



## College Smoke-Free Policy

<b>Author</b>	Deputy Chief Executive
<b>Date</b>	January 2023
<b>Person Responsible</b>	Deputy Chief Executive
<b>Approval/ review bodies</b>	SLT
<b>Frequency of Review*</b>	36 months

*\* Policies will be reviewed more frequently if legal changes or good practice require.*

<b>Review History:</b>		
Date	Reviewed by	Reason for review
Jun 2007	Corporate Secretary	Policy written
Aug 2010	Vice Principal	General update
Jan 2011	Compliance & Policy Manager	Title change of person responsible
Jan 2013	Risk Manager	Change of person responsible. Inclusion of e-cigarettes
Aug 2013	Executive Director of Estates	General update
Oct 2016	Vice Principal Finance and Resources	General update
Jan 2020	Executive Director of Facilities & Resources	Review and update
Jan 2023	Deputy Chief Executive	Review and update

## Contents

1.	Policy .....	2
2.	Objective .....	2
3.	Responsibilities .....	2
4.	Procedure .....	2
5.	Help to Stop Smoking .....	3
6.	Definitions .....	3
7.	Electronic cigarettes (Vaping) .....	3

### Related policies/documents:

North Kent College Health & Safety Policy.

## 1. Policy

The policy of North Kent College (“the College”) which incorporates Hadlow College, is that all of its campuses, workplaces and study areas are smoke-free and all employees, students and visitors have a right to work in a smoke-free environment.

A copy of this policy will be made available to Staff on the policies page of StaffNet and to students (via Moodle/Student Handbook). All new employees, students, consultants, contractors and visitors will be informed of the policy and their role in the implementation and monitoring of it on recruitment/induction.

This Policy applies to any lit substance, in a form in which it could be smoked and any products such as electronic cigarettes.

**This policy applies to all employees, students, consultants, contractors and visitors. The only exception to this policy relates to students undertaking a theatrical performance on stage, who are permitted to use imitation/non-tobacco-based cigarettes.**

## 2. Objective

Exposure to secondhand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

This policy has been developed to protect all employees, learners and visitors from exposure to secondhand smoke and to assist compliance with the Health Act 2006 (as amended).

## 3. Responsibilities

The operation of the policy is the responsibility of all College Managers. However, all employees, students, consultants, contractors, and visitors are obliged to adhere to, and support the implementation of the Policy.

## 4. Procedure

Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace and in all external areas of all College Campuses except in the designated smoking zones. This prohibition extends to company vehicles.

In accordance with the Smoke-free (Signs) Regulations 2012, at least one “no-smoking” sign will be clearly displayed in each of the premises under the control of the College and within all smoke-free vehicles.

Disciplinary procedures will be followed if a member of staff or student does not comply with this policy.

Those who do not comply with the smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

## **5. Help to Stop Smoking**

The NHS offers a range of free services to help smokers give up.

Visit <https://www.nhs.uk/smokefree>.

The College's Human Resources Department can also give advice and support.

## **6. Definitions**

### **Enclosed Premises**

have a ceiling or roof and except for doors, windows or passageways, are wholly enclosed, whether on a permanent or temporary basis.

### **Substantially Enclosed Premises**

have a ceiling or roof, but there are openings in the walls which are less than half of the total area of walls, including other structures that serve the purpose of walls and constitute the perimeter of the premises.

## **7. Electronic cigarettes (Vaping)**

The College acknowledges that some employees, students, consultants, contractors and visitors to sites may wish to use electronic cigarettes. Although they fall outside the scope of smoke-free legislation, as many of the devices produce vapour, all devices will be treated as if they are a smoking device and, therefore, fall under the provisions of this policy in relation to our smoke-free environment requirement.

The reasons for this are that, while they do not produce smoke, e-cigarettes produce a vapour that could provide an annoyance or health risk to other individuals. Some e-cigarette models can also, particularly from a distance, look like real cigarettes. This makes it difficult to monitor and enforce the guidelines of this policy and may create the wrong impression to others (including the general public).

The College has designated outside smoking areas where smoking is permitted including the use of electronic cigarettes.