



Smoke & Vape Free Policy

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Charity Number: SCO 36198

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SMOKE - FREE POLICY:

1. Introduction

1.1 The City of Glasgow smoke and vape free campus policy expresses our commitment to the health and wellbeing of all staff, students, visitors, and contractors. This policy asserts that everyone within our campus has the right to a smoke and vape free environment and aims to ensure the College is a safe, healthy learning and positive working environment.

2. Policy Aims

2.1. The City of Glasgow Colleges smoke - free policy supports and complements The Smoking, Health and Social Care (Scotland) Act 2005, the Prohibition of Smoking in Certain Premises Regulations 2006 and the Scottish Government's aim to create environments where young people do not want to smoke (Tobacco Control Action Plan 2018 [Raising Scotland's Tobacco-free Generation](#)).

2.2. It will promote a smoke and vape free working and learning environment for its staff, students, and visitors to the campus. In line with and enhancing the requirements of Sections 2 and 3 of the Health and Safety at Work Act etc. 1974, Regulation 25(3) of the Workplace (Health Safety & Welfare) Regulations 1992 and Part 1 of the Smoking, Health, and Social Care Act (Scotland) 2005.

2.3. The College has determined that all campuses and estates will become smoke- free and this applies to everyone within the campus boundary without exception.

2.4. The College will work to ensure that all campus areas are smoke and vape free and is committed to eliminating the risks associated with tobacco smoke on campus, and to

reduce the visibility of smoking and the impact on the environment. It is requested that staff and students are respectful of and follow the restrictions that are detailed within this policy.

- 2.5. Most smoking uptake happens between the ages of 16 and 24. Decisions and behavior during adolescence have a huge impact on a young person's life outcomes. Social and learning environments are central to this. Tobacco use can also be detrimental to issues such as attendance, attainment, and future aspirations. By actively addressing health related issues such as smoking the Institution aims to help boost attainment and improve student attendance, health, and wellbeing.
- 2.6. The College aims to act as an exemplar organisation and observe best practice to protect all staff, students, contractors, visitors, and members of public from exposure to tobacco smoke and to challenge the normalisation of smoking.
- 2.7. The College has endorsed the principles of [Scotland's Charter for a Tobacco-free Generation](#) and has pledged to help reduce the harm caused by smoking. This demonstrates our commitment to playing our part in making Scotland a healthier, wealthier, happier place to learn and work.

3. Policy Rationale

3.1 City of Glasgow College has a duty of care to protect and promote health and healthy behaviour for our staff and students. This duty of care includes providing effective support to stop smoking or to abstain from smoking while using or working in the College.

3.2 Exposure to tobacco smoke either by smoking or passive smoking is the largest single preventable cause of death and disease in the UK. Passive smoking can also be uncomfortable for others, particularly those with pre-existing respiratory conditions and the College will positively promote a smoke free environment.

3.3 The College has a statutory duty not to permit smoking within no - smoking premises as defined under the Smoking Health and Social Care (Scotland) Act 2005 and the Prohibition of Smoking in Certain Premises Regulations 2006 and is required to take all reasonable steps to ensure that smoking is not permitted in such no - smoking premises. Failure to meet this statutory duty may result in fines and / or prosecution.

3.4 Any person who smokes in any such no - smoking premises may also be subject to fines and / or prosecution.

4. Scope

4.1 The Policy will apply to all staff and students. It also applies to contractors, visitors, and members of the public on campus.

4.2 Smoking is not prohibited on the grounds at any time, including car parks, buildings, walkways, paths, and College vehicles. Smoking or being in possession of lit cigarettes, cigars, pipes or using e-cigarettes or vapes is not permitted within campus boundaries. It is a breach of the smoke and vape free policy to smoke or knowingly permit smoking within the campus boundary.

