



Smoking & Vaping Policy (Smoke Free campus)

September 2024

History of Changes

Version	Description of Change	Authored by	Date
1.1	Changed wording on e-cigarettes to replicate Heriot Watt policy	K Drum	04/07/16
2.1	Policy reviewed	K Fitzgerald	07/04/2022
2.2	Signs will be displayed – updated to are displayed 3.1 signage	K Fitzgerald	07/04/2022
2.3	Vice Principal of Quality & innovation updated to; Vice Principal – Student Experience. 3.4 Implementation of Policy.	K Fitzgerald	07/04/2022
2.4	Website link added – NHS Stop Smoking Services – 3.5 Support for Smokers	K Fitzgerald	07/04/2022
3.1	No Vaping included in policy. Policy title amended to: No Smoking & Vaping Policy (Smoke Free), from Smoke Free Policy. Wording amended from buildings to: “Any Borders College campus, this includes all buildings and external walkways”	K Fitzgerald	23/09/2024
3.2	Website and contact number updated and vaping included.	K Fitzgerald	17/09/2024
3.3	Department titles updated (HR to People Services).	K Fitzgerald	17/09/2024
3.4	Introduction updated.	K Fitzgerald	17/09/2024

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1. Introduction

Borders College acknowledges the right of employees and students to work in a smoke free environment.

This Policy has been developed to protect all staff, students and other users of The College premises from exposure to second-hand smoke and to ensure compliance with the following health & Safety Legislation:

The Smoking, Health and Social Care (Scotland) Act 2005, which prohibits smoking in enclosed public places.

The Health & Safety at Work Act 1974, which places a duty on employers to “Provide and maintain a safe working environment which is, so far as reasonably practical, safe without risk to health and adequate as regards to facilities and arrangements for their welfare at work”.

This policy also complies with the Safety & Health of Pregnant Workers Act (Directive 92/85/EEC), where pregnant women have a right to protection from potential chemical, physical and biological risks.

The College will not allow staff, students or visitors to smoke or vape on any Borders College campus, this includes all buildings and external walkways, or in any vehicle either owned or leased by the College.

2. Scope

This policy applies to all staff, students, contractors and visitors at all sites and in any College vehicle. This policy not only apply 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 are displayed at all entrances and at appropriate locations within the College premises stating that the premises are no-smoking and no-vaping premises and that it is an offence to smoke or vape there or knowingly to permit smoking/vaping there. The international ‘No Smoking’ and “No Vaping” symbols 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 and vaping will be prohibited immediately outside entrances and exits, including fire exits.

3.3 People Impacted

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

3.4 Implementation of Policy

Anyone who encounters someone smoking or vaping 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 People Services for staff and Vice Principal – Student Experienced, 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 and vapers may consider stopping, and require advice and written information on the risks of smoking/vaping 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/vaping, 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/vaping, the College has designated smoking/vaping areas at Galashiels, Newtown and Hawick. Smokers/vapers are also requested to dispose of cigarette butts and used vapes appropriately.

Cessation support:

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

NHS Borders Quit Your Way Scotland

[Quit Your Way Scotland | NHS inform](#)

Phone 0800 84 84 84

www.canstopsmoking.com

NHS Health Scotland

[Quit smoking – Better Health – NHS \(www.nhs.uk\)](#)

NHS Vaping information

[Vaping addiction soon takes hold | NHS inform](#)

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

Status: Approved by Health & Safety Committee
Policy Dated: September 2024
Author: Health & Safety Manager
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Equality Impact Assessed: Yes