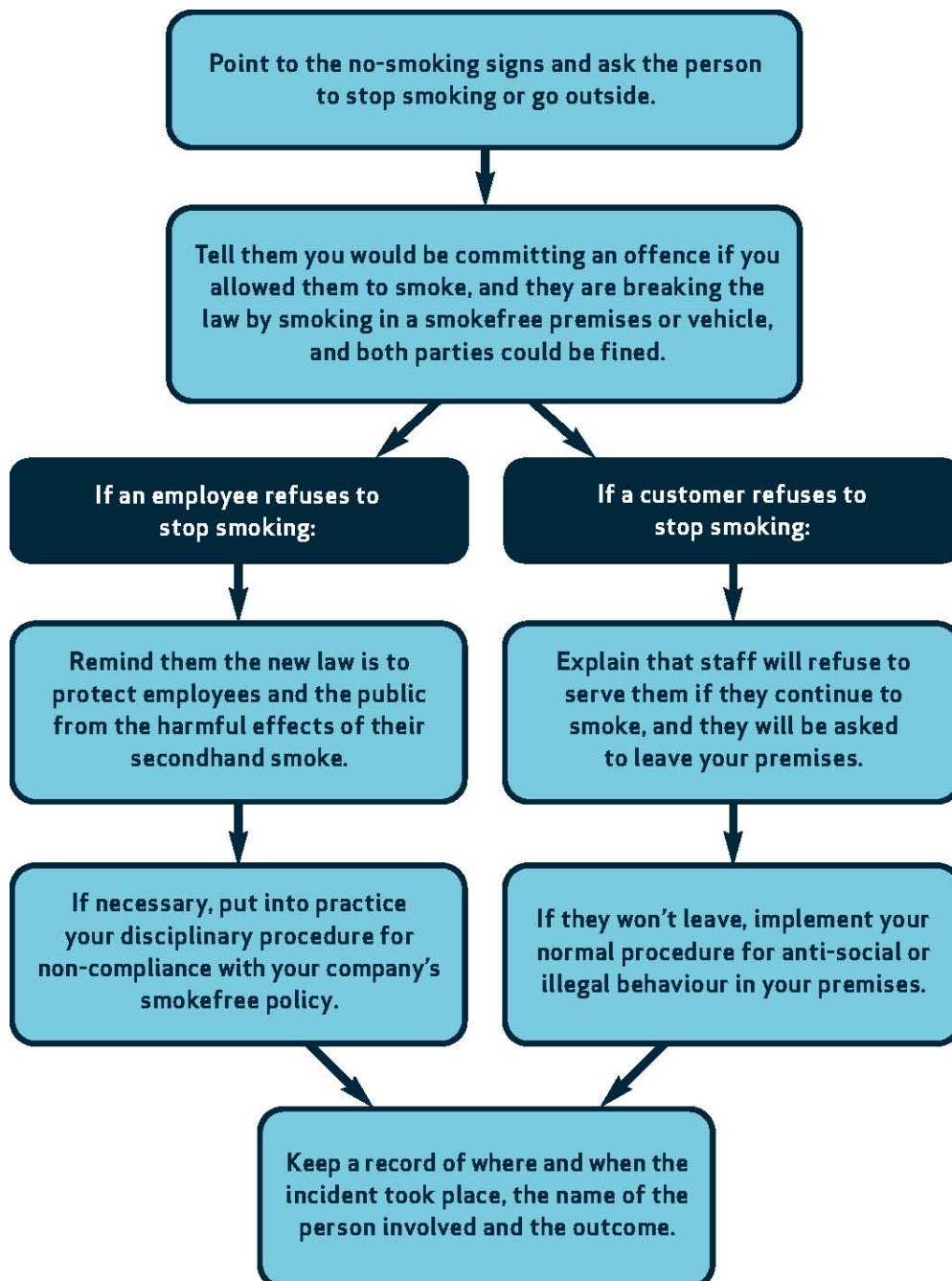
#### **7 Implementation**

This policy came into force on 1<sup>st</sup> July 2007. In common with all other sections of the Manual of Safety it is a policy which forms part of the University Rules and hence the various University disciplinary procedures will be used to enforce the policy.

This section of the Manual of Safety was approved by the University Health and Safety Committee in May 2007 and revised at the meeting held on 27 January 2010

### How to deal with smoking in a Smoke-free place (advice from Smokefree England)

If you are in charge of smokefree premises and/or vehicles, you will have a legal responsibility to prevent people from smoking in them. If someone does smoke in any premises or vehicles you are responsible for, here are some practical steps you might take to deal with them.



If physical violence is threatened by a person smoking, we suggest you notify and/or seek the assistance from the police.

### No-smoking signs required by the legislation

With the exception of the sign for use in vehicles all signs must be a minimum size of A5. In all cases the no smoking symbol must have a minimum diameter of 70 mm.

Sign for use at all entrances to any building.



Alternative sign for use at all entrances to any building.



**No Smoking.**

**It is against the law to smoke in these premises**

**No Smoking.**

**It is against the law to smoke in this building**

Sign for use in vehicles.