- 4.3 Smoking is defined as any activity that involves the use of a burned or heated tobacco product, products that imitate cigarettes or produce vapor are also included within this definition for the purposes of this policy.
- 4.4 This policy also applies to the use of electronic cigarettes, and these are prohibited in all areas where smoking is prohibited. (See section 5 for more information on E-cigarettes).
- 4.5 Smoking is not permitted in privately-owned vehicles whilst vehicles are on campus grounds.
- 4.6 All College events, including sporting events, will be smoke and vape free events and promoted as such.
- 4.7 The College will not sell or permit the sale of, advertise, or otherwise promote any tobacco or smoking materials on campus.

5. E – cigarettes

- 5.1 The College understands that using nicotine containing products (NCPs) may be one way for those smokers who wish to cut down or stop, however there are concerns that e-cigarettes and vaping devices may attract non-smokers, including young people and under 18s.
- 5.2 The College has included e-cigarettes within our smoke and vape free campus policy. These devices are prohibited from use on campus grounds. This follows advice from [NHS Health Scotland](#) that access to e-cigarettes needs to be controlled carefully; they are not products for under 16 year olds or non-smokers.

- 5.3 The College will not sell or permit the sale of, advertise, or otherwise promote any e-cigarettes or vaping materials on campus.

6. Organisation and Arrangements

- 6.1 The Principal and Chief Executive has ultimate responsibility for the implementation of this Policy.
- 6.2 The Vice-Principal People and Corporate Support will assist the Principal and Chief Executive in the implementation of this Policy and ensure that adequate resources are made available for its effective implementation.
- 6.3 All Directors are responsible for implementing this Policy within the scope of their authority and control and for developing and implementing such local arrangements as are necessary to secure compliance with the Policy requirements.
- 6.4 The Associate Director of People and Culture is the designated person to whom complaints in relation to smoking are made and is responsible for carrying out investigations into such complaints.
- 6.5 The Head of Estates is responsible for ensuring that: -
- all statutory no- smoking signage is displayed in accordance with smoke- free legislation.
 - contractors are made aware of the requirements of this Policy.
- 6.6 The Head of Estates is responsible for ensuring that regular no- smoking checks are carried out of both internal and external common areas and for informing the Associate Director people and Culture where there is a failure to comply with the Policy.
- 6.7 The Health and Safety Manager will provide competent Health and Safety advice in relation to smoking and will also audit and report on the performance of this policy to College Management in relation to its application to protecting employees and others from smoke in indoor workplaces in line with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992.

- 6.8 All staff will be informed of the requirements of this Policy by their line manager.
- 6.9 The Student Experience Director is responsible for ensuring that all students are made aware of this Policy.
- 6.10 All members of staff and students share a general responsibility for bringing to the attention of College Management any person who is flagrantly disobeying this, Policy.
- 6.11 All managers will assist Directors by ensuring operational compliance with this Policy.
- 6.12 Reception staff will be responsible for recording any complaints in relation to smoking on the smoking complaint form (Appendix 2) and to pass these to the designated person for investigation.
- 6.13 It is everyone's responsibility to ensure that the college campuses remain smoke and vape free. All staff have a responsibility for implementing the policy and are required to address those seen smoking or vaping on campus but informing them that it is not permitted, and reminding them of the smoke and vape free campus policy.

7. Help to Reduce or Stop Smoking

7.1 We recognise that individuals may experience challenges in moving to a smoke- free environment and as such we will support individuals by signposting them to services that can provide support and assistance with smoking cessation.

7.2 Periodic publicity campaigns will be undertaken to discourage the uptake of smoking, encourage smokers to stop and publicise the support available. The College is committed to promoting the [#BeFree](#) campaign to support students to continue their learning and employability journey in a health promoting environment. The #BeFree Achieve More campaign promotes that young adults will achieve more and be fitter, happier, and better off if they are smoke and vape free. Resources can be accessed at www.befree.scot. Students can be directed to the ['top tips' resources](#) for additional support.

7.3 The policy aims to help and support those smokers who wish to give up smoking. The College is committed to provide support for those smokers who want to stop by working in partnership with, and utilising the experience offered by, [NHS Quit Your Way](#) services. Equally those who do not wish to stop smoking should be helped to cope with the restrictions imposed by the policy.

