



## **Licensing Sub Committee Hearing Panel**

Date: Wednesday, 21 February 2024

Time: 10.00 am

Venue: Council Antechamber, Level 2, Town Hall Extension

This is an **eighth supplementary agenda** containing additional information about the business of the meeting that was not available when the agenda was published

### **Access to the Council Antechamber**

Public access to the Council Antechamber is on Level 2 of the Town Hall Extension, using the lift or stairs in the lobby of the Mount Street entrance to the Extension.

**There is no public access from any other entrance of the Extension.**

## **Membership of the Licensing Sub Committee Hearing Panel**

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Councillors - Connolly, Evans and T Judge

## Supplementary Agenda

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4. **Application for a New Premises Licence - Co-op Live, Etihad Campus, Manchester, M11 3FF** 3 - 10  
Now contains additional information.

## Further Information

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For help, advice and information about this meeting please contact the Committee Officer:

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Tel: 0161 234 4940  
Email: [callum.jones@manchester.gov.uk](mailto:callum.jones@manchester.gov.uk)

This supplementary agenda was issued on **Tuesday, 20 February 2024** by the Governance and Scrutiny Support Unit, Manchester City Council, Level 2, Town Hall Extension (Library Walk Elevation), Manchester M60 2LA



### Standard Operating Procedure

Subject	Smoking Policy	Number	VMSOP007
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Author	Saeed Murtaza	Responsible Team	Venue Management
Completion Date	21/11/2023	Approval Date	
Implementation Date	April 24	Review Date	

Reviewing Author		Responsible Team	Venue Management
Date Reviewed		Next Review Date	

### Scope

The Health Act 2006 requires all enclosed and substantially enclosed workplaces. (including vehicles) and public places to be smoke free.

The purpose of this policy is to describe what Co-Op Live / all our staff at the arena need to do to meet the legal requirements of the Health Act 2006 regarding Smoke Free Regulations and how to comply with this legislation so as to minimise the risk of being in contravention of the law and being subject to disciplinary action.

### Procedure

#### **General Principles**

1.0 Smoke-free legislation ensures that staff have a healthy working environment and protects staff and members of the public from exposure to second-hand smoke. There is also a general duty for employers to protect the health and safety of staff / fans during work.

1.2 Internally, we will reaffirm the provision of guidance and support to help those wishing to give up smoking. We will also consider the needs of those who choose to smoke.

1.3 We recognise that staff / fans who are smokers will show consideration for their colleagues / customers in their smoking and will be responsible about disposing of cigarette ends. However, the policy is set out to provide clarity on relevant matters and to enable us to address any problems with smokers who are not considerate or responsible.

#### **Guidance for Staff / Fans**

##### **Smoking in the Workplace**

2.0 Smoking is prohibited in any internal area of the venue.





2.1 Smoking is prohibited immediately outside the venue and in the Campus. This includes in the immediate vicinity of the venue, including the podium.

2.2 The smoking area for staff and contractors is located in the designated space. If staff are, they must not be wearing Co-op Live branded uniform.

2.3 After smoking, staff should wash their hands before returning to their position.

2.3 Staff who smoke must extinguish and dispose of used cigarettes in a responsible way. In addition to being a fire hazard, discarding cigarette ends makes staff, like the public, liable to legal action for littering. This offence may also be considered as misconduct under our disciplinary procedures.

### **Smoking Breaks**

3.0 Staff may smoke before and after working hours and during their designated breaks in the appropriate area. Smokers wishing to take a break within core hours, and while on duty may do so at the discretion of their line manager.

### **Signage**

4.0 “No Smoking” signs will be displayed prominently at various locations around the venue, so all staff and visitors are informed of where smoke free requirements apply.

4.1 Managers and other persons in control of premises are responsible for monitoring the condition and display of “No Smoking” signage and ensuring this is appropriately displayed.

4.2 It is a legal offence to fail to take all reasonable precautions to prevent smoking in smoke free places. If smoking occurs in these places legal action can be taken against the person in control of premises at the time of the offence. Managers and staff failing to take adequate steps to prevent smoking in such premises may also be subject to our disciplinary procedures.

### **Prohibition on the Sale of Tobacco Products**

5.0 We will not permit the sale of tobacco or tobacco products in our premises. We will also fully co-operate with law enforcement agencies, in their investigations into any illegal sale of tobacco products by any staff. This activity may be considered as gross misconduct resulting in disciplinary action.

### **Guidance for Visitors, Volunteers and Contractors.**

6.0 This policy also applies to all fans, visitors, volunteers, contractors are not permitted to smoke within the boundaries and grounds of the venue. All staff have responsibility to inform their visitors of the requirements.





## Vapes

7.0 We acknowledge that some staff / fans may wish to use vapes in the workplace / arena, particularly as an aid to giving up smoking. As they fall outside the scope of smoke-free legislation, we do allow the use of vapes in the workplace / arena. The use of vapes will not fall under the definition of 'smoking' for the purposes of this policy.

