



**Working Together**

# **Smoke-Free Policy**

**August 2019**

## History of Changes

<b>Version</b>	<b>Description of Change</b>	<b>Authored by</b>	<b>Date</b>
<b>1.1</b>	Changed wording on e-cigarettes to replicate Heriot-Watt policy	K Drum	04/07/16
<b>2.1</b>	Changed reference to Vice Principal Curriculum and Student Services	K Drum	08/08/19
<b>2.2</b>	Changed contact details for Cessation services	K Drum	08/08/19

## **Smoke-Free Policy**

### **1. Introduction**

Borders College acknowledges the right of employees and students to work in a smoke free environment. Therefore, in compliance with the Smoking, Health and Social Care (Scotland) Act 2005 and the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006 the College will not allow staff, students or visitors to smoke in any buildings or vehicles either owned or leased by the College. The College also acknowledges a duty of care under the Health and safety at Work Act 1974 and the Safety and Health of Pregnant Workers Directive (92/85/EEC).

### **2. Scope**

This policy applies to all staff, students, contractors and visitors at all sites and in any College vehicle. This policy not only applies to any materials or devices using tobacco but also applies to any other smoking processes including use of vaping devices, e-cigarettes, electronic nicotine delivery systems and any other similar devices or equipment and substance. These are prohibited in all areas where smoking is prohibited.

### **3. Key Principles**

#### **3.1 Signage**

Signs will be displayed at all entrances and at appropriate locations within the College premises stating that the premises are no-smoking premises and that it is an offence to smoke there or knowingly to permit smoking there. The international 'No Smoking' symbol will also be displayed.

Signage similar to that described above will also be displayed in all College vehicles.

### **3.2 Access and Egress**

It is recognised that passages in and out of the College should also be smoke free, therefore smoking will be prohibited immediately outside entrances and exits, including fire exits. Scottish Borders Campus is a no smoking campus.

### **3.3 People Impacted**

All visitors, staff, students and contractors will be expected to abide by the terms of the no smoking policy

### **3.4 Implementation of Policy**

Anyone who encounters someone smoking within College premises or immediately outside entrances and exits should politely ask them to stop and draw their attention to this policy. If the request is ignored, the individual should be asked to leave the premises. If the person refuses, record the incident and inform the Head of HR, for staff and Vice Principal – Curriculum and Student Services, for students.

Breaches of this policy will be subject to the normal disciplinary procedures for both staff and students.

### **3.5 Support for smokers**

It is recognised that some smokers may consider stopping smoking and require advice and written information on the risks of smoking to themselves and how to access support to do this. If you would like further information on how to cope with the policy or would like to give up smoking, please contact either; the College Health and Safety Manager, Occupational Health Nurse or your GP. Information and contact details for staff who would like advice and guidance to assist them to stop smoking can be found in the following section.

For those who wish to continue smoking, the College has designated smoking areas at both Newtown and Hawick. Smokers are also requested to use the bins provided to deposit stubs.

## **Cessation support:**

Support and advice for those wishing to stop smoking are available from the following:

**NHS Borders Quit4Good service**  
**Phone 01896 824502**  
**e-mail [wellbeing@borders.scot.nhs.uk](mailto:wellbeing@borders.scot.nhs.uk)**

**Smokeline**  
**Phone 0800 848484**  
**[www.canstopsmoking.com](http://www.canstopsmoking.com)**

**NHS Health Scotland**  
**[www.healthscotland.com/topics/index.aspx](http://www.healthscotland.com/topics/index.aspx)**

## **4. Responsibilities**

- 4.1 The Health and Safety Committee have the responsibility for approving this Policy.
- 4.2 The Health and Safety Manager has responsibility for updating the policy
- 4.3 All staff have the responsibility for implementing the Policy
- 4.4 All staff and students have a responsibility to abide by the Key Principles of this Policy

## **5. Related Documents**

5.1 Health and Safety Procedures Manual

5.2 Student Discipline Policy

5.3 Employee Discipline Policy and Procedure

## **6. Review**

This policy will be reviewed every three years or more regularly if required.

## Equality Impact Assessment

(Rapid impact assessment tool)

**What Impacts may there be from this proposal on any group's ability to use the College services?**

**Policy: Smoke-Free Policy**

<b>Positive Impacts (Groups affected)</b>	<b>Negative Impacts (Groups affected)</b>
Having the policy in place helps to ensure the College fulfils its legal obligation under Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006.	None identified
<b>Actions taken to alleviate any negative Impacts:</b>	
<b>Recommendations:</b>	

**From the outcome of the rapid equality impact assessment, have negative impacts been identified for any protected characteristic or any other potentially disadvantaged group?**

**Has a full Equality Impact Assessment been recommended?**

Yes

No

**Reason for recommendation:**

Status: Approved by H&S Committee  
Policy Dated: August 2019  
Author: Health and Safety Manager  
Review Date: Aug 2022  
Equality Impact Assessed: Yes