



# **NO SMOKING POLICY**

Author: Executive Team Member with responsibility for Student Services  
Date: August 2018  
Next Review: August 2021

## **1. Introduction**

Harlow College recognises its duty to protect its staff, students and visitors from the effects of second hand smoke. Harlow College has a duty to comply with the Smoke Free Legislation 2007 and is committed to creating a healthy and safe working environment and to promote the positive health and wellbeing of its users.

## **2. Policy Statement**

Smoking including electronic cigarettes / vaping is not permitted in any buildings or substantially enclosed premises on campus which also includes college vehicles. All outdoor areas shall be smoke-free with the exception of designated and clearly identified permitted smoking areas on the campus.

Please note staff are not entitled to additional 'breaks' in order to smoke.

The policy applies to all employees, students, visitors, contractors, consultants and members of the public who access the college.

## **3. Implementation**

All staff are obliged to adhere to and support the implementation of the policy. There will be regular campaigns to raise awareness of designated smoking areas.

Signs will be displayed at all entrances and at appropriate locations within the campus highlighting that smoking is only allowed in designated smoking areas. All signage will comply with legal regulations.

Staff and student inductions will clearly identify the no-smoking policy and designated smoking areas.

## **4. Compliance**

It is recognised that the implementation of this policy is only realistically achievable by the collective accountability of the college community.

It is everybody's responsibility to uphold this policy by asking smokers to extinguish their cigarette and to only smoke in the designated smoking areas.

Smoking including electronic cigarettes / vaping whilst on the move across campus is strictly prohibited.

Students and staff participating in Educational Visits must abide by the smoking policies of the premises/location they are visiting and the transport provider. When using their own cars for transport on college business and when they are accompanied, staff are prohibited from smoking including electronic cigarettes / vaping in the vehicle.

If a member of staff does not comply with this policy and smokes outside the designated areas they should be reported to their line manager.

For staff, any act of smoking including electronic cigarettes / vaping outside the designated areas will result in disciplinary action under the relevant Disciplinary procedures. For students, if this is the first offence they shall be reminded of the policy and asked to extinguish their cigarette (or any other tobacco or electronic cigarette / vaping product). On a repeat offence the student should be reported to their AAM who should apply disciplinary action as described in the relevant Disciplinary Procedure.

## **5. Help to Stop Smoking**

Harlow College is committed to investing in the health and welfare of its staff and students and supports the Every Child Matters agenda and the wellbeing of its staff. The College recognises that smoking is an addiction and aims to provide a supportive environment for those wishing to stop. Reasonable support will be offered to staff and students to help them to stop smoking. Staff and students who wish to stop smoking and who would like college support should contact the Head of Student Services.

NHS support website: <http://gosmokefree.nhs.uk/advice-and-information/>

NHS help line: **Free NHS Smoking Helpline: 0300 123 1044**

QUIT – independent charity website: [www.quit.org.uk](http://www.quit.org.uk)

Helpline: 0800 00 22 00

<b>TRACKING and REFERENCE INFORMATION</b>
<b>Date Approved:</b> November 2009 – reviewed August 2018
<b>Review Date:</b> August 2021
<b>Author/Responsibility:</b> Executive Team Member responsible for Student Services
<b>Equality Impact Assessment:</b> n/a
<b>List of related policies, procedures and other documents:</b> Staff Disciplinary Procedures Guidelines for Managers: handling disciplinary issues Student Disciplinary Policy Equality & Diversity Policy Equality and Diversity Scheme Data Protection Policy
<b>Complaints:</b> If you wish to submit a complaint about the application of this policy or the procedure of it, please send your request in accordance with the provisions of the Grievance Procedure.
<b>Monitoring:</b> The application of this policy and associated procedure will be monitored by HR Services
<b>Easy reading:</b> To receive this policy/procedure in a different format, please contact HR Services