7.1 Staff must not use vapes in any part of the venue including the podium. If staff wish to use a vape, they must go to the designated location, and wash their hands upon returning to their position.

7.2 Fans are allowed to use vapes in the front of house areas including concourses, lobbies and lounges. Fans are prohibited to use vapes in the bowl. Fans will be encouraged to dispose of Vapes in accordance with legislation.

## Breaches of the Policy

8.0 Any member of staff refusing to observe the policy will be liable to disciplinary action in accordance with disciplinary procedure. Smoking in an unauthorised area will be a disciplinary offence and may also be contrary to the Health Act 2006. Taking a break to smoke during core hours without authorisation, or dropping cigarette ends on the floor may also be viewed as a disciplinary offence.

8.1 Any fans in breach of this policy will be ejected from the arena.

8.2 In the event that you witness a breach of this policy, the persons concerned 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 line manager. Staff are not expected to enter into any confrontation that may put their personal safety at risk.

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

## Support for Smokers

9.0 Information on stopping smoking with support from local cessation services is available on the NHS Smokefree website NHS Smokefree The NHS Smokefree National Helpline telephone number is 0300 1231044 or 0800 0224332.

### Relevant Documentation

Entry to the Arena  
 Re-entry to the Arena (??)  
 Health and Safety at Work





**Training and Qualifications Required**

Fan Services (Customer Services training?)  
All staff Induction

**Staff Involved**

All Staff





Standard Operating Procedure

Subject	Vaping Policy	Number	VMSOP038
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Author	Chris Stoves	Responsible Team	Venue Management / Security
Completion Date	08/02/2024	Approval Date	
Implementation Date	April 24	Review Date	

Reviewing Author		Responsible Team	Venue Management / Security
Date Reviewed		Next Review Date	

Scope

**Tobacco and Related Products Regulations 2016 (TRPR)**

The purpose of this policy is to describe what Co-Op Live / all staff at the arena need to do to meet the legal requirements of the Tobacco and Related Products Regulations 2016 (TRPR)

regarding the use of nicotine containing Vaping products.



**General Principles**

1.0 We acknowledge that some staff / fans may wish to use vapes in the workplace / arena, particularly as an aid to giving up smoking. As they fall outside the scope of smoke-free legislation, we do allow the use of vapes in the workplace / arena. The use of e-cigarettes are not permitted and fall outside of the Etihad campus commitment to a smoke free campus.

**Guidance for Staff / Fans**

2.0 Disposable vapes are prohibited from being brought into the arena.

2.1 On entry to the arena disposable vapes / e-cigarettes will be confiscated and disposed of appropriately.

2.2 The use of refillable vapes and those purchased within the arena are allowed to be used in public concourses, lobbies and lounges.

2.3 Vaping is prohibited in the bowl area of the venue and in sight of the performance space.

2.4 Vape liquids which have a noxious smell or influence, such as cannabis smelling liquids, will not be permitted and will be confiscated.

2.5 Fans and employees will be made aware of which items are prohibited from entering the arena in employee induction and on publicly accessible forums such as the Co-op Live website.

2.6 Fans must be aged 18 or over to vape. Security will challenge any persons entering the arena with a refillable vape who may appear to be under the age of 18 years old.

2.7 It is illegal to sell vaping products to anyone under the age of 18. Those selling vaping products will be instructed to challenge anyone who appears to be under the age of 18 and request photographic identification to verify their age.







### **Vaping Breaks**

3.0 Staff may vape before and after working hours and during their designated breaks in the appropriate areas (Car Park B). Vapers wishing to take a break within core hours, and while on duty may do so at the discretion of their line manager.

### **Guidance for Visitors, Volunteers and Contractors.**

3.1 This policy also applies to all fans, visitors, volunteers, contractors who are not permitted to vape in enclosed spaces or in view of the performance area. All staff have responsibility to inform their visitors of the requirements.

3.2 Staff must not use an e-cigarette in any part of the venue including the podium. E-cigarettes are not permitted in any areas or venues on the Etihad campus.

3.3 Fans are allowed to use an e-cigarette in any areas or venues on the Etihad campus.

### **Breaches of the Policy**

4.0 Any member of staff refusing to observe the policy will be liable to disciplinary action in accordance with disciplinary procedure. Taking a break to vape during core hours without authorisation, may also be viewed as a disciplinary offence.

4.1 Any fans in breach of this policy will be ejected from the arena.

4.2 In the event that you witness a breach of this policy, the persons concerned should be informed of the availability of spaces to vape. If they continue to vape, the matter should be referred to the appropriate line manager. Staff are not expected to enter into any confrontation that may put their personal safety at risk.4.3

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





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Entry to the Arena Re-entry to the Arena Health and Safety at Work	
<u>Training and Qualifications Required</u>	
Fan Services (Customer Services training?) All staff Induction	
<u>Staff Involved</u>	
All Staff	

