



# Smoke Free Site Policy

**September 2016**

Responsible Officer:	Principal and Chief Executive
Date:	September 2016
Review data:	September 2017
Procedure Available:	Cloud
Approved By:	Executive

**Checklist:**

**Impact on Students/Staff:**

High – Health and Safety applies to all staff, students and visitors.

**Impact on Diversity:**

The policy includes all College users.

**Impact on Health & Safety:**

High.

**Impact on PREVENT:**

N/A

**Impact on Data Protection/Freedom of Information:**

Policy is available to all staff and students on Cloud.

**Link with Strategic Plan:**

Policy is in line with the Strategic Plan.

**Communication/Consultation Plan:**

Available on Cloud.

**Process of review:**

The policy is reviewed annually.

**Process of review of effectiveness:**

Health and Safety Committee meet monthly and reviews practise against policy aspirations.

**Legal authority:**

This policy is based on the

- Health and Safety at Work Act 1974
- Smoke-Free (Premises and Enforcement) regulations 2006
- Smoke-free (Private Vehicles) Regulations 2015

**Responsibility for maintaining this policy rests with:**

Principal and Chief Executive.

**Links to other policies:**

Links to the College Health and Safety Policy.

## **SMOKE FREE SITE POLICY**

### **1: AIMS OF THE POLICY**

Colleges have a responsibility for the maintenance and, where possible, improvement of the health of their students and staff and acknowledges that breathing other people's smoke is both a public health hazard and welfare issue, proven to cause ill health.

This Policy recognises that second-hand smoke adversely affects the health of all. It is not concerned with whether anyone smokes but with where they smoke and the effect this has on students, visitors, colleagues and other members of the wider community. It is also concerned with the exclusion of preventable carcinogenic substances in the locality of the College. The College actively encourages its students and employees to refrain from smoking outside the times and circumstances set out in this Policy, both in their own interests and as representatives of an educational establishment. However, this falls outside the scope of this Policy.

This Policy seeks to:

- Guarantee a healthy working environment and protect the current and future health of employees, students and visitors;
- Guarantee the right of everyone to breathe in air free from tobacco smoke;
- Comply with Health and Safety legislation and Employment Law;
- Raise awareness of the dangers associated with exposure to tobacco smoke;
- Take account of the needs of those who choose to smoke and to support those who wish to stop.

### **1.2: Introduction**

The Smoke-Free (Premises and Enforcement) regulations 2006 brought a smoking ban in public places into effect in England on 1 July 2007.

Section 2(2) of the Health and Safety at Work Act 1974 also places a duty on employers to *'provide and maintain a safe working environment which is, as far as is reasonably practicable, safe, without risks to health and adequate as regards facilities and arrangements for their welfare at work.'*

The Smoke-free (Private Vehicles) Regulations 2015 introduced further provisions made under Chapter 1 of Part 1 of the Health Act 2006, which requires private vehicles in England to be smoke-free when children are present. Regulation 2 provides for private vehicles to be smoke-free when they are enclosed, there is more than one person in the vehicle and a person under the age of 18 is present in the vehicle.

### **Second-hand smoke:**

Breathing other people's tobacco smoke, and side stream smoke, has now been shown to cause lung cancer and heart disease in non-smokers as well as many other illnesses and minor conditions.

## **2: GENERAL PRINCIPLES AND SCOPE**

The aim of this Policy is to:

- Protect the health of staff;
- Protect the health of students, visitors and contractors;
- Set an example to other employers and workforces, particularly in health-related locations, by arranging for College buildings, grounds and vehicles to be smoke free and by requiring staff not to smoke whilst on duty;
- Inform staff and managers of their responsibilities in respect of the policy;
- Support smokers to help them cope with increased restrictions or to stop smoking;
- Support students and visitors in complying with the Policy and/or using their time at College as an opportunity to stop smoking;
- Promote the culture of smoke-free educational establishments

This Policy will apply to all staff, students, visitors, contractors and other persons who enter the premises of the College.

