



NO SMOKING POLICY

Author: Executive Team Member with responsibility for Student Services
Date: July 2020
Next Review: July 2023

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, to encourage social distancing measures where possible and to promote the positive health and wellbeing of its users.

2. Policy Statement

Harlow College considers itself to be a smoke free college, promoting a safe environment. Smoking including electronic cigarettes / vaping is not permitted in any buildings, within the campus or college vehicles.

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 no smoking policy. There will be regular campaigns to raise awareness to support the implementation of the policy.

Signage complying with legal regulations will be displayed at all entrances and at appropriate locations across the campus.

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

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 before entering college grounds.

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 they should be reported to their line manager.

For staff and students, any act of smoking on campus, including electronic cigarettes / vaping, will result in disciplinary action under the relevant Disciplinary procedures.

5. Help to Stop Smoking

Harlow College is committed to investing in the health and welfare of its staff and students. 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: <https://www.nhs.uk/smokefree>
<https://www.nhs.uk/live-well/quit-smoking/take-steps-now-to-stop-smoking/>

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

QUIT – independent charity website: www.quit.org.uk
Helpline: 0800 00 22 00

TRACKING and REFERENCE INFORMATION
Date Approved: November 2009 – reviewed July 2020
Review Date: July 2023
Author/Responsibility: Executive Team Member responsible for Student Services
Equality Impact Assessment: n/a
List of related policies, procedures and other documents: Staff Disciplinary Procedures Guidelines for Managers: handling disciplinary issues Student Disciplinary Policy Equality & Diversity Policy Equality and Diversity Scheme Data Protection Policy
Complaints: 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.
Monitoring: The application of this policy and associated procedure will be monitored by HR Services
Easy reading: To receive this policy/procedure in a different format, please contact HR Services