

Smoking Policy

April 2022

Also available in large print (16pt)

And electronic format.

Ask Student Services for details.

www.perth.ac.uk

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.
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.

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 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 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.
- 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 the smoking of all tobacco products and 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%. 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.

Title: Smoking Policy

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Approved By/Date: Health & Safety Policy & Procedure Group/04/22

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Lead Author: Head of HR&OD

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4 Key Principles

- 4.1 Smoking is **prohibited** in all College buildings, within 6 metres of entrances and windows, on all common pathways, where signage prohibits smoking and in vehicles used during College business.
- 4.2 Smoking is **permitted** at a reasonable distance (6 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 College buildings that is compliant with the Smoke-free (Signs) Regulations 2007.
- 4.4 The College promotes and supports 'No Smoking Day' in Scotland.
- 4.5 The College promotes NHS Stop Smoking Services.
- 4.6 No smoking materials of any description will be sold on College 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 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 Team

The Corporate 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:

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- 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 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 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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