

## **SMOKE FREE PROCEDURE**

### **1. Purpose**

The South Thames Colleges Group has a responsibility for maintaining, and where possible, improving the health of staff and users of its services and acknowledges that passive smoking is both a public health hazard and a welfare issue, proven to cause ill-health.

Health Act 2006 and Smoke Free Law 2007, makes it is necessary for the Group to prohibit smoking of any kind in certain premises, places and vehicles.

The Group will not permit smoking of any kind, including e-cigarettes or vapes in any part of the premises or at entrances managed, leased or owned by the Group at any time, by any person, regardless of their status or business with the Group.

The Group is committed to assisting staff and students to quit smoking, and will work with NHS services to ensure that support is available. Details of NHS services are outlined within this procedure.

### **2. Scope of the Procedure**

#### **2.1 Definitions**

The definition of premises for the purpose of this procedure is any building or substantially enclosed public or private area occupied by one or more members of the public or a workspace whether used by one or more members of staff. Such spaces include offices, lifts, corridors, stairways, lavatories, rest rooms, reception areas or entrances (not an exhaustive list).

The definition of an enclosed space for the purpose of this procedure is any area which has a permanent or semi-permanent roof and has walls (including windows and doors) enclosing more than 50% of its perimeter.

The definition of workplace includes company vehicles and any period during which a privately owned vehicle is used for business purposes.

#### **2.2 Application**

The procedure applies to all South Thames Colleges Centres in the South Thames Colleges Group.

### **3. Who should be aware of this procedure?**

All staff, students, visitors and contractors

### **4. Procedure**

#### **4.1 Designated smoking areas**

Designated smoking areas are provided at all College centres (except Tooting).

Refer to local arrangements for further details.

## 4.2 Students

Students are required to follow local rules.

## 4.3 Visitors

Staff are responsible for ensuring their visitors are aware of Smoke Free Procedure.

## 4.4 Contractors

Tenders and contracts will stipulate adherence to this procedure as a contractual condition.

## 4.5 Vehicles

Smoking of any kind is not permitted in vehicles belonging to or leased by the Group nor staff private vehicles if ever used to carry one or more members of staff or members of the public whilst carrying out duties assigned as an employee of the Group.

## 4.6 Signage

No-smoking signs will be displayed in a prominent position at the entrance to every College site. These signs will display the international no-smoking symbol and will carry the following words in characters that can be easily read: ***'No smoking. It is against the law to smoke in these premises'***.

A no-smoking sign will be displayed in each compartment of a smoke free vehicle in which people can be carried.

## 4.7 Help for Smokers who want to Quit

The NHS provides excellent free support to individuals that want to give up smoking. This support includes:

**Local NHS Stop Smoking Services** – call the NHS Smoking Helpline (0800 169 0 169), visit [www.gosmokefree.co.uk](http://www.gosmokefree.co.uk) or text 'GIVE UP' and your full postcode to 80088 for details of your local service.

**NHS Smoking Helpline** – individuals can speak to a specialist adviser by calling 0800 169 0169 (lines are open daily from 7am to 11pm).

[www.gosmokefree.co.uk](http://www.gosmokefree.co.uk) – an online resource for all the advice, information and support needed to stop and stay stopped.

**Together** – call the NHS Smoking Helpline (0800 169 0 169) or visit [www.gosmokefree.co.uk](http://www.gosmokefree.co.uk) for details of this interactive support programme.

The Group will periodically liaise with the local NHS Stop Smoking Service throughout the year to source appropriate support that can be made available to staff and students during and outside working hours.

#### 4.8 Non-compliance

The Group will expect all staff and students to observe the procedure by not smoking in the enclosed premises and in the unenclosed smoke free areas.

Any member of staff or student that fails to abide by the procedure will be liable to disciplinary action in accordance with the appropriate Group Disciplinary Procedure.

All staff are expected to assist the Group in enforcing the procedure and is required to challenge breaches of the procedure. The relevant College's security team will be responsible for enforcing the requirement for individuals to refrain from smoking within the unenclosed smoke free areas.

If staff feels apprehensive about their own safety in regard to addressing any breach they should report the violation to their line manager.

Individuals that are required to challenge a breach should:

- Draw the person's attention to the no-smoking signs and ask them to stop smoking;
- Point out that they are committing a criminal offence by smoking in a smoke free premises or vehicle;
- Remind the person that under the law the Group has a responsibility to prevent smoking.

Breaches of the procedure by staff and students should be recorded on an Incident Report Form. This will enable the appropriate manager to monitor and resolve an ongoing compliance issues in respect of their staff.

In the event of a breach of the procedure by a visitor, they should be asked to extinguish all smoking materials and be informed of the availability of unenclosed areas that are not smoke free. If they continue to smoke the matter should be referred to security staff.

#### 5. How will we evaluate and review this procedure?

The Group's performance against this procedure will be reviewed by the Group Management Team on an annual basis and following any legislative changes that dictate a review of the arrangements.

#### 6. Links to other Policies and Procedures

This procedure is linked to the following policies and procedures:  
Staff Disciplinary Procedure  
Student Disciplinary Procedure  
Premises Hire

#### 7. Responsibilities

All Group staff and students will be responsible for ensuring that this procedure is achieved. Individuals will be personally responsible for ensuring that they do not

smoke within the enclosed areas of South Thames Colleges Group premises and within the designated unenclosed smoke free areas of any College grounds.

## **8. Procedure Distribution and Communication**

Information relating to the Smoke Free procedure will be appropriately publicised on the College websites. A copy of the procedure will be permanently held on the Group Intranet.

Guide Title: Smokefree Procedure	Staff Member Responsible: Facilities Director
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