

Smoking Policy

December 2018

Also available in large print (16pt)
and electronic format.

Ask Student Services for details.

www.perth.uhi.ac.uk

Perth College is a registered Scottish charity, number SC021209.



Version Control History

Version Number	Date of Change	Summary of Revisions Made
1.1	December 2018	Change of role to Quality Manager. Change of Owner, Lead Author and Lead Editor.
1.2	December 2018	Change to para 4.1. to read: Smoking is prohibited in all College buildings, within 4 metres of entrances and windows, on all common pathways and in vehicles used during College business.

Smoking Policy

1 Purpose

Perth College UHI 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 College premises.

2 Scope

2.1 This policy will apply to all College staff, students, visitors, contractors or others who may be undertaking activities on behalf of the College.

2.2 This Policy applies to all College premises and grounds, including the Learning Centres.

2.3 This Policy applies to all College vehicles whether they are owned or leased, and private vehicles being used on College business.

2.4 **This policy also applies to electronic cigarettes.**

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

3 Definitions

3.1 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.

3.2 Health Effects

Exposure to environmental tobacco smoke is a cause of lung cancer, and in those with long-term exposure, the increased risk is in the order of 20-30%.

4 Key Principles

4.1 Smoking is **prohibited** in all College buildings, within 4 metres of entrances and windows, on all common pathways and in vehicles used during College business.

Title: Smoking Policy

Version/Status: 1.2, Final

Approved By/Date: CMT/10/2018

Effective Publication Date: December 2018

Owner: Chief Operating Officer

Lead Author: Head of HR and Organisational Development

Lead Editor: Health, Safety and Wellbeing Officer

Review Timing/Date: 4 Years, 2022/2023

- 4.2 Smoking is **permitted** in areas well away from common paths, door entrances, windows, and in designated smoking shelters. If any person requires assistance to access a smoking shelter then a reasonable adjustment will be discussed in consultation with the individual.
- 4.3 The College promotes and supports 'No Smoking Day' in Scotland.
- 4.4 The College promotes Tayside Smoke Free Services.
- 4.5 No smoking materials of any description will be sold on College premises.
- 4.6 There will be no additional breaks for smoking out with normal break entitlement.
- 4.7 Logs will be kept at Brahan and Goodlyburn receptions so that staff and students can record when they have spoken to persons breaching this policy, and also record 'abusive or aggressive' behaviours from persons they have spoken to. A note of any abusive or aggressive behaviour will be forwarded to the HR Department by reception.

5 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.

5.1 Head of Human Resources and Organisational Development

It is the responsibility of the Head of Human Resources and Organisational Development to review and update this policy and ensure an EIA is carried out on this policy.

5.2 Corporate Management e Management Team

The Corporate e Management Team is responsible for dealing with persistent breaches of the policy that are reported to them by staff or students.

5.3 Managers

It is the responsibility of all Managers to:

- Bring this policy to the attention of staff who they line manage.
- Ensure that their staff adhere to the policy by bringing to their attention when they are in breach of it.
- Take necessary disciplinary action when staff are in breach of this policy.
- Support staff who wish to give up smoking.
- Bring this policy to the attention of any visitors or contractors they engage with.

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5.4 Human Resources

Human Resources will advise and support managers on disciplinary proceedings when required.

5.5 All College Staff

It is the responsibility of all College staff to:

- Comply with this policy. In cases of staff members breaching this policy, then College disciplinary procedures may be followed.
- Bring this policy to the attention of visitors to the College and contractors carrying out College undertakings.
- Bring this policy to the attention of students at induction.
- Speak to visitors, contractors or students who are in breach of this policy and encourage them to smoke away from entrances and common footpaths.
- Report abusive or aggressive behaviour from anyone they have to speak to who is in breach of this policy.

5.6 Students

It is the responsibility of students to:

- Comply with this policy.
- Treat College staff and students respectfully if they are spoken to when breaching this policy. Likewise they must treat persons respectfully when speaking to them if they are in breach of the policy.
- Report breaches of this policy by other students and/or members of staff to a member of College staff.

5.7 Quality Manager

Quality approval check of the policy is the responsibility of the Quality Manager who will arrange for the policy to be posted on the web.

6 Linked Policies/Related Documents

Health and Safety Policy

Staff Disciplinary Procedure

Equality and Diversity Policy

Dignity in the College – Anti-Bullying and Harassment Policy and Procedure

Tayside Smoke Free Services: [http://www.canstopsmoking.com/local-help/free-yourself-smoking,-it's-not-worth-it!-\(tayside-smoke-free-services\)](http://www.canstopsmoking.com/local-help/free-yourself-smoking,-it's-not-worth-it!-(tayside-smoke-free-services))

7 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

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