

THE COURTAULD INSTITUTE OF ART – SMOKING POLICY

1. Purpose

- 1.1 In accordance with current legislation, smoking is not allowed in any enclosed workplace and or public building. Thus, the purpose of this policy is to set out how The Courtauld Institute of Art (hereinafter referred to as “The Institute”) conforms with this requirement and therefore how it complies with the Smoke-free (Premises and Enforcement) Regulations 2006, Smoke-free (Exemptions and Vehicles) Regulations 2007, Smoke-free (Signs) Regulations 2007, and other related legislation.

2. Scope

- 2.1 This policy confirms how The Institute manages smoking on its premises. For the purposes of clarification, smoking in the context of this policy covers both ordinary and electronic cigarettes. The policy also describes the support The Institute will provide staff and students who wish to cease smoking.

3. Responsibilities

- 3.1 This policy is the overall responsibility of the Human Resources Manager. Day-to-day responsibility for implementation of the policy is delegated to the Facilities Manager with support from all Heads of Department.

4. Procedure

- 4.1 This policy will be reviewed and updated at least once annually normally in the summer term of each academic year by the Facilities Manager. The review and any updates made will reflect any changes in legislation and or guidance issued by the Health and Safety Executive. Amendments to this policy will initially be made by the Facilities Manager for review by the Human Resources Manager and or Health and Safety Advisor. Following agreement on updates, a revised version of the policy will be put to The Institute’s Health and Safety Committee for formal approval in the summer term.

5. Equality Implication

- 5.1 There are no known impacts on equality in relation to protected characteristic

groups i.e. age, ethnicity, sex, disability, sexual orientation, religion, belief or non-belief, pregnancy or maternity, civil partnerships or marriage or gender identity for both staff and students inspect to this policy.

6. Policy Document

- 6.1 The Institute recognises the right of all workers¹, students and visitors to work in a smoke-free environment and it therefore operates a policy of no smoking within all of its building(including those which are wholly residential), and all external basement light-well areas . The Institute is committed to promoting health and welfare, and, as a good employer, wishes to create a high quality, healthy, and safe working environment for all workers, students and visitors. The Institute will therefore, ensure so far as it is reasonably practical, that everyone is protected from the dangers of smoke² in work and rest areas.
- 6.2 The Institute therefore considers that it has a legal and moral duty to actively pursue a policy to attain a tobacco smoke-free environment for all of its workers, students and visitors. It also considers that it has a duty to provide support for those members of The Institute’s community who wish to cease smoking.
- 6.3 The Human Resources department is responsible for informing all job applicants and new employees of this policy.
- 6.3 The Academic Registry department is responsible for informing all students registering on courses of this policy.
- 6.4 The Facilities department is responsible for informing all students living in Duchy House of this policy.
- 6.5 The Facilities department and Somerset House Trust Events Team are responsible for informing those hiring any of The Institute’s facilities of this policy.
- 6.6 The IT and Facilities departments are responsible for informing contractors engaged to carry out work and or provide services on The Institute’s premises of this policy.
- 6.7 Smoking is not permitted in any of The Institute’s, premises but may be permitted in the following external area:
- Somerset House Trust courtyard (this does not extend to the Upper Terrace)
- 6.8 The Institute displays appropriate “No Smoking” signs that make it clear that

1 Workers in the context of this policy means The Courtauld Institute of Art employees, indirect employers, staff working for contractors

2 Tobacco smoke is classified as A Group A carcinogen a substance known to cause cancer in humans and for which there is no recognised safe level of exposure. Passive smoking is a known cause of disease and people who do not smoke tobacco products have an enhanced risk of contracting lung cancer if they are exposed to environmental tobacco smoke.

smoking is not permitted on the premises. These signs are located internally³ at main entrances and exits of The Institute's premises.

