



Smoke-Free Policy

Purpose

This policy has been developed to protect all employees, students, customers and visitors from exposure to second-hand smoke and to assist 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.

Policy

It is the policy of Newbattle Abbey College that all of our premises are smoke-free and all employees/students have a right to work/study in a smoke-free environment.

Smoking is prohibited throughout the entire workplace/premises with no exceptions. This policy applies to all employees, students, consultants, customers and visitors.

If you wish to smoke, you must do this in your own time either outside your normal hours of work or during your lunch or coffee break. Smoking on site is only allowed in designated areas and cigarette butts must be disposed of in a safe and socially acceptable manner.

Failure to comply with the above rules is a disciplinary offence and will be dealt with in accordance with the college's disciplinary procedure. Where the smoking creates a clear health and safety hazard, then such behaviour constitutes potential gross misconduct and could render the employee liable to summary dismissal.

Implementation

Overall responsibility for policy implementation and review rests with the Administration Manager. All staff are obliged to adhere to, and facilitate the implementation of the policy.

The person named above shall inform all existing employees, students, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also have to give all the new personnel a copy of the policy on recruitment/induction.

Appropriate 'No smoking' signs will be clearly displayed at the entrance to and within the premises.

Help to Stop Smoking

Support for smokers who want to stop can be provided by Dalkeith Medical Practice, St Andrews St. Dalkeith on 0131 651 5500

Sources of support are: SmokeFree helpline 0800 0224332, www.smokefree.nhs.uk or your local GP surgery. Contact details can be found in your local directory.

Non-compliance

If the person smoking is an employee or a student. The following procedure should be followed:

- Draw the person's attention to the 'No Smoking' sign and remind them that they are committing an offence. Politely ask them to stop smoking.
- Advise the person that it is also an offence for the College to let anyone smoke.
- Explain to them that the College has a smoke-free policy to ensure a safe working environment for all staff, students and customers.

If they continue to smoke contact a senior member of staff who will:

- Ask the person to leave the premises and inform them that this is a disciplinary matter and the disciplinary procedure will now be followed.
- Maintain a record of all such incidents and outcomes.

If the person smoking is a consultant, contractor, customer, service user or visitor the following procedure should be followed

- Draw the person's attention to the 'No Smoking' sign and remind them that they are committing an offence. Politely ask them to stop smoking.
- Advise the person that it is also an offence for the College to let anyone smoke.
- Explain to them that the College has a smoke-free policy to ensure a safe working environment for all staff, students and customers.

If they continue to smoke contact a senior member of staff who will:

- Explain that staff are obliged to refuse service if they continue to smoke
- If the customer carries on smoking, ask them to leave the premises

- If he/she refuses, implement the normal procedure for anti-social/illegal behavior on the premises
- Maintain a record of all such incidents and outcomes

Newbattle Abbey College	POLICY/PROCEDURE
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