

Non-smoking Policy

1. Introduction

1.1 Chichester College Group (the Group) is committed to improving the health of its staff and students and providing a safe and healthy place to work and study. The Group recognises that one of the big health concerns with smoking is the increase in the risk of contracting lung cancer, heart disease and other illnesses.

1.2 We actively encourage members of staff and students to refrain from smoking. This is felt to be both in the interests of staff, students and visitors and to maintain the image of the Group. The policy seeks to:

- Protect the health of staff and students
- Protect the health of visitors, contractors and users and/or clients of our services
- Inform staff and managers of their responsibilities in respect of the Policy
- Establish a smoke free environment for all, with smoking restricted to designated areas.
- Provide staff, students and visitors with a consistent message regarding the use of tobacco.
- Promote the culture of a smoke-free organisation.
- Provide advice and support to staff and students who wish to stop smoking.

2. Scope of this policy

2.1 This policy applies to all staff, students, governors, visitors, contractors and other persons who enter Group premises.

2.2 Staff members are expected to inform their visitors of this policy.

2.3 Tenders and contracts will stipulate adherence to this Policy as a contractual condition. Existing contracts may be modified if it is felt necessary.

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3. Legal situation

- 3.1 Section 2(2) of the Health and Safety at Work Act 1974 places a duty on employers to: ‘provide and maintain a working environment which is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work’.
- 3.2 On 1 July 2007, the Health Act 2006 came into effect. This legislation made provision for the prohibition of smoking in specified premises, places and in vehicles. All the Group’s premises and vehicles fall within the scope of this Act.
- 3.3 The Health Act (2006) provides that:
- It is an offence to smoke in all enclosed workspaces including work vehicles and public buildings including pubs, restaurants and shops
 - Individuals who ignore the legislation are liable to be fined
 - Employers who do not take appropriate steps to prevent smoking in their premises will be liable to prosecution

4. Applicable products

- 4.1 This policy applies to all smoking materials and e-cigarettes.
- 4.2 The use of e-cigarettes on Group premises and vehicles is regulated in the same way as regular cigarettes and other smoking materials. This means that e-cigarettes cannot be vaped in any place that is prohibited by law and only in the locations provided for by the Group. Any person caught vaping outside of the permitted areas will be dealt with in exactly the same way as if regular cigarettes had been used.
- 4.3 The British Medical Association’s (BMA) definition of electronic cigarettes: E-cigarettes, also known as vaporisers or ENDS (electronic nicotine delivery systems), are handheld battery-operated devices which can deliver nicotine

containing vapour. These devices have developed significantly over recent years and come in a variety of forms. They generally consist of a cartridge containing liquid nicotine (or 'e-liquid'), an atomiser (heating device) and a mouthpiece. Solutions of e-liquid typically contain nicotine, propylene glycol and/or glycerol, as well as flavourings.

5. Permitted smoking and vaping locations

- 5.1 Smoking and vaping at all Group sites is only permitted in designated external smoking zones, which are clearly marked and signposted. Smoking and vaping are not permitted in any buildings or any other part of the land managed, leased or owned by the Group. Some centres occupied by the Group do not have designated areas and smoking and vaping are not permitted anywhere on these premises.
- 5.2 Smoking and vaping are not permitted in vehicles belonging to or leased by the Group nor staff private vehicles if used to carry members of staff, students, visitors or other members of the public whilst carrying out the duties of an employee.
- 5.3 Employees are allowed to smoke and vape in their own vehicles in the course of their work, provided that they are unaccompanied. However, staff are discouraged from smoking or vaping while driving for road safety reasons.

6. Non-Compliance

- 6.1 It is the responsibility of all staff to enforce this Policy. If anyone is found to be smoking or vaping away from the designated smoking areas, staff are expected to ask them to extinguish the smoking material or direct them to the nearest designated area. If staff are apprehensive about their safety in addressing any breach, they should seek support from any nearby colleagues. If at the Chichester Campus staff may also contact the College Community Support Officer (07920 829495).

6.2 Any breach of this policy by staff or students will be dealt with in accordance with the relevant Disciplinary or Referral procedure.

7. Support for smokers

7.1 The Group recognises the difficulty that employees and students who wish to give up smoking may face. Therefore, we have provided some information on support services in Annex A, which all staff and students can access.

8. Status of this policy

8.1 The Policy was approved by the Governing Body and GLT in June 2007 and supersedes all previous documentation.

8.2 The operation of this policy will be kept under review by the Chief Financial Officer.

8.3 The Policy may be reviewed and varied from time to time to reflect changes in response to revised legislation and applicable standards and guidelines.

Date Approved:	June 2007
Approved by:	Governing Body
Implementation Date:	July 2007
Date Reviewed:	February 2021
Date for Review:	January 2023

Advice and Support

For free advice, help and support on smoking cessation contact:

NHS Stop Smoking Helpline

Smokefree National Helpline: 0300 123 1044 (Monday to Friday 9am to 8pm, and Saturday and Sunday 11am to 4pm)

NHS Stop Smoking Services

[Local stop smoking services | Smokefree \(www.nhs.uk\)](#)

[NHS stop smoking services help you quit - NHS \(www.nhs.uk\)](#)

[Stop smoking treatments - NHS \(www.nhs.uk\)](#)

[Quit smoking - Better Health - NHS \(www.nhs.uk\)](#)

Local Services

Arun Wellbeing

Telephone: 01903 737862

Email: wellbeinginfo@arun.gov.uk

[Smoking > Stop smoking services in West Sussex / Arun Wellbeing / Provided by West Sussex County Council and Arun District Council \(westsussexwellbeing.org.uk\)](#)

Chichester Wellbeing

Telephone: 01243 521041

Email: info@chichesterwellbeing.org.uk

[Smoking > Quit smoking / Chichester district Wellbeing / Provided by West Sussex County Council and Chichester District Council \(westsussexwellbeing.org.uk\)](#)

Crawley Wellbeing

Telephone: 01293 585 317

Email: wellbeing@crawley.gov.uk

[Smoking > Smoking cessation / Crawley Wellbeing / Provided by West Sussex County Council and Crawley Borough Council \(westsussexwellbeing.org.uk\)](#)

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Horsham District Wellbeing

Telephone: 01403 215111

Email: info@horshamdistrictwellbeing.org.uk

[Smoking > Local stop smoking advice in Horsham / Horsham District Wellbeing / Provided by West Sussex County Council and Horsham District Council \(westsussexwellbeing.org.uk\)](#)

Adur & Worthing Wellbeing

Telephone: 01903 221450

Email: info.wellbeing@adur-worthing.gov.uk

[Smoking > Stop smoking services in West Sussex / Adur & Worthing Wellbeing / Provided by West Sussex County Council and Adur & Worthing Councils \(westsussexwellbeing.org.uk\)](#)

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