

Smoking & Vaping Policy 2023-2026



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1 INTRODUCTION

In accordance with Smoke Free legislation, as part of the Health Act (2006), it is illegal to smoke in all public enclosed, or substantially enclosed, areas and workplaces. Hopwood Hall College has a duty of care to provide a smoke free work environment, that provides a healthy workplace environment for its entire community.

By virtue of the act, virtually all public places and workspaces are to be maintained as smoke-free environments (minus designated areas) in order to protect the whole college community from the effects of passive smoking.

2 SCOPE & DEFINITIONS

This policy applies equally to all members of the college community including; staff (inclusive of temporary staff), students, prospective students, governors, contractors, visitors, parents & guardians and members of the public. The policy forms an integral part of the college's Health & Safety policy and is written in line with the college's professional guidelines.

DEFINITIONS:

Smoking - The action or habit of inhaling, and exhaling, the smoke of tobacco (or other equivalent product), by sucking on the end of a lit cigarette.

To note, this will include manufactured cigarettes, hand-rolled cigarettes, pipes, cigars, herbs, water/shisha pipes and any other medium of similar nature to those mentioned.

Vaping - The action, or practice, of inhaling, and exhaling, vapour containing nicotine and/or flavouring produced by a device designed for this purpose.

Passive Smoking - the involuntary inhalation of smoke, or water vapour, from other people's cigarettes, cigars, pipes or vaporisers.

Enclosed Area - An area with permanent walls and doors, without any gaps (windows and doors are not classed as gaps). Both permanent & temporary structures can be considered enclosed areas.

Substantially Enclosed Area – A structure (with a physical roof/ceiling) with an opening in the walls where the opening would make up less than half of the area of the total wall space (doors and windows are not classed as gaps).

3 POLICY STATEMENT

This policy will not discriminate either directly or indirectly against any individual on grounds of sex, race or ethnicity, sexual orientation, religion or belief, age, disability, inclusion need, gender identity, socio-economic status, or any other protected characteristic.

4 AIM

4.1 POLICY AIMS

- 4.1.1 To uphold the requirements of the Health Act 2006, prohibiting smoking in all public enclosed, or substantially enclosed, areas and workplaces.
- 4.1.2 To protect all staff, students, and users of the College, as well as any visitors to the premises, from exposure to second-hand smoke and the health concerns attributed to passive smoking.
- 4.1.3 To provide education and assistance in giving up smoking for students and staff.

5 ROLES AND RESPONSIBILITIES

The enforcement of the smoking & vaping policy is the responsibility of all College staff.

6 PROCEDURE

6.1 RESTRICTIONS

- 6.1.1 This policy will apply to all members of the college community, including; staff (inclusive of temporary staff), students, prospective students, governors, contractors, visitors, parents & guardians and members of the public, who are on Hopwood Hall College campuses for any reason.
- 6.1.2 This policy will apply to all activities held within the College – including before and after college activities and meetings/events.
- 6.1.3 Smoking is limited to the designated smoking shelters/zones only, whilst e-cigarettes and vaping are permitted in external areas.
- 6.1.4 Neither Smoking nor Vaping is permitted in any college vehicles.
- 6.1.5 Smoking is not permitted in any private vehicles, when used for college business involving the transport of any college students under the age of 18 years old, in accordance with the Children and Families Act 2014.
- 6.1.6 The smoking, or possession, of illegal substances will lead to immediate disciplinary action and the police will be notified.

6.2 SIGNAGE:

- 6.2.1 No Smoking signs are erected in various areas throughout the College estate as a visual reminder.
- 6.2.2 The designated smoking areas are clearly identified through the installation of smoking shelters, with their locations shown on college maps.

6.3 ENFORCEMENT:

- 6.3.1 All students to be advised of this policy at induction.
- 6.3.2 All new staff will be advised of the policy via the college induction process.
- 6.3.3 The enforcement of the smoking & vaping policy is the responsibility of all College staff.
- 6.3.4 All staff are authorised, and expected, to politely ask those who do not comply with the policy to move to the designated smoking areas.
- 6.3.5 Repeated breaches of smoking outside of the designated areas will be dealt with under the college's disciplinary proceedings.
- 6.3.6 Repeated breaches of vaping inside college buildings will be dealt with under the college's disciplinary proceedings.

6.4 EDUCATION

Whilst the College respects the right of individuals to smoke, it is committed to providing education for both staff and students to highlight the health dangers of smoking. The college is particularly committed to ensuring that young people are provided clear and consistent messages regarding the consequences to health & well-being of exposure to second-hand smoke and the general risks of smoking.

Education to help students not to start to smoke, or to quit smoking will be provided through tutorials, events and initiatives arranged by the College. The College will provide information and publicity to the whole College community on national anti-smoking campaigns.

The college recognises that vaping is an advised smoking cessation aid. However, we will work with Rochdale Borough Council Early Health team, alongside Early Break, to educate students on the risks associated with vaping.

6.5 STOP SMOKING/VAPING ASSISTANCE:

- 6.5.1 Staff members & students who wish to stop smoking/vaping can contact the Stop Smoking Service (provided by "Living Well" - Rochdale Council) by calling 01706 751190 or via email at livingwellhmr@biglifecentres.com
- 6.5.2 Additional advice and resources can be sought via contact with your local GP/ Pharmacy service.
- 6.5.3 Support is also available via discussion with the college HR and Health and Wellbeing teams.

7 MONITORING AND EVALUATION

7.1 REVIEW PERIODS

To ensure his policy remains effective, it will be reviewed either:

- Annually.
- Immediately, following any significant changes to the workplace, which call into question the suitability of these controls.
- Immediately, following any significant changes to any associated legal regulations, which call into question the suitability of these controls.
- Immediately following injury to any staff member acting in line with the policy.

The Head of Facilities & Risk Management will review the policy on an annual basis, with updated versions of the policy being made available on the college Hub and Net consent.

8 DOCUMENTS ASSOCIATED WITH THIS POLICY

N/A

9 DOCUMENT REVIEW INFORMATION

Policy Date:	30/03/2023
Policy Author:	Lewis Crichton
Equality Impact Assessment Date:	30/03/23
Next Policy Review Date:	March 2026