

Smoking Policy

[QP1.29]

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Responsibility for implementation:	All College staff, students, visitors and contractors
Responsibility for review:	Human Resources Manager
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Date of next review:	January 2013

1.0 Policy

1.1 Introduction

This policy protects all employees, students, contractors and visitors from exposure to second-hand smoke and assists compliance with the Smoking, Health and Social Care (Scotland) Act 2005.

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.

1.2 Policy Statement

It is the policy of Adam Smith College that all of our workplaces are smoke free and all employees have a right to work in a smoke free environment.

Smoking is prohibited throughout the entire workplace with no exceptions. This includes company vehicles.

This policy applies to all employees, students, contractors and visitors.

External areas where staff, students and visitors can smoke will be provided at all campuses.

All new staff will receive a copy of the policy on recruitment/induction.

1.3 Non-Compliance

The College's disciplinary procedures will be followed if a member of staff does not comply with this policy.

The procedures as set out in the guidance to the regulations will be followed if a student or visitor to the college does not comply.

Those who do not comply with the smoking law are also liable to a fixed penalty fine and possible criminal prosecution.

1.4 Help to stop smoking

Support for smokers who want to stop will be provided through Human Resources.

Other sources of support are:

- Smokeline – 0800 848484;
- www.hebs.com/tobacco;
- the public health department of your local health board; or
- your local GP surgery.

2.0 Justification

The College is obliged to comply with the provisions of the Smoking, Health and Social Care (Scotland) Act 2005 and the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006.

3.0 Link to Strategic Plan

Strategic Aim 3: Value our staff through recognition of achievement and by providing an environment that is supportive of the individual and promotes health at work.

4.0 Exemptions

None