

NO SMOKING POLICY

Purpose of Policy/ Document

To inform all staff, students, visitors and contractors as to the College stance on smoking including e-cigarettes.

Application of Policy (Range and Scope)

The scope of this policy is to set out how the College will implement its no smoking plan.

Particular Legal Requirements/Issues Outside of Equality, Diversity and Disability (E.D.D)

This policy reflects national legislation and guidelines on good practice including the: The Health & Safety at Work Act 1974

Links with Other Policies/Documents

This policy informs all aspects of College provision to ensure that all College users are free from the effects of smoking and passive smoking

Equality, Diversity and Disability (Disability, Equality, Duty Impact Assessment)

Has a Preliminary Equality Analysis been completed?

*Yes No Date Completed:

Is a full Impact Assessment required?

*Yes No

If 'yes', has a copy been sent to the Equality Manager?

*Yes No

For Completion by the Executive:

POLICY/DOC REFERENCE	H&S03
CATEGORY	Health & Safety
AUTHOR / ORIGINATOR	H&S Manager
ISSUE DATE	July 2015
REVIEW DATE	July 2018
POSTHOLDER RESPONSIBLE FOR REVIEW	H&S Manager
RATIFIED /AUTHORISED BY	SLT

1. Introduction

The policy is to advocate a Smoke Free Environment from the effects of direct and indirect contact with smoking. Smoking includes using the following

- Cigarettes
- E-cigarettes
- Pipe smoking
- Cigars
- And all other associated smoking products

The College needs to consider the effects of second hand smoke on students, visitors and staff as well as taking into account the difficulties that smokers may face in a smoke free environment

Second hand smoke – breathing other people's tobacco smoke – has now been shown to cause lung cancer and heart disease in non-smokers, as well as many other illnesses and minor conditions. The College acknowledges that breathing other people's smoke is both a public hazard and a welfare issue.

The College is required to consider all the issues associated with smoking in the workplace. The Health & Safety at Work Act 1974 places a duty on the College to provide a working environment that is healthy and safe where facilities and arrangements for staff welfare are adequate.

The College's approach to smoking is in line with the government's on-going initiatives for an eventual smoke-free environment.

2. The Scope and Aims of the policy

This policy aims to enforce a no smoking environment within the College Buildings including entrances and exits to these buildings. Smoking, including the use of e-cigarettes, is not permitted on College grounds. Smoking is not permitted in College vehicles or a vehicle used or hired by the College, again this includes the use of e-cigarettes.

This Policy will apply without exception to all staff, students, visitors and contractors and applies to all smoking paraphernalia

The aims of the policy are to:

- Protect and improve the health of staff
- Protect and improve the health of students, visitors and contractors
- Protect both smokers and non-smokers from the danger to their health of exposure to second hand smoke
- Set an example to other employers and workforces

The College therefore encourages its staff to refrain from smoking both in their own interests and as representatives of a major College, whose purpose, among other things, is to promote and improve health education.

3. Responsibility and Accountability

The College recognises that co-operation and support from all staff will be required to ensure the effectiveness of this policy.

3.1 Staff and Students (over the age of 16).

Staff and students (over the age of 16) who wish to smoke or use e-cigarettes may not do so on any part of College property or in College vehicles. This includes premises and vehicles hired or leased by the College. Continuing disregard of the policy may lead to disciplinary action.

Staff and students who have a desire to give up smoking but have difficulty in ceasing smoking, will have appropriate support arranged for them through the College Welfare Officer.

3.2 Visitors / Contractors

Visitors will also not be allowed to smoke on college property. Reminder notices will be placed at entrances and exits to the College. Contractors will be informed of the College policy on smoking when they are invited to tender for a contract and, when the contract is awarded; the detail of the policy will be included in contract documentation.

3.3 Human Resources

All applicants will be informed of the College smoking policy at the point of recruitment as part of the recruitment process.

3.4 Welfare Officer

The Welfare Officer will provide support and advice to people who seek their help and wish to give up smoking. Those who wish to stop smoking will be helped to access individual or group support and nicotine replacement therapies as appropriate.

4. Implementation of the policy

The procedure will be launched in parallel with a continuous support and campaign to highlight the College's intention to promote a non-smoking environment. Responsibility for the policy lies with the Principal, with day-to-day responsibility for implementation resting with the Senior Leadership Team and Heads of Departments across the College. All College staff are expected to abide by and support the policy, and should endeavour to ensure students and visitors are made aware that HoW College does not allow smoking or the use of e-cigarettes. Training will be offered to staff in advising students, contractors and other visitors of the procedure, as requested. All induction and fire precaution instruction sessions should refer to the No Smoking Policy and the reasons for its implementation. The sale of tobacco products and e-cigarettes is prohibited on all College premises

5. Where to Get Further Help

Further help is available from the following website and via your GP or pharmacy:

<http://www.worcestershire.nhs.uk/public-health/staying-healthy-campaigns/stop-smoking/local-stop-smoking-services/>

6. References

Health & Safety at Work Act 1974

Health Service Guidelines (92) 41 Towards Smoke Free NHS Premises

HSG (94) 51 Occupational Health Services for Staff

Health at Work in the NHS