### **2.1 Restrictions on Smoking**

Smoking is not permitted in any part of the premises, entrances, grounds or vehicles managed, leased or owned by the College, other than the one designated smoking area, at any time, by any person regardless of their status or business with the College.

The College also prohibits the use of electronic cigarettes (also known as vaporising cigarettes or e-cigs) in any part of the premises, entrance or grounds other than the designated smoking area. Rolling cigarettes should be carried out in the designated smoking areas only.

## **2.2 Students, Visitors, Contractors**

All visitors, contractors and deliverers are required to abide by the Smoke Free Site Policy. Staff members are expected to inform students or visitors of the Policy; however they are not expected to enter into any confrontation that may put their personal safety at risk.

## **2.3 Staff**

Staff are only permitted to smoke whilst off duty (in official break times only) and may use their break to go to the smoking area to smoke.

## **2.4 Vehicles**

Smoking is not permitted in College vehicles. Smoking is not permitted in leased vehicles whilst used on College business.

## **2.5 Work Based Students**

When training or assessment is offered to students of the College in their own workplace, it is essential that a request be made to provide a smoke-free environment whilst the visit is taking place. This request should be made in the text of the appointment letter wherever possible as part of the arrangement of receiving training or assessment in the students' workplace. A verbal request can also be made at the time of the visit and the client should be respectfully asked not to smoke whilst the employee is working within that environment.

## **2.6 Support for Smokers**

The College recognise its duty towards employees and students who smoke. Information on stopping smoking with support from local cessation services will also be provided for smokers, both students and staff, in the College.

Support is also available via referral to the Buckinghamshire Stop Smoking Service on 0845 270 7222.

The NHS Smoking Helpline number can also be given to students and staff, which is 0800 169 0169. The Helpline can offer advice and support on stopping smoking, along with a website at [www.smokefree.nhs.uk](http://www.smokefree.nhs.uk)

## **2.7 Sales of Tobacco Products**

No sales of tobacco products will be allowed on any College premises including

the provision of vending machines.

### **3: INTRODUCTION AND IMPLEMENTATION OF THE POLICY**

Implementation of the site ban commenced on 1<sup>st</sup> September 2007.

Responsibility for implementing the Policy rests with the Principal. Day to day responsibility for implementation lies with Directors and Managers. To ensure that everyone entering the College understands that smoking is not permitted in any area clear signs will be displayed.

Tenders and contracts with the College will stipulate adherence to this Policy as a contractual condition. Existing contracts will be modified as soon as possible.

Students will be advised of the Policy prior to enrolment with the College.

Job advertisements will include reference to the Smoke Free Policy and indicate that adherence to it will form part of the contract of employment.

#### **3.1 Disciplinary Action**

Any member of staff or Student refusing to observe the Policy will be liable to disciplinary action in accordance with the College Disciplinary Policy. Staff have a role to play in enforcing the Policy and are encouraged to deal with any observed or reported breaches. If Managers or staff feel apprehensive about their own safety in regard to addressing any breach, they should contact their Manager. 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 Student, visitor or staff member of other organisations, they should be asked to extinguish all smoking materials and be informed of the totally smoke free site policy and asked to relocate to the smoking area. If they continue to smoke, the matter should be referred to the appropriate Manager 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 requirements of the College and the consequences of breaching these requirements.

Any complaint relating to this Policy from or on behalf of students or visitors should be dealt with under the Complaint Procedure.

#### **3.2 Monitoring and Reviewing**

The following will be monitored:

- That prospective employees are advised of the Policy;
- That the College Policy forms part of the induction programme;
- That job advertisements, job descriptions and contracts of employment refer to the non-smoking conditions;
- That Student information leaflets explain the smoke free arrangements.
- That there is adequate clear signage indicating that the entire site is smoke free with the exception of the one smoking area.

**This Policy will be reviewed annually to ensure that it continues to meet the aims of the original Policy**