

Title: Smoking Policy

TYPE: Smoking Policy

PURPOSE: To Inform Staff, Students, Consultants, Contractors and Visitors of the College Smoking Policy

SCOPE: This Policy applies to Staff, Students, Consultants, Contractors and Visitors in premises and vehicles under College control.

RESPONSIBILITY: Vice Principal Finance

Policy on Smoking at Work for Staff, Students, Consultants, Contractors and Visitors.

1. Introduction

The Smoke-free (Premises and Enforcement) Regulations, 2006, is the statutory requirement for enclosed public spaces and workplaces to be smoke free. Additionally, the Management of Health and Safety at Work Regulations, 1999, imposes a duty on the College to ensure the health, safety and welfare at work of all its staff, students, contractors and visitors. This duty includes the requirement for protection from passive smoking.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses and particularly affects people with asthma. Increased ventilation or the separation of smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

Reasons for adopting this Non-Smoking Policy include improving the health of site-users; discouraging the practice of smoking and vaping; improving the College environment, while reducing the cost of maintenance and cleaning; and reducing the risk of fire.

This policy has been developed in consultation with the Colleges recognised unions.

2. Policy on Smoking and Designated Areas

It is the policy of our college that all our workplaces are smoke free and all employees, students, contractors and visitors have a right to work in a smoke free environment. Other than as detailed below, smoking and vaping are prohibited in all enclosed and outside areas and this includes College vehicles whether hired or owned outright. This ban includes all E cigarettes and vaping.

Where staff, students, contractors and visitors wish to smoke, they will be allowed to do so in the designated smoking shelters in the designated areas only. Cigarette bins are provided in these areas and cigarettes must only be disposed of at these points.

Where staff wish to smoke, this must be done outside normal working time and should form part of the employees breaks, as agreed with their line manager

There is to be no charging of E-cigarettes or vapes within the College with no exceptions, due to the risk of fire.

3. Implementation

All staff, students, contractors and visitors are obliged to adhere to and support the implementation of the policy. All new staff and students will receive notification of this Policy through the induction process.

Appropriate 'no smoking' signs will be clearly displayed around the College campuses, at the entrance and within the Colleges premises and in all College vehicles.

All visitors to the college are to be advised upon entry of this policy

Staff on College business at other organisations should adhere to the smoking policy of the organisation.

4. Dealing with infractions of the Smoking Policy

Staff are to remind the person(s) smoking that they must only smoke or vape in the designated area and that as they are breaking the law they cannot be allowed to continue.

If this behaviour continues, despite the warning, Security must be called and the incident recorded using the online Health and Safety reporting system.

In the event of a breach of this policy, or the smoking policies of other organisations while visiting their premises on College business, the College's student/staff disciplinary policy and procedure may be invoked and disciplinary action taken.

5. Help to stop smoking

CareFirst have guidance for staff on their website and there is a facility to set targets through "Zest" the CareFirst wellbeing app.

For students the College nurse provides advice and guidance.

Everyone can obtain support from the NHS quit smoking advice service found at www.nhs.uk/livewell/quitsmoking

PUBLICATION:

Staff Hub/Intranet:	Y
Website:	Y
Student Hub:	Y

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