

**Policy description:**

The following no smoking policy applies to all staff, students, contractors, members of the public, including any visitors to the College in line with the College's commitment and legal requirement to provide a safe and healthy working environment.

**Links to other policies:**

- Health and Safety Policy

## **THE POLICY**

Craven College provides a smoke-free environment for staff, students and visitors. This is in line with the Health & Safety at Work Act 1974, College Health and Safety Policy, Health Act 2006 and the fire safety regulations, with our commitment to provide a safe and healthy working environment.

This policy applies to all enclosed public areas as in entrance foyers, external doorways, corridors, dining facilities, toilets, reception areas, and College vehicles. It also includes work and study areas, whether single or multiple occupancy, including all offices, plant rooms, workshops, laboratories, computer rooms, teaching rooms, learning resource centres, loading bays, storage areas and similar.

People must not smoke on Craven College premises or publically accessed walkways around the College campuses. Smoking applies to the use of e-cigarettes, as well as cigarettes, cigars, pipes and any other type of smoking. Smoking is not permitted in any internal area of the College or in the immediate vicinity of main entrances or walkways. This is to comply with the requirements of the Health Act 2006 as well as preventing a negative image of the College. Nor will smoking be permitted within close proximity of windows, vents or similar to ensure a smoke free environment within. Specific Smoking Areas are designated for each site.

### **SPECIFIC REQUIREMENTS:**

- a) College Owned, Leased or Hired Vehicles  
All College owned and leased or hired vehicles shall be smoke free, this became a legal requirement from 1 July 2007.
- b) Visitors and Contractors  
Visitors and Contractors are required to comply with this policy. It is the responsibility of the host of visitors and contractors to ensure that adequate information is provided to all visitors and contractors to ensure compliance.

### **HELP FOR THOSE WHO SMOKE**

The harmful effects of smoking have long been recognised and passive smoking in particular is increasingly seen as a threat to people's health. This policy is not removing the right of those wishing to smoke but by complying with the law as of 1 July 2007 will focus the aim of creating a healthy environment to protect employees from the effects of smoke and prevention of associated risk of fire. Supportive help and advice for those wishing to stop smoking is available through the Human Resources (staff) and Student Services (students) Departments.

### **ENFORCEMENT OF THE POLICY**

All Line Managers have responsibility for the implementation of the policy in their own areas. All staff have the responsibility to request that students cease smoking in non- designated areas, and if they refuse, student details should be taken and the Head of School should be informed. Breaches of the policy will normally be addressed initially through education and counselling. Staff and students who refuse to observe the policy may be subject to disciplinary action via the College's Disciplinary Procedures. Visitors and contractors who fail to comply through reasonable persuasion will be asked to leave the premises.