

No Smoking Policy

WHC reserves the right to amend this policy at its discretion. The most up-to-date version can be downloaded from our website.



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ELT manager	Principal and Chief Executive
Responsible officer	Head of HR & Organisational Development
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Next Review Date	October 2023
Equality impact assessment	
Further information (where relevant)	

Reviewer	Date	Review Action/Impact	BoM
V Ferguson	9.10.20	3.0 added hyperlink 4.0 deleted word Policy 6.0 changed HR Manager to Head of HR and Organisational Development Reference to EIA 8.0 added Dignity at Work Policy	

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1.0 Purpose

West Highland College UHI is committed to promoting healthy working lives and recognises its responsibilities and duty of care under the Health and Safety at Work etc. Act 1974 and accompanying legislation, to protect the significant risk to health of non-smoking employees, students, visitors, contractors or others who visit College premises from the effects of passive smoking.

The purpose of this policy is to ensure that the College complies with current smoking legislation and prohibits smoking in certain areas within and around College premises. It also aims to provide guidance and information to assist staff and students with giving up smoking.

2.0 Scope

This policy will apply to all College staff, students, visitors, contractors or others who may be undertaking activities on behalf of the College. This policy applies to all College premises and grounds. This policy applies to all College vehicles whether they are owned or leased, and private vehicles being used on College business.

Electronic cigarettes (vaporisers) - The use of electronic cigarettes is to be regarded in the same way as tobacco i.e. they are prohibited in College buildings, at entrances to buildings, near to windows, on all common paths and in vehicles used during College business.

Passive Smoking - Passive smoking is breathing in someone else's tobacco smoke (passive smoking or second hand smoking), whether it is smoke from burning tobacco, or smoke which is exhaled by smokers.

3.0 Smoking Facts (from Clearing the Air Scotland)

<http://www.clearingtheairscotland.com>

4.0 Key Principles

- 4.1 Smoking is prohibited in all College buildings, at the entrances to buildings, near windows, on all common pathways and in vehicles used during College business. For the avoidance of doubt this also applies to personal vehicles when used on College business.
- 4.2 Signs are displayed throughout buildings, at entrances to buildings and in College vehicles making it clear that smoking is prohibited in these areas. In particular smoking is strictly prohibited near hazardous areas such as near biomass boilers or where hazardous substances are stored.

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- 4.3 Smoking is only permitted in designated smoking areas where they are available. If any person requires assistance to access a smoking area then a reasonable adjustment will be discussed in consultation with the individual.
- 4.4 Staff who wish to smoke during the working day may do so during normal work breaks, in accordance with local arrangements.
- 4.5 No discarded cigarette ends/smoking-related litter should be left in the designated smoking areas except in bins provided/ for this purpose/where they exist.

5.0 Compliance

It is expected that all staff and students will comply with this policy. Any infringement of these rules may result in disciplinary action being taken against them.

In the event of a breach of the policy by a visitor they should be asked to extinguish all smoking materials and be informed of the availability of external smoking areas, in accordance with local arrangements. If they continue to smoke, the matter should be referred to the appropriate manager/lecturer. Visitors will be asked to stop smoking and if they refuse to comply with this policy will be asked to leave the college premises.

6.0 Responsibilities

The organisational structure for the implementation and management of the College's statutory health and safety duties is described in detail in the Health and Safety Policy.

General duties to protecting the health of non-smokers remain the same, but additional or specific duties relating to this policy are detailed below

It is the responsibility of the Head of HR and Organisational Development to:

- Review and update this policy.
- Advise and support managers on disciplinary proceedings if required.
- Ensure an EIA is carried out on this policy.

It is the responsibility of the Estates & Facilities Manager to:

- Ensure that the College complies with the smoke-free (signs) Regulations;
- Designate external areas as smoke free or smoking shelters
- Provide advice and guidance on the policy and any health and safety issues that might arise.

It is the responsibility of All Managers/Curriculum Staff to:

- Bring this policy to the attention of staff and students at induction.
- Ensure that staff/students adhere to the policy by bringing to their attention when they are in breach of it.
- Instigate disciplinary action if appropriate when they are in breach of this policy.
- Support staff/students who wish to give up smoking.
- Bring this policy to the attention of any visitors or contractors they engage with.

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It is the responsibility of All College Staff/Students to:

- Comply with this policy.
- Bring this policy to the attention of visitors to the College and contractors carrying out College undertakings.
- Speak to visitors, contractors or students who are in breach of this policy and encourage them to smoke away from entrances and common footpaths.

7.0 Support for smokers wishing to stop smoking

The College is committed to staff and student health and wellbeing and will proactively promote to staff and students healthy living initiatives.

In particular the College promotes and supports 'No Smoking Day' in Scotland and Smoke Free Highland (smokefreehighland.co.uk):

The College is open to promoting any campaign which supports smokers wishing to stop smoking in addition to the ones mentioned above

No smoking materials of any description will be sold on College premises.

Information to support smokers wishing to stop can be found at <http://www.nhs.uk/smokefree> or at <https://www.nhsinform.scot/>

8.0 Related Policies

- Health and Safety Policy
- Student Disciplinary Policy
- Staff Disciplinary Policy and Procedure
- Equality and Diversity Policy
- Dignity at Work Policy

9.0 Relevant Legislation

- Health and Safety at Work etc. Act 1974
- Smoking Health and Social Care (Scotland) Act 2005
- The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006

10.0 Further guidance

Further advice and guidance on any aspect of this policy can be obtained from the HR Department.

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Appendix 1 - Smoking Locations at WHC Learning Centres

College Centre	Smoking Location	Shelter available yes/no
Fort William	In the smoking shelter which is located to the right of the main College entrance behind the An Cala building	Yes
Portree	At the end of the building outside the construction wing	No HR
Auchtertyre	On the patio to the rear of the main building	No
Broadford	In the car park at the end of the building	No
Kinlochleven	No smoking site	Not applicable
Gairloch	No smoking site	Not applicable
Strontian	School campus – no smoking site	Not applicable
Ullapool	No designated smoking area	Not applicable
Kilchoan	No designated smoking area	Not applicable
Mallaig	No designated smoking area	Not applicable