



## **SMOKE FREE POLICY**

### **1. Statement of Policy**

Bolton College supports the principle of a smoke free policy in workplaces in an effort to provide a healthy and comfortable working environment for employees, learners and visitors. The policy is intended to promote a smoke-free environment.

Non-smokers have a right to work in a safe and healthy environment and this includes being protected from passive smoking. The Health Act 2006 and the Smoke-free (Premises and Enforcement) Regulations 2006 come into force in England from 1 July 2007; the regulations make it a requirement that employers provide smoke-free workplaces. Until a total ban comes into force, the College has existing duties under The Health and Safety at work Act 1974.

The objectives of this policy are to:

- Provide a healthy working environment within the college for our employees, our learners and those who visit our college.
- Operate a ban on smoking on Bolton College premises, in Bolton College vehicles that are used for transporting learners or employees.
- Provide advice, information and assistance for employees and learners who wish to give up smoking and who need help.
- Support the college's commitment to Every Student Matters.

### **2. Scope of the Policy**

The smoking policy applies to all employees, contractors, visitors and learners at Bolton College premises, including community centres.

### **3. Support for Smokers**

The College recognises that for some people giving up smoking can be difficult, people may have a genuine fear that they may be unable to stop or others may not be aware of what support is on offer. The College will assist people where it can. Advice and counselling can be obtained from Occupational Health providers, GPs, local NHS cessation advisers and through the College counsellor.

Information on stopping smoking with support from local cessation services will be provided for smokers. The NHS Smoking Helpline number is **0800 169 0169**. The helpline can offer advice and support on stopping smoking along with a website at [www.givingupsmoking.co.uk](http://www.givingupsmoking.co.uk).

If you require more information about other support available then please contact the Human Resources Unit

#### 4. No Smoking Areas

**The College does not permit smoking in any of its premises. People wishing to smoke may only smoke in the designated area.**

The following list is not exhaustive; smoking is not permitted in the following areas:

- i. In any area where there are specific health, hygiene or safety hazards or where special safety precautions are required (e.g. designated areas where food is prepared; areas where flammable substances are used, stores, produced, etc.). This applies to any person, employee, visitor, client or learner.
- ii. All internal areas of Bolton College buildings normally accessible to the public, including but not limited to reception areas, waiting rooms, corridors, stairways, lifts, Learning Resource Centre, Enrolment Centre, Guidance Centre, changing rooms, staff kitchen areas, toilets and entrances to College buildings.
- iii. Common areas such as photocopying rooms, First Aid Rooms, in restaurants or canteens or staff rooms.
- iv. Meeting rooms, teaching rooms and workshops.
- v. Vehicles operated by Bolton College that are used to transport clients, employees or learners.
- vi. Excel Centre and Exhibition Hall

**Non-employees who breach the smoke free policy will be asked to leave the premises.**

#### 5. Management/Employer Responsibilities:

Under the Health and Safety at Work Act 1974 the employer must provide and maintain a safe working environment which is, so far as is reasonably practical, safe, without risk to health and adequate as regards to facilities and arrangements for welfare. The College is also committed to every student matters and has a corporate and social responsibility to meet its responsibilities in this regard. Therefore the College and its managers have a duty to take reasonable care to protect the health of its employees.

Consequently managers are required to:

- Ensure that all current and new employees are aware of the policy.
- Recognise that some employees may experience initial difficulties in moving to a smoke free environment and it is important that where this is identified that employees are signposted to appropriate support mechanisms.
- Not condone employees smoking in non-smoking areas.
- Ensure that the policy is available on the intranet.

#### 6 Employee Responsibilities:

Under the Health and Safety at Work Act 1974, employees have duties to:

- Take reasonable care for the health and safety of themselves and others.
- Co-operate with the employer as far as is necessary to enable the employer to comply with the requirements of the Act.

- Familiarise themselves with the policy and its content.

## **7. Learner Responsibilities:**

In accordance with the student handbook, all learners are expected to uphold Bolton College's smoke free policy. Learners are expected to:

- Take reasonable care for the health and safety of themselves and others.
- Co-operate with the college as far as is necessary to enable the college to comply with the requirements of the Act.
- Familiarise themselves with the policy and its content.

## **8. Facilities for smokers**

The College will provide a sign posted designated smoking area for use by employees, visitors, contractors and learners. Employees who choose to take breaks in order to smoke will make up the working time missed through smoking by extending their working day or by making a reduction to the length of their lunch break.

## **9. Enforcing the smoke free policy**

Any member of staff who repeatedly fails to observe the policy by smoking in unauthorised areas will be reported to their line manager and may face disciplinary action in accordance with the college's Disciplinary Policy. However managers will be advised to approach such action sensitively and in a staged process.

All staff have a role to play in enforcing the policy and are asked to deal with any observed or reported breaches. If managers or staff feel apprehensive about their own safety in regard to addressing any breach they should seek management support. It is important to note that primary emphasis should be placed on prevention of such situations arising.

In the event of a breach of the policy by a visitor or staff member of other organisations, they should be asked to extinguish all smoking materials and be informed of the availability of external smoking areas. If they continue to smoke the matter should be referred to a member of the Senior Management Team or to security staff as appropriate. In the event that staff from other organisations continue to breach the Policy, the appropriate organisation should be advised; in writing by a member of the Colleges Senior Management Team of the consequences of breaching these requirements.

## **10. Monitoring and Review of the policy**

The following will be monitored through the following avenues:

- Prospective employees will be advised of the smoke free policy.
- The smoke free policy will form part of the induction programme.
- Discarded smoking materials are disposed of safely.
- The smoke free policy will be reviewed on an annual basis, or in line with legislative changes to ensure that it continues to meet the aims of the original policy.

Date: June 2007

Review Date: July 2010