

COLLEGE - SMOKE FREE POLICY

A RATIONALE

Smoke-free legislation for workplaces was introduced by the Health Act 2006 and makes provision for the prohibition of smoking in certain premises, places and vehicles. As a result, the College recognises the need to provide a smoke-free environment policy that defines the measures to protect all employees, students and visitors from exposure to secondhand smoke and to assist compliance with the Health Act 2006 (As Amended).

B AIMS

- To comply with the statutory requirements relating to a smoke-free workplace environment.
- To protect the health of employees, students, visitors, contractors and members of the public accessing the College premises / vehicles from the potential adverse effects of exposure to secondary smoke.
- To promote non-smoking amongst employees and students by the provision of advice and support to those personnel who wish to stop smoking.
- To set out the arrangements for smoking on all College sites.

C ENTITLEMENT

This policy applies to all employees, agency staff, students, contractors, visitors and members of the public who access the College facilities including motor vehicles.

D POLICY STATEMENT

It is the policy of Grantham College that all employees, students and visitors have a right to work in a smoke-free environment. Accordingly, all workplaces, study areas and College sites are designated 'Non-Smoking and Non-Vaping'. This no smoking or vaping also applies to the College external premises.

This policy applies to any lit substance in a form in which it could be smoked and to vaping products.

Tobacco Products:

- Smoking is prohibited at all College sites.
- Smoking is not permitted in vehicles belonging to, operated by or leased by Grantham College.
- Breaches of the above policy arrangements will be liable to disciplinary action under the terms of the College Disciplinary Policy and could be treated as gross misconduct.

E-Cigarettes / Vaping Products:

- The use of e-cigarettes / vaping products is not permitted on all College sites.
- The use of such products is prohibited in vehicles belonging to, operated by or leased by Grantham College. The use of charging units for e-cigarette / vaping devices is prohibited within the College.

Privately Hired & Licensed Events at the Refectory:

- Private bookings outside of normal working college hours will be permitted to use the smoking shelter adjacent to the Refectory.

Note: A copy of this policy will be made available on the staff Intranet and VLE for students.

D IMPLEMENTATION

The operation of the policy is the responsibility of all College managers. However, all employees, students, contractors, and visitors are obliged to adhere to and support the implementation of the Policy.

Responsibilities

Grantham College will:

- Ensure that Grantham College premises and vehicles comply with smoke-free legislation.
- Display no-smoking signs or symbols in the appropriate locations and vehicles that conform to current legislation.
- Ensure that new members of staff are made aware of the policy during initial Induction.

Managers will:

- Ensure all new employees are aware of this policy on Induction.
- Ensure that all existing employees, students, contractors, visitors or customers are aware of this policy and their role in the implementation of this policy.
- Implement this policy on an ongoing basis.
- Ensure that anyone smoking in a smoke-free area or vehicle is requested to refrain.

Employees will:

- Be personally responsible for complying with this policy.
- Be required to enforce this policy and to report any observed or perceived breaches to their line manager.
- Inform visitors to the premises of this policy.

FURTHER INFORMATION FOR SMOKERS

Help to Stop Smoking

The NHS offers a free service to help smokers give up. Visit www.nhs.uk/smokefree Contact the National Smokefree helpline 0300 1231044. The College's Human Resources Department can also give advice and support.

E EVALUATION

This policy will be reviewed by the Safety, Health & Environmental Committee biennially.

Quality Assurance – Version Control			
Review Period:	Biennial	Approved by:	SLT
Last Review Date:	23.01.2023	Review carried out by:	Health & Safety Advisor