



**Dumfries and
Galloway College**

One step ahead

SMOKE FREE POLICY

Responsibility: Director of Estates and Sustainability

Issue Date: 27th August 2019

Equality Impact Assessment: 9th September 2019

Version: 1

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Smoke Free Policy

Purpose

This policy has been developed to protect all College employees, users of all College premises, visitors and contractors from exposure to second hand tobacco smoke and to assist in complying with Smoking, Health and Social Care (Scotland) Act 2005, which was effective from 6am on 26 March 2006.

Exposure to second hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

Policy Statement

It is the policy of the Board of Management of Dumfries and Galloway College that smoking is prohibited in all College buildings and the ground within the vicinity of the buildings. This also applies to the use of electronic cigarettes. The non-smoking areas will be clearly identified and signs clearly indicate that smoking is prohibited as you enter the grounds towards the building.

College vehicles – Smoking is prohibited in all College vehicles.

Stubbing out bins will be provided where smoking is permitted. This policy will ensure that all College work places are smoke free and all college employees have a right to work and enter / exit a smoke free environment.

Implementation

Overall responsibility for policy implementation and review rests with the Senior Leadership Team. All staff, students, visitors and contractors are obliged to adhere to, and facilitate the implementation of the policy.

Line Managers shall inform all existing employees, visitors and students of the policy, and their respective duty and role in the implementation and monitoring of this policy.

The Estates Team will ensure compliance by all contractors to the College.

Appropriate “No Smoking” signage will be clearly displayed at the entrances to and within all buildings and college vehicles. The signage will state that:

- These are no smoking premises
- It is an offence to smoke or knowingly to permit smoking in these premises

Non-Compliance

The following procedure is advised should any person be witnessed holding or otherwise in possession or control of lit tobacco within College premises or within the identified no-smoking areas of any entrance point:

- In a polite manner, direct the person’s attention to the No Smoking signs and remind them they are committing an offence and direct them to the designated smoking areas.
- Advise the person that it is also an offence for you, as a member of staff, to permit anyone to smoke near or within the College.
- If the person refuses, take note of the person’s name, time, date and place of the incident and report the matter immediately to a member of EMT.
- Staff are advised not to confront any person in any way but to call the police if threatened.

Failure by students or staff to comply with this policy may result in disciplinary action under the relevant College disciplinary procedure.

Help to Stop Smoking

Support for smokers who want to stop will be provided by the Local Public Health Department or by a person's local GP surgery. The college will promote no smoking campaigns on an annual basis.

Additional Information

Additional information may be obtained at www.clearingtheairscotland.co.uk

Distribution

All Staff
Repository

Revision Log		
Date	Section	Description
December 2021	Distribution	Quality Manual changed to Repository
31.03.22	Front Cover/Responsibility	Changed from Head of Human Resources to Director of Estates and Sustainability

THIS FORM TO BE UPDATED WHENEVER THERE IS A CHANGE IN ANY SYSTEM DOCUMENT				
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Smoke Free Policy	Head of Human Resources	1	28.09.19	
Smoke Free Policy	Director of Estates and Sustainability	2	31.03.22	