7.4 Support and advice for those wishing to stop smoking are available from the following sources. GPs and pharmacies can also be approached for stop smoking support.

- Staff Support: Wellbeing Officer and [Wellbeing Intranet Page](#)
 - Includes information on Be Smoke Free Drop in Sessions
- Student Support: Student Association, [City Student Association Page](#)
- Local Smoking Cessation Advice
 - Quit Your Way: Call or chat online with trained advisors and find local service details: www.quityourway.scot or 0800 84 84 84 (8am - 10pm)

7.5 Reasonable requests from staff for time to attend smoking cessation groups will be treated sympathetically by their line manager.

7.6 Departments will be encouraged to incorporate relevant tobacco prevention messages into course programs where relevant opportunities arise

8. Enforcement

8.1 Staff and students who fail to comply with this Policy and smoke in designated no-smoking areas may be subject to disciplinary action in accordance with the relevant College procedure.

8.2 Visitors who do not comply with this Policy will be instructed to cease smoking or asked to move out-with the designated smoke- free area. Contractors or contractors' employees who do not comply with this Policy will be instructed to cease smoking and this will be recorded on a Contractor Performance Report for further investigation and action.

8.3 Serious and / or repeated infringement of this Policy through smoking in designated no- smoking areas may be interpreted as gross misconduct.

8.4 Where persons are witnessed to be smoking within the designated smoke- free areas then the person should be approached and advised that:-

- the College has a smoke- free policy;
- the location is a smoke- free area and the no smoking signage is drawn to their attention.
- they may be affecting the health of others who breathe in their second- hand smoke.
- they are made aware of the areas where the Policy does not apply.
- that they may be committing an offence (only for wholly or substantially enclosed premises)
- that you as a manager etc. may be committing an offence if you permit anyone smoke (only for wholly or substantially enclosed premises)

9. Risk Assessment

- 9.1 All Directorates and Faculties will assess any significant risks to health from exposure to smoking as part of their general risk assessment.
- 9.2 The risk assessment will also consider the risks to staff who may be involved in the enforcement of this Policy, with reference to violence and aggression.

10. Information, Instruction and Training

- 10.1 Where a risk assessment has identified that staff require training in dealing with potentially aggressive situations then line managers will ensure that adequate information, instruction and training is provided.

11. Reporting Incidents

- 11.1 All instances of ill- health in relation to work- related exposure to smoking will be reported in accordance with the Accident and Incident Reporting Procedure.
- 11.2 All instances of violence and aggression in relation to the enforcement of this Policy will be reported in accordance with the Accident and Incident Reporting Procedure.

12. References

Associated Policies and Procedures	Title
Health and Safety Disciplinary	Health and Safety Policy Statement Accident and Incident Reporting Procedure Disciplinary Procedure Academic Staff Disciplinary Procedure Support Staff Student Disciplinary Policy Student Disciplinary Procedure
Legislation	
Health and Safety law Smoke- free law	Health and Safety at Work etc. Act 1974 Workplace (Health, Safety and Welfare) Regulations 1992 Smoking, Health and Social Care (Scotland) Act 2005 Prohibition of Smoking in Certain Premises Regulations 2006

