

SMOKE FREE ARRANGEMENT



This arrangement under the safety policy of Telford College of Arts & Technology, hereafter called The Corporation, has been developed to protect all employees, students and visitors from exposure to second hand smoke and to assist compliance with the Health Act 2006.

Policy

It is the policy of The Corporation that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment. The policy came into effect on 1 July 2007.

Application

Overall responsibility for policy implementation and review rests with the Vice Principal - Finance and Resources. However, all staff are required to adhere to, and support the implementation of the policy. All existing employees, students, consultants and contractors will be informed of the policy and their role in the implementation and monitoring of the policy.

The policy will be published within the Safety Manual of The Corporation on the intranet. Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all smoke free vehicles to ensure compliance with statutory requirements.

Smoking is prohibited throughout the college site with the sole exception of the designated smoking areas.

Smoking is not allowed in any vehicle being operated as part of the undertaking of The Corporation. Employees using their own vehicle to travel on the business of The Corporation must consider the wishes of anyone who is travelling with them as to whether smoking will be allowed in the car during the duration of the journey.

Electronic Cigarettes (e-cigarettes, personal vaporiser or PV)

The Corporation considers use of electronic cigarettes in exactly the same way as conventional tobacco smoking and the term "smoking" includes the use of electronic cigarettes. The Corporation understands the possible use of electronic cigarettes in aiding smoking cessation and provides a separate designated e-smoking area for those using them.

Protection of young persons

Employees of The Corporation should present a positive role model to any young person or vulnerable adult who is present on the premises. Employees are required to demonstrate compliance with the requirements of this policy and only smoke in the designated areas.

Protection in other workplaces

Employees of The Corporation may be required to visit the premises of other organisations as part of their contract of employment. Any employee of The Corporation visiting the premises of another employer should ascertain, on arrival at that company, what the local requirements for compliance are. There are occasions when employees of The Corporation may be required to carry out home visits. Employees engaged in such visits may request that the home remains smoke free during the duration of the visit. If the request is denied then the employee of The Corporation should refer the situation to their Head of School/Manager for guidance.

Permitted smoking zone

Smoking zones have been established on the college premises where employees, students and visitors aged 16 years and over, who do not wish to stop smoking may continue to do so at appropriate break times. Designated areas have been identified and a shelter erected. This will be close enough to the various buildings as to allow easy access but be far enough away as to enable The Corporation to ensure second hand smoke does not drift back into buildings.

Enforcement and Non-Compliance

All students are advised of the smoke free arrangements at interview, induction, enrolment and continually during their time at Telford College. Staff are advised at interview, induction and through the staff handbook. Visitors to the site are informed during the signing in process.

The enforcement of the smoke free arrangement is the responsibility of all College staff. Staff are authorised and expected to politely ask those who breach the policy to move to one of the designated smoking areas. Local disciplinary procedures will be followed if a member of the college community does not comply with this policy.

Any visitors to our premises including contractors that do not comply with the policy will be asked to stop smoking or leave the premises.

Help to stop smoking

The College provides support and advice to students who wish to give up smoking through the Healthy Life Style Advisor who visits the College on a weekly basis. In addition, students attend Enrichment/Tutorial Programmes, which cover healthy life styles, throughout the academic year.

Employees of The Corporation as well as students who wish to stop smoking can obtain support from the free NHS stop smoking service - **stop4life**.

Further information can be obtained by contacting the service by:

- Freephone 08006124580
- Text 'stop4life' to 60777
- Email help@stop4life.co.uk
- Web www.stop4life.co.uk