- 6.9 Additional interior 'No Smoking' signs will be fitted in circulation spaces within buildings' where deemed appropriate and necessary.
- 6.10 Examples of interior 'No Smoking' signs that The Institute may display are provided at Appendix 1.
- 6.11 Staff who wish to smoke during the working day may be permitted reasonable breaks, provided these do not prevent them from satisfactorily carrying out their responsibilities and work duties.
- 6.12 The Institute recognises the difficulties that employees and students may face who wish to give up smoking. Assistance is available from the NHS Smoking Helpline and other NHS services as outlined in Appendix 2.
- 6.13 Staff and students should refer any concerns about non-compliance with this policy (in writing) to the Facilities Manager. Where non-compliance continues following such a reference, staff should refer their concerns to the Health and Safety Advisor, and students, to the Students' Union President.
- 6.14 As members of The Institute community, students are required to follow this policy while studying or working at The Institute, including those students living in Duchy House. Where infringements with regard to smoking occur, the relevant student disciplinary procedure may be invoked. Likewise any infringements by staff may result in disciplinary action being taken.
- 6.15 Infringement by visitors to The Institute and or by contractors may result in them being asked to leave the premises.

7. Document Owner and Approval

- 7.1 The Institute's Facilities Manager is the owner of this document and is responsible for ensuring that this policy is annually reviewed and updated to comply with statutory guidelines and or other Institute policies and procedures. A current version of this document is available on The Institute web-site.
- 7.2 This policy was updated and approved by The Institute's Senior Management Team on 20 March 2014 and is issued on a version controlled basis under the signature of the Facilities Manager.

³ Due to The Courtauld Institute of Art occupying a Grade 1 listed building, externally displayed signs of this nature are not permitted.

Signature:	Date: 20 March 2014
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Change History Record

Issue	Description of Change	Approval	Date of Issue
1	Initial issue	Anthony Tyrrell	24.01.2014
2	Initial issue	Anthony Tyrrell	27.01.2014
3	Initial issue	Anthony Tyrrell	31.01.2014
4	Amendment to 6.1	Anthony Tyrrell	12.03.2014
5	Amendment to 7.2	Anthony Tyrrell	20.03.2014

Appendix 1

Examples of Approved 'No Smoking' Signs



Appendix 2: Support for the cessation of smoking

The following sources of support are available for smokers who want to stop:

Smokers Helpline Wales: 0800 169 0169. Provides advice and self help materials.

All Wales Smoking Cessation Service: 0800 085 2219. Free local service providing cessation support and counselling.

Action on Smoking and Health in Wales, 220C Cowbridge Road East, Canton, Tel (Helpline): 0800 169 0169.

NHS Direct- www.nhsdirect.nhs.uk

NHS Helpline — www.givingupsmoking.co.uk

Tel	0800 169 9 169
Urdu:	0800 169 0 881
Punjabi:	0800 169 0 882
Hindi:	0800 169 0 883
Gujarati:	0800 169 0 884
Bengali:	0800 169 0 885

ASH (Action on Smoking and Health) - www.ash.org.uk

QUIT www.quit.org.uk

Tel	0800 00 22 00
Bengali (Monday):	0800 00 22 44
Hindi (Wednesday):	0800 00 22 66
Punjabi (Thursday):	0800 00 22 77
Turkish/Kurdish (Thursday and Sunday):	0800 002299
Urdu (Sunday):	0800 00 22 88
Arabic (Saturday):	0800 16 91 30
Gujarati (Tuesday):	0800 00 22 55

British Heart Foundation — Smoking Advice Line: 0800 169 1900

(Monday to Sunday 7am -11pm) www.bhf.org.uk/Smoking

National No Smoking Day www.nosmokingday.org.uk

There are a number of sources of information and advice on giving up smoking. One of the best sites is the NHS's, Go Smoke Free. A selection of other sources are listed below:

- <http://www.gosmokefree.co.uk/>

This is the official NHS site, which has a wealth of information and advice, including free and low-cost options available to smokers on the NHS.

- <http://www.ash.org.uk/?quit>

ASH is a campaigning public health charity working to eliminate the harm caused by tobacco.

- <http://www.nicorette.co.uk/quit-smoking/programme/activestop.aspx>

Nicorette ActiveStop is a support programme developed by experts to help smokers quit. It advertises therapies using the internet and mobile phone.

- <http://www.quit.org.uk/>

QUIT is the independent charity whose aim is to save lives by helping smokers to stop.