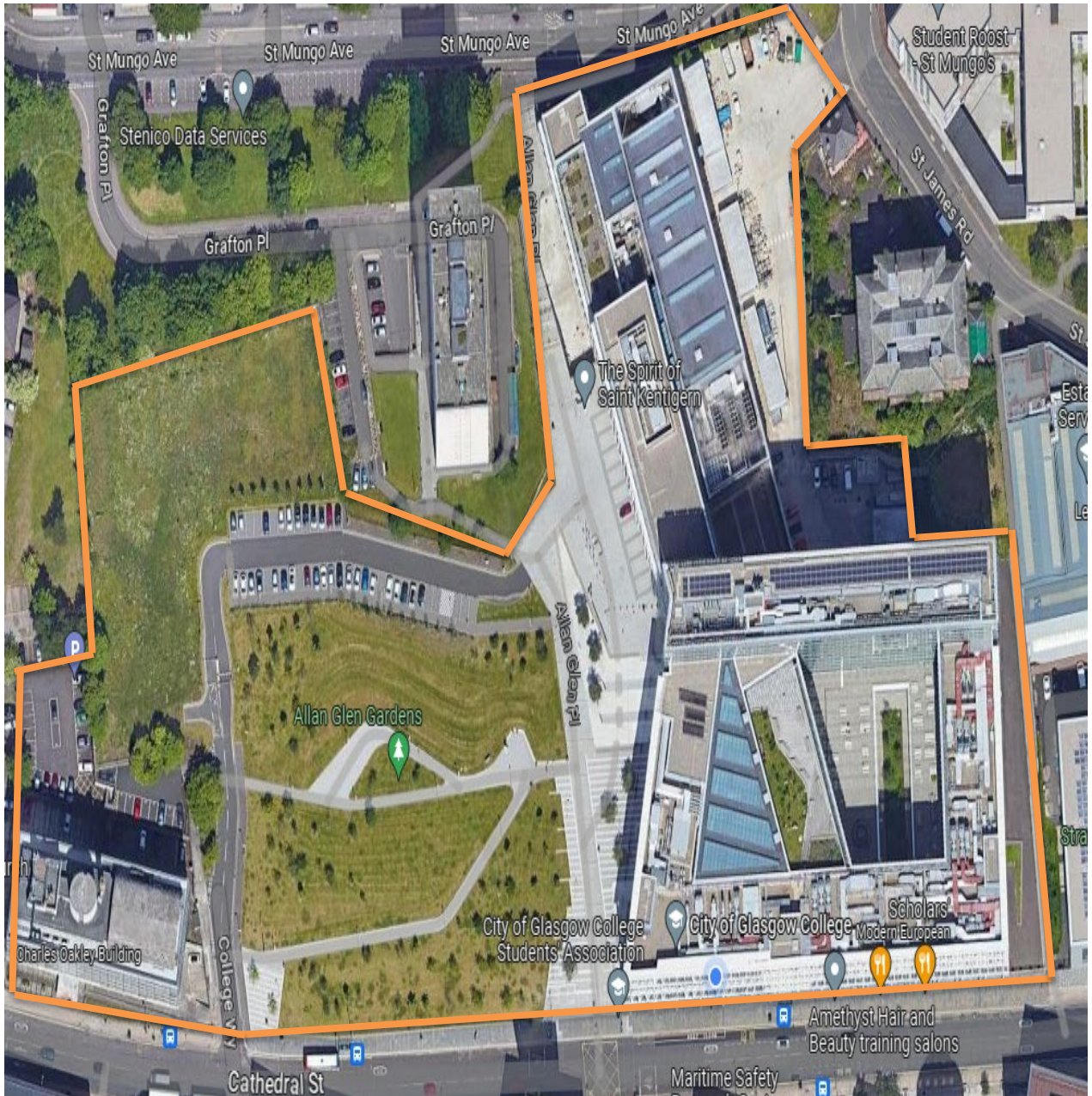
13. Document Control and Review

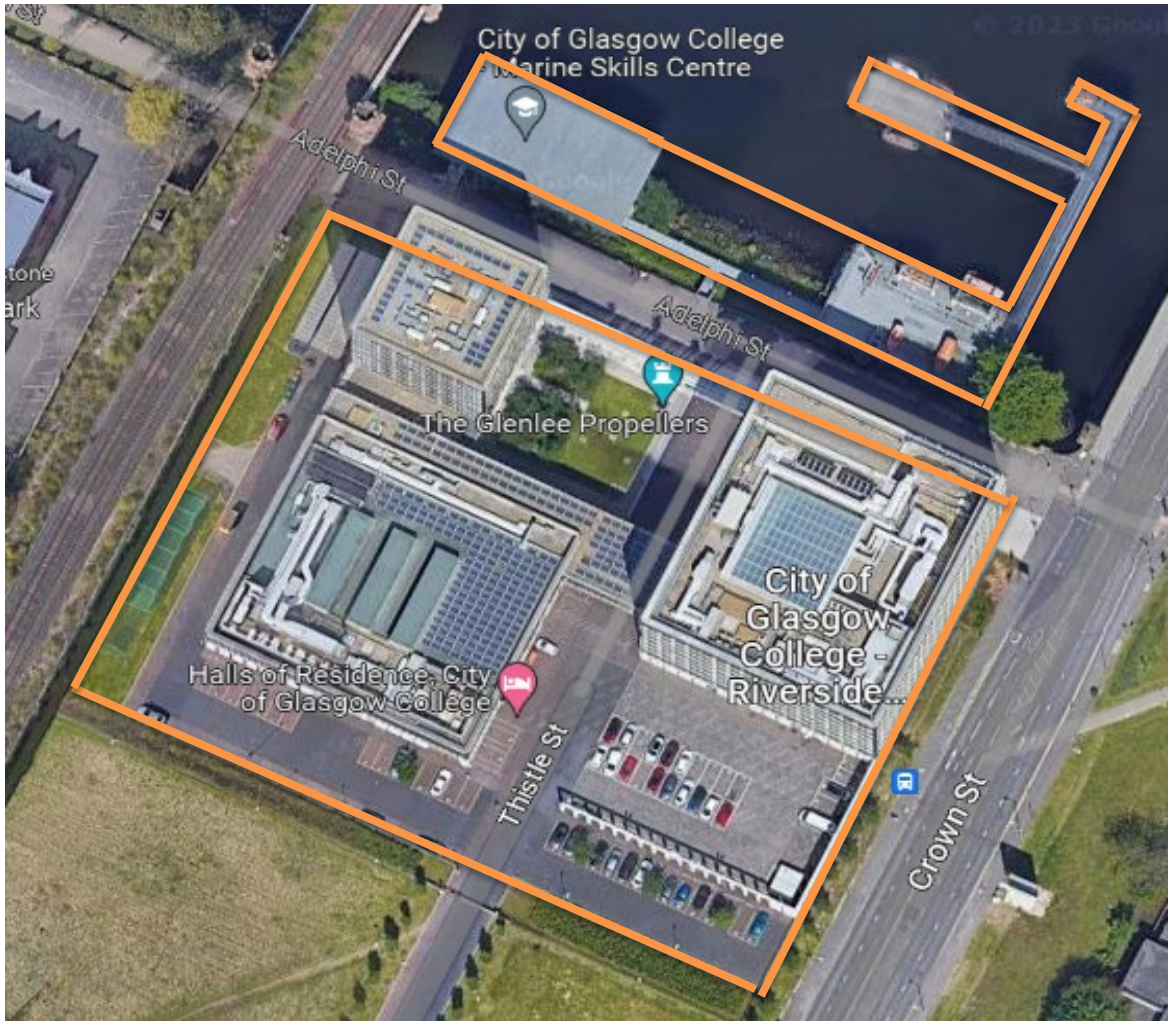
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Lead Officer(s)	Fire Safety Officer, Health and Safety Manager, Wellbeing Officer
Board Committee	Health and Safety Committee
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14. Revision Log

Version Date	Section	Description
Version.1 (Oct 2014)	All	First version of policy
(draft Version.2.1 February 2017) (draft Version.2.2 February 2017)	All	Revised version: <ul style="list-style-type: none"> • Includes change to title (smoke free policy). • Policy Rationale Inserted • Smoking Cessation Section • Policy written within College template • References, document control and revision log inserted
Draft version 2.3 December 2017	All	Complete redraft
Draft version 2.5 September 2023	All	Complete redraft. <ul style="list-style-type: none"> • Addition of e cigarettes and vapes • Appendix of smoke and vape free zones

Appendix A Designated Smoke and Vape free Zone - All areas within the designated area are smoke and vamp free





SMOKE AND VAPE FREE POLICY

Appendix B Smoking Complaint Record

Date / Time	Complainant's Name and Contact Details	Details of Complaint Including Person(s) Involved and Location(s)	Person Completing Form	Date / Time Passed to Designated Person