

No Smoking Policy

INTRODUCTION

This policy is intended to ensure that the College complies with smoking legislation and maintains a healthy and safe environment for all staff, students and visitors to the College.

The College is committed to ensuring that employees and learners are kept as safe and healthy as possible whilst on the College premises.

West Nottinghamshire College recognises that smoking and passive smoking pose a risk to health.

This policy is applicable to all staff, learners, visitors and contractors to the College. Managers are required to ensure that all staff are aware of the policy and adhere to it.

PRINCIPLES

Smoking Restrictions

Smoking is prohibited on all West Nottinghamshire College sites except where any site has a smoking area designated as such for health and safety reasons. Currently only the Chesterfield Road and Station Park sites have these areas

Smoking is prohibited in all West Nottinghamshire College buildings and vehicles. This includes buildings or vehicles that are hired or leased by West Nottinghamshire College, even if smoking is normally permitted in that building or vehicle.

Smoking is discouraged around entrances to College sites.

Designated Smoking Areas

Any designated smoking areas will be clearly marked and signposted; smoking is only permitted within these areas.

Electronic Cigarettes

Electronic cigarettes may not be used on College sites, except where a site has a designated smoking area (see above) and then only in that area.

HELP TO STOP SMOKING

The NHS offers a range of free services to help smokers give up. Visit <http://smokefree.nhs.uk/> or call the NHS Smoking Helpline on 0800 022 4 332 for details.

Alternatively drop into the College's Health and Wellbeing Team at Derby Road for advice.

RESPONSIBILITIES

Corporation Board

The Corporation Board are responsible for the oversight and implementation of this policy

The Principal and Senior Managers

It will be the responsibility of the Principal and senior managers to ensure compliance with the policy and to communicate the policy to all staff.

Managers

It will be the responsibility of all managers to ensure that this policy is implemented.

It will be the responsibility of managers to ensure that there is no loss of working time by staff who smoke during their normal working hours.

All Staff

It is the responsibility of all staff to ensure that learners, visitors and contractors are aware of the procedure.

Students

It is the responsibility of all students to adhere to this policy at all times.

COMPLIANCE

Failure to comply with this policy could result in disciplinary steps being taken against the person/persons involved in line with the College disciplinary Procedure.

Failure to comply with any part of this policy could result in the person/persons involved being asked to leave the College site.

REVIEW

This policy and related procedures will be reviewed on at least an annual basis.