



No Smoking Policy

Document title:	No Smoking Policy
Audience:	All staff, students, contractors and visitors
Version:	1
Approved by:	Senior Leadership Team
Date approved:	14 February 2020
Date of next review:	13 February 2022
Document owner:	Director of People Services
Equality impact assessment:	
Student-friendly version:	

Revision history

Version	Type (e.g. replacement, revision etc)	Date	History (reason for changes)

Monitoring and review

This policy will be reviewed at least every two years by the Health & Safety team.

This policy contains the following:

1. Introduction
2. Restrictions
3. Smoking Areas
4. Vehicles
5. Help with Stopping Smoking
6. Enforcement

1. Introduction

Smoking is accepted as a primary cause of disease and premature death. Passive smoking can cause lung cancer in non-smokers, can cause acute irritation to the eyes and throat, aggravate asthma, and has been linked to heart disease. Second hand smoke – breathing other people’s tobacco smoke and side stream smoke has been shown to cause lung cancer and heart disease, as well as many other illnesses and minor conditions.

A smoking ban in England, making it illegal to smoke in all enclosed work places in England, came into force on 1 July 2007 as a consequence of the Health Act 2006.

Whether individuals smoke or not is a personal matter, but all staff, students and visitors are entitled to breathe air unpolluted by tobacco smoke whilst on College premises.

2. Restrictions

Smoking is not permitted in any part of the buildings, entrances, or majority of the grounds managed, leased or owned by College at any time. This includes within the barriers along Carlton Street, Westholme Street and any of the grassy areas or car parks. Smoking is only permitted within the clearly signed designated smoking area locations.

3. Smoking Areas

The College has invested in smoking shelters for all smokers to use. These have been clearly marked and can be found at:

- David Hockney Building – Visitors car park
- Lister Building – at the rear of the building in the car park
- Advanced Technology Centre – at the side of the building, near the bike racks
- City Training Services – within the car park area
- Trinity Green – at the front of the building

4. Vehicles

The law requires any College vehicle to be "smoke free." It is illegal to smoke in them at any time – not just when there is more than one person in the vehicle. Privately owned vehicles do not have to be smoke free – unless they are regularly used to carry passengers on work trips or if business use exceeds private mileage. All passengers must be made aware prior to a journey commencing if a private vehicle is smoke free to enable them to seek alternative transport if they so wish.

Smoking is permitted in personal vehicles whilst parked on College premises, however all smoking materials must be completely contained within the vehicle with windows closed. It is not acceptable for others to be subjected to smoke that they must walk through to reach their vehicle or any other destination on College premises.

5. Help with Stopping Smoking

Counselling support will be available for those staff and students who wish to give up smoking. It is also available to support and help individuals who smoke to adjust to the changes of a smoke free environment enabling them to comply with the policy. College shall provide help, advice and support and where necessary referral to appropriate agencies to assist staff and students who want to give up smoking.

Staff wishing to quit smoking can be referred to or self-refer to The Occupational Health providers or alternatively, may choose to consult their own GP.

Further information on stopping smoking can be obtained at: <http://smokefree.nhs.uk/>

6. Enforcement

All staff and students have a role to play in enforcing the policy and are required to deal with any observed breaches. In the event of a breach, individuals should be politely asked to extinguish all smoking materials and be informed where the smoke free zone ends or the location of the nearest signed designated smoking area. However, you are not expected to enter into any confrontation where you feel your personal safety is at risk. If individuals continue to smoke the matter should be referred to Security.

Staff and students refusing to observe the policy by smoking in unauthorised areas will be liable to disciplinary action in accordance with College procedures.

Violations by visitors, contractors etc. of the requirements of the policy may result in sanctions against either the individual, and/or the company (supplier or contractor) for whom the individual works. These may include the suspension of individual visitation privileges or the suspension of visitation privileges for the entire company.