

SMOKING POLICY

POLICY STATEMENT:

As a responsible employer, the EKC Group is committed to ensuring the health and welfare of its staff and students. In addition, the Smoke Free Premises Act of 2007 made it an offence to smoke, or to knowingly allow smoking in a no smoking premises. The legislation covers all substances that a person can smoke. These include manufactured cigarettes, hand-rolled cigarettes, pipes, cigars, herbal cigarettes and water pipes (e.g. shisha, hookah pipes etc.) and electronic cigarettes (e-cigarettes in any form).

The EKC Group will, therefore ensure that it is taking steps to protect individuals from the dangers of smoke in work and rest areas. This policy outlines the EKC Group's approach to smoking and defines the rights and responsibilities of smokers, non-smokers and those who wish to give up smoking.

The policy applies to all staff and students at all EKC Group Colleges and outreach sites. In the interests of safeguarding, contractors and visitors are not permitted to smoke anywhere on the campus grounds, and the EKC Group discourages smoking at the front of College grounds. In cases where the EKC Group is undertaking large scale construction projects, discrete smoking areas for contract workers will be provided by the contractor.

DETAILS:

1. Apart from designated smoking areas, smoking is prohibited in any College buildings or College grounds.
2. To protect people who are entering or exiting the campus from second hand smoke, the EKC Group discourages smoking within 5 metres of each College entrance/exit.
3. The EKC Group's smoking policy extends to EKC Group vehicles. Smoking is therefore prohibited within EKC Group owned vehicles or vehicles hired or leased for EKC Group business.
4. In the interests of supporting individuals who wish to give up smoking altogether the EKC Group will:
 - 4.2 Provide a designated area at each College solely for the use of smokers of e-cigarettes. In order to ensure protection against the harmful effects of second hand smoke, tobacco smokers will not be permitted to smoke in this area.
 - 4.3 Signpost staff and students for smoking cessation help should they request it.
5. Smokers should ensure that they:
 - 5.2 Comply with the requirements set out in this policy
 - 5.3 Dispose of their cigarette rubbish responsibly

Owner: Head of Student and Community Affairs

Approving Body: Policy Committee

Stage of approval: Approved

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6. Staff who wish to smoke during the working day may do so only during designated breaks, i.e. an official agreed rest period such as the lunch break or, where possible and with the prior agreement of their line manager, by the use of flexitime arrangements.
7. Staff and students have the right and the responsibility to respectfully challenge anyone who is smoking outside of a designated area. A refusal to stop smoking should be reported to a manager. Persistent smoking offences will result in disciplinary procedures being invoked.
8. If anyone is found to be smoking in the following high risk areas, this amounts to gross misconduct for which the penalty could be exclusion (students) or dismissal (staff):
 - 8.1 Adjacent to paint, chemical or solvent stores.
 - 8.2 In the immediate vicinity of LPG storage areas or areas housing flammable industrial gases.
 - 8.3 Adjacent to battery rooms or locations where batteries are charged.
 - 8.4 Adjacent to air intake plant at low level.
 - 8.5 Any other areas where there is an identified flammable hazard or risk of ill health.
9. The selling/storing and dealing in any way of illegal cigarettes and tobacco on EKC Group premises will not be tolerated.

RELATED DOCUMENTS:

- Health and Safety Policy
- Staff Support and Wellbeing Policy
- Student Health and Wellbeing Policy