

No Smoking policy.

1.0 Statement of policy.

SCOLA recognises its responsibility under the Health & Safety At Work Act 1974 to take all reasonable steps to provide a healthy working environment for all its employees, students and visitors. Consequently, the College's Governing Body made a unanimous decision that all the College premises become no smoking zones. (March 1994).

Included within this responsibility is the requirement (Under the Management of Health and Safety at Work Regulations 1999) to prevent exposure to environmental tobacco smoke and to identify people particularly at risk from workplace hazards.

SCOLA now has an updated responsibility under The Smoke-free (Premises and Enforcement) regulations 2006. These Regulations which apply in England are made under Chapter 1 of Part 1 of the Health Act 2006 (smoke-free premises, place and vehicles). The new law will make it a criminal offence to smoke in any 'smoke free' premises. These include 'enclosed' (or 'substantially enclosed') premises. Which are:

- Open to the public.
- Used as a place of work by more than one person, even if only intermittently (the regulations are to be extended to include vehicles used for work purposes.)
- Used as a place of work where members of the public may enter and seek or receive goods or services from those working there.

2.0 London Borough of Sutton smoke free policy:

SCOLA also operates in accordance with London Borough of Suttons smoke free policy. The smoke free policy requires:

- That employees must not smoke in close proximity to any LBS building and the policy will cover all LBS work, rest and common areas, entrances, exits and LBS vehicles.
- Employees must not smoke anywhere in public view whilst in a uniform that displays the Sutton identification logo, or wearing LBS identity badges whereby they could be identified as LBS workers, other

- The policy applies to all people present on SCOLA's premises, including all contractors and all visitors.

3.0 Policy:

- Employees will not smoke while on duty in any SCOLA premises, offices, receptions, waiting areas, schools, centres and entrances to the workplace including temporary structures.
- SCOLA also includes building grounds as part of the no smoking zone and this will include school car parks and centre grounds within the immediate responsibility of SCOLA.
- Suttons main centre zone includes the lower square and the civic car park including the loading bay.
- Wallington Centre includes the entire parking and lawn area surrounding the building up to the library lawn and the main high street.
- In addition to SCOLA employees, students, visitors and contractors are also expected to adhere to the policy in and around the buildings.
- SCOLA will ensure adequate signage is in place to inform all of the current legislation and college policy.
- SCOLA will also support any member of staff wishing to quit smoking. The level of help required can be discussed with their line manager.

4.0 Implementation:

All staff and students have a responsibility to ensure people adhere to this policy. Breaches of this policy may in the case of staff or students lead to disciplinary action or in the case of contractors or visitors to their being asked to leave the premises. The No Smoking Policy will be implemented as follows:

- The Tutor will explain the No Smoking Policy to students during the induction.
- The Personnel Officer and/or line manager will explain the No Smoking Policy to new staff during the new staff induction programme and line managers will be responsible for ensuring that all staff who work in their area of responsibility comply with the policy.

- **The Director of Administration, Heads of Centre and Student Services will be responsible for ensuring that all contractors and visitors comply with the policy**
- **The Heads of Centres and Health & Safety Officer shall ensure adequate signage and information is accessible by students, staff and visitors.**
- **Employees who wish to quit smoking can contact their line manager and discuss the level of support they may require to help them quit.**

4.0 Review:

- **The policy will be reviewed 6 months after introduction and thereafter at regular intervals. It replaces the previous policy**

Updated: 10/5/07 / RH / H&S Officer.