



Smoking Policy

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Agreed:

	EIS
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Smoking Policy

The following Acts and Regulations place a duty on employers to provide a working environment for Employees and Students that is safe, without risks to health, and adequate as regards facilities and arrangements or their welfare at work:

1 Introduction

- The Health and Safety at Work Act 1974.
- Workplace (Health, Safety and Welfare) Regulations 1992;
- Management of Health and Safety at Work Regulations 1999;
- The Smoking, Health and Social Care (Scotland) Act 2005; and
- The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006.

As tobacco is known to be a threat to the health of all, we acknowledge the right of all employees, students, contractors and visitors to work in a smoke-free environment, and a Smoking Policy has been developed.

The Policy concerns smoking within any buildings of West Lothian College. When working externally to this campus, employees must follow the smoking Policy of any workplace where they are temporarily located.

This Policy applies to employees, students, visitors and contractors. They will be made aware of its existence through;

- Notices prominently displayed throughout the College
- The induction of staff and students
- The Employee Handbook
- The College Health and Safety Policy
- For visitors and contractors, on reporting to Main Reception

2 Scope

- 2.1** This Policy and Procedure applies to all members of staff, students and visitors.
- 2.2** It also applies to contractors and their employees / workers who are present in the College campus or buildings.
- 2.3** This Policy and Procedure applies regardless of age, gender or gender identity (transgender, transsexual), true or perceived sexual orientation (lesbian, gay, bisexual or heterosexual), marital/civil partnership status, race, ethnic or national origin, disability, religious belief.

3 Principles

- 3.1** Staff are only permitted to smoke during designated breaks.

- 3.2** Smoking is only permitted in the outdoor smoking shelter and not anywhere else on the Campus. The College has provided an external smoking shelter located away from doorways and windows to avoid passive smoking to those individuals entering or leaving buildings or working in areas near the smoking shelter.
- 3.3** E-cigarettes are included within the scope of this Policy and Procedure. The rationale for this is that some E-cigarette brands, look like real cigarettes and therefore may create an impression that someone is smoking. Also, E-cigarettes produce vapour that may be an annoyance or pose a potential health risk.
- 3.4** Smoking is not permitted in any vehicle provided by the College whether owned or hired.
- 3.5** Members of staff who use their own vehicles for transporting members of staff or others whilst on College business should not smoke or permit others to do so. Employees should not sit in their car to smoke during designated breaks.
- 3.6** The College will not sell or permit the selling of, advertise or otherwise promote any smoking materials within its Campus or buildings.

4 Why is West Lothian College intending to go smoke free?

We are signed up to Scotland's Charter for a Tobacco-free Generation which is an initiative to help reduce the harm caused by smoking and deliver a tobacco-free generation by 2034.

Creation of Clean air campus initiative protects everyone from the harm caused by second-hand smoke while promoting a smoke-free culture. Benefits of creating a clean air event to your organisation include:

- A healthier and safer environment for all delegates, staff and volunteers.
- Modelling a smoke-free living to children and young people.
- A reduction in the risk of fire, litter and related clean-up costs at the venue of your event.
- Enhancing the organisation's profile as a leader in changing culture around tobacco.
- Supporting the Scottish Government's national tobacco strategy for a generation free from tobacco by 2034.

- 4.1** West Lothian College is committed to promoting and ensuring the health and wellbeing of its students, staff and visitors. As part of this commitment and in line with the Scottish Government's Charter targets we are striving to achieve a smoke free Campus.
- 4.2** As part of this Policy a single designated smoking area has been created at its campus. This area will be promoted to students, staff and visitors and smoking will only be permitted within this designated area, thus ensuring the

reduction of second hand smoke around the College campus. Whilst we recognise the potential inconvenience for those who smoke, we believe that the College has a responsibility to ensure a healthy and smoke free environment.

- 4.3** The College has legal responsibilities to protect students, staff and visitors from the known hazards of second-hand smoke (SHS). West Lothian College recognises its responsibility not to promote or encourage tobacco use.

5 Proposed Focus and Actions

The existing Policy will be in effect until the College goes smoke free with the following amendments on controlling the effects of second hand smoke and reducing the number of staff and students smoking:

- Ensure that new members of staff and students are informed of the Smoking Policy at their induction.
- Regular communication with staff/students.
- Providing support and advice for students/staff who are looking to stop smoking.
- Clearly displaying designated smoking areas.

Staff and students have an important role to play in working together to promote a smoke free environment and provide help to staff and students to break the habit.

Managers will be responsible for bringing the Smoking Policy to the attention of visitors and students to the College, advising them of where they can smoke.

Additionally there is a general duty on all staff and students both to comply, and to encourage others to comply, with this Policy. The designated smoking area will be clearly marked.

The College will publicise this Policy to ensure that anyone who enters our premises is made aware of our Policy and that they comply by the terms and conditions whilst on our premises.

6 Responsibilities

6.1 All Members of Staff

It is the responsibility of all members of staff to:

- behave in ways that are consistent with this Policy and Procedure;
- ensure that where they are responsible for the induction of students, or welcoming visitors and contractors, they are made aware of this Policy and Procedure, the need to comply with it and the consequences of not doing so;

- speak to members of staff, students, contractors and visitors who are in breach of this Policy and Procedure in a respectful and supportive manner, asking them to smoke in the shelter provided; and
- behave in a respectful and courteous manner at all times recognising that others have a responsibility under this Policy and Procedure to speak to those they believe are in breach of it.

In addition, the Senior Management Team and Managers have specific responsibilities as set out below.

6.2 Senior Management Team

It is the responsibility of the Senior Management Team to ensure that there are appropriate arrangements in place to enable the principles of this Policy and Procedure to be fulfilled.

6.3 Managers

It is the responsibility of Managers to:

- bring this Policy and Procedure to the attention of members of staff within their department;
- ensure that members of staff comply with the Policy and Procedure by bringing to their attention any breaches of this Policy;
- take disciplinary action where there are persistent breaches of this Policy and Procedure; and
- ensure that students, visitors and contractors are made aware of this Policy and Procedure, the need to comply with it and the consequences of not doing so.

6.4 Human Resources

Human Resources will advise and support Managers and staff on the implementation of this Policy and Procedure and manage the support that is available to staff.

6.5 Students

It is the responsibility of students to:

- behave in ways that are consistent with this Policy and Procedure; and
- behave in a respectful and courteous manner recognising that others have a responsibility under this Policy and Procedure to speak to those they believe are in breach of it.

7 Support

7.1 Staff Support

West Lothian College has a responsibility to ensure a smoke free environment for those who do not smoke and to do everything it can to help those who do smoke to minimise the risks to their own health.

The College supports members of staff who wish to stop smoking in a number of ways including Occupational Health and offering a confidential Counselling Service through an Employee Assistance Programme.

7.2 Help Available

Support and advice will be available for students and staff wishing to stop smoking. Information is available for Staff from the Employee Assistance Programme or Occupational Health Service and for student from the West Lothian College Student Association (WLCSA). The following organisations can also be approached for further information:

- ASH Scotland
Tel. 0131 225 4725
<http://www.ashscotland.org.uk/>
- Smokeline
Tel 0800 848484
<http://www.canstopsmoking.com/>
- Health Scotland
<http://www.healthscotland.com/>

West Lothian Drug and Alcohol- (they come into College on a Wednesday afternoon to run cessation support and advice for those who wish to stop smoking (Staff and Students). In addition WLCSA currently run workshops for Students on the harmful effects on an annual basis (Staff have to book these sessions through the SA.)