



**Dumfries and  
Galloway College**

One step ahead

# SMOKE FREE POLICY

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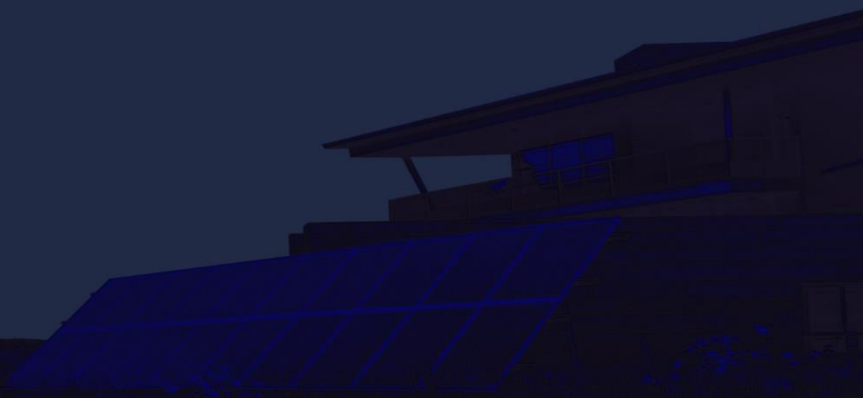
**Responsibility: Director of Estates and Sustainability**

**Issue Date: 21<sup>st</sup> February 2024**

**Equality Impact Assessment: 23<sup>rd</sup> January 2024**

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Version: 3



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# Smoke Free Policy

## 1. 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.

With the rise in the use of E-Cigarettes, or “Vapes” as they are commonly known as, it is important to note the use of these are covered by the policy and are treated in the same vein as normal cigarettes for the purpose of this policy.

## 2. *Scope*

It is the responsibility of all College users to be aware of, and adhere to, the smoke free policy. All users have the responsibility to ensure smoking occurs only in designated areas. It is the responsibility of the College to ensure that suitable designate areas are available and clearly signposted.

## 3. *References*

- Smoking, Health and Social Care (Scotland) Act 2005
- Health and Safety Policy

## 4. *Definitions*

ELT    Executive Leadership Team

## 5. *Responsibility*

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.

## 6. *Policy*

### 6.1 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.

### 6.2 College Vehicles

College vehicles – Smoking is prohibited in all College vehicles.

### 6.3 Stubbing Out Bins

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.

### 6.4 Implementation

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

## **Provision of a designated smoking shelter shall be made at each College campus to facilitate smokers away from the campus buildings.**

### 6.5 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 ELT.
- 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.

### 6.6 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.

### 6.7 Additional Information

Additional information may be obtained at [www.clearingtheairscotland.co.uk](http://www.clearingtheairscotland.co.uk)

## 7. *Distribution*

All Staff  
Repository

## 8. Revision Log

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
18.09.2023	Implementation	<ul style="list-style-type: none"> <li>Added in statement re provision of designated smoking shelters</li> <li>Under purpose, added in statement ref E-Cigarettes.</li> </ul>
September 2023	Format	Updated to reflect current Document Control Template, inclusion of EIA

<b>THIS FORM TO BE UPDATED WHENEVER THERE IS A CHANGE IN ANY SYSTEM DOCUMENT</b>				
Document Name	Document Owner	Revision Number	Date of Issue	Date of Withdraw
Smoke Free Policy	Head of Human Resources	1	27.08.19	
Smoke Free Policy	Director of Estates and Sustainability	2	31.03.22	
Smoke Free Policy	Director of Estates and Sustainability	3	21.02.24	

## Appendix 1 – Equality Impact Assessment

Document:	Smoke Free Policy
Executive Summary:	This procedure is expected to have a positive effect for people with disabilities related to respiration difficulties, and for pregnant women. The absence of smoke from our grounds should increase health outcomes for all staff and students. Assistance to stop smoking should be a positive for people who use smoking as a coping mechanism for mental health issues, for those from a deprived socio-economic background, or those who have developed a smoking habit in the armed services.

### Duties:

1: Eliminate discrimination, harassment and victimisation

2: Promote equality of opportunity

3: Promote good relations

\* Human Rights to privacy and family life, freedom of thought and conscience, education, employment

### PSED Impacts

	Commentary
Disability	The absence of smoke from our grounds will clearly be an advantage for people who have asthma and other respiration related conditions, and for pregnant women who will wish to minimise their contact with smoke to safeguard the health of themselves and their babies.  Enforcement of the policy should enable all staff and students to understand and abide by the policy, promoting good relations through a reduction in complaints about people smoking in inappropriate places across our campuses.
Pregnancy/maternity	
Age	Impacts for all other groups are mildly positive, as a reduction in smoke inhaled will be advantageous to overall health.
Gender	
Gender Based Violence	

Gender identity/ reassignment	
Marriage/civil partnership	
Religion or Belief	
Race	
Sexual Orientation	

### Additional Considerations

Care experienced	The inclusion of assistance to cease smoking should be a positive for people who use smoking as a mechanism to address mental health issues, or to alleviate stress due to caring responsibilities, or who are more likely to smoke due to being from a deprived socio-economic background or through being a member of the armed forces.
Carers	
Mental Health	
Socio-economic status	
Veterans	
Human Rights*	Avoiding passive smoking and its inherent risks should support the human rights to a private and family life, to education and to employment. As smoking can take place outwith College grounds, there is no conflict with the human right to privacy and family life for smokers.

Lead Officer:	Director of Estates and Sustainability		
Facilitator:			
Date initiated:			
Consultation:	The policy is designed to assist in complying with the Smoking, Health and Social Care (Scotland) Act 2005.		
Research:			
Signature	Billy Currie	Date	23/01/2024