

## **Smoking Policy**

## 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 <b>prohibited</b> in all College buildings, within 4 metres of entrances and windows, on all common pathways and in vehicles used during College business.
1.3	April 2020	Change of footer to reflect version status, change of owner, lead author, lead editor and next review date. 2.2 Remove reference to Learning Centres. 4.1 Revise paragraph to include reference to signage.
1.4	April 2022	Change of footer to reflect updated review date Para 1 inserted titles of legislation and removed "current smoking legislation" Para 2.4 inserted "the smoking of all tobacco products". Para 3.2, inserted health effects of passive smoking. Para 4.1 changed distance from 5 metres to 6 metres Para 4.2 inserted "at a reasonable distance (6 metres) from" Para 4.3 inserted regarding signage Para 4.7 deleted regarding logs of complaints Inserted Para 6 Complaints Procedure Inserted Para 7 Stop Smoking Services and Advice
1.5	July 2024	Change Perth College to UHI Perth throughout Change of role titles to reflect current management organisational structure. 2.2, 4.2 Amended distance to 15 metres in line with NHS guidance Updated reference to POL085

# Smoking Policy

## 1 Purpose

UHI Perth 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 UHI Perth premises from the effects of passive smoking.

The purpose of this policy is to ensure that UHI Perth complies with The Smoking, Health and Social Care (Scotland) Act 2005 and The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006 and prohibits smoking in certain areas within UHI Perth premises.

## 2 Scope

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

This policy applies to the smoking of all tobacco products and electronic cigarettes (vapes) where smoking and vaping is prohibited in UHI Perth buildings, within 15 metres of entrances to buildings, windows, and on all common paths.

## 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%. Passive smoking is a known cause of disease: people who do not smoke tobacco products have a 10-30% increased risk of dying from lung cancer if they are exposed to environmental tobacco smoke. Tobacco smoke is classified as a Group A carcinogen, a substance known to cause cancer in humans.

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**Title:** Smoking Policy

**Version/Status:** 1.5/Final

**Approved by/Date:** H&S Committee 15/08/24/PLG24/09/24

**Issue Date:** 27/09/2-24

**Owner:** Depute Principal Operations

**Lead Author:** Director of HR and OD

**Lead Editor:** Health, Safety and Wellbeing Adviser

**EQIA Approval Date:** 24/09/2024

## 4 Key Principles

- 4.1 Smoking is **prohibited** in all UHI Perth buildings, within 6 metres of entrances and windows, on all common pathways, where signage prohibits smoking and in vehicles used during UHI Perth business.
- 4.2 Smoking is **permitted** at a reasonable distance (15 metres) from door entrances, windows, in areas well away from common paths 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 Signage is clearly displayed at the entrances to and within UHI Perth buildings that is compliant with the Smoke-free (Signs) Regulations 2007.
- 4.4 UHI Perth promotes and supports 'No Smoking Day' in Scotland.
- 4.5 UHI Perth promotes NHS Stop Smoking Services.
- 4.6 No smoking materials or electronic cigarettes of any description will be sold on UHI Perth premises.
- 4.7 There will be no additional breaks for smoking out with normal break entitlement.

## 5 Responsibilities

The organisational structure for the implementation and management of UHI Perth'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 Director of Human Resources and Organisational Development

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

### 5.2 Senior Leadership Team

The Senior Leadership 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.

### 5.4 Human Resources

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

### 5.5 All UHI Perth Staff

It is the responsibility of all UHI Perth staff to:

- Comply with this policy. In cases of staff members breaching this policy, then UHI Perth disciplinary procedures may be followed.
- Bring this policy to the attention of visitors to UHI Perth and contractors carrying out UHI Perth 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 UHI Perth 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 UHI Perth staff

## 6 Non-Compliance

Staff or students wishing to register a concern regarding non-compliance with this Policy should contact first their Head of Department/Manager, Lecturer or PAT who will advise of the appropriate process for this.

## 7 Stop Smoking Services and Advice

Local NHS stop smoking services, call 0800 022 4332 or

<http://gosmokefree.nhs.uk/advice-and-information/> Visit

<http://www.gosmokefree.co.uk/>

- Visit ASH (Action on Smoking and Health) <http://www.ash.org.uk/>
- Local GP practice, pharmacy

## 8 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

## 9 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

Smoke-free (Signs) Regulations 2007

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