

Smoking and Vaping Policy

1. Policy

This policy has been developed to protect all staff, students and other users of College premises from exposure to second-hand smoke and to ensure our compliance with the following Health and Safety Legislation:

- The Smoking, Health & Social Care (Scotland) Act 2005, which prohibits smoking in enclosed public places.
- The Health & Safety at Work Act 1974, which places a duty on employers to "Provide and maintain a safe working environment which is, so far as is reasonably practical, safe, without risk to health and adequate as regards to facilities and arrangements for their welfare at work".
- This policy also complies with the Safety & Health of Pregnant Workers Act (Directive 92/85/EEC) where pregnant women have a right to protection from potential chemical, physical and biological risks.

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses.

2. Objective

The College recognises that it has a duty to ensure, that staff, students and visitors to the College have the right to work, study or visit without being exposed to tobacco smoke or vapour from e-cigarettes.

3. Scope

The Policy is designed to contribute to the improvement of the health, safety and welfare of staff, students and visitors to the college, by providing a smoke-free, vapourless environment while offering support to those who smoke or vape and those who would like to stop.

To prevent the risk of being exposed to smoke/vapour, the Policy applies equally to all staff, students, contractors and other visitors to the College and to all buildings, grounds or college vehicles owned or leased by the College.

4. Procedures

Clear signage is displayed across the college campus, internally and externally at all entrances and at appropriate locations within the College buildings stating that they are no-smoking/vaping premises. This is also applicable to college vehicles.

Smoking and Vaping Policy

Smoking or vaping within College grounds is permitted only within the designated smoking area. Smoking or vaping ~~outwith~~ ~~with~~ this area is prohibited.

Staff and students who wish to smoke or vape may do so only in the designated area during recognised break and lunch times.

5. Breaches of Smoking/Vaping Policy

Breaches of this policy will be dealt with on an individual basis.

Where a member of Staff breaches the smoking/vaping policy, they will be dealt with under the Staff Disciplinary Procedure.

Where a Student breaches the smoking/vaping policy, they will be dealt with under the Student Disciplinary Procedure.

It should also be noted that any individual who does not comply with the ~~relevant~~ ~~smoking~~ legislation may be liable to a fixed penalty fine and possible criminal prosecution.

7. Smoking Cessation Support

This policy is not concerned with whether any individual smokes/vapes, but that they do not smoke or vape when they are within the College's buildings, grounds or vehicles other than in the one designated smoking area within the College grounds. It is also acknowledged that the policy may be an incentive to smokers to give up smoking or vapers to stop vaping.

Sources of support are:

- The College Human Resources Department
- Your local GP surgery
- Smokeline: Tel: 0800 848484
- www.ashscotland.org.uk
- www.hebs.com

Monitoring

Monitoring of general adherence to the policy will be undertaken by the Facilities Department and College Managers, although all staff have a responsibility to politely ask people to stop smoking ~~outwith~~ ~~with~~ the designated area and to draw their attention to the no smoking/vaping signs.

Formatted: English (United Kingdom)