

Health, Safety & Wellbeing Procedure

Smoke Free Campuses

RAISING ASPIRATIONS/
INSPIRING ACHIEVEMENT/
INCREASING OPPORTUNITIES/

PROCEDURE TITLE	Smoke Free Campuses
REFERENCE NUMBER	HSWP 001
DATE OF FIRST ISSUE	Third Draft – 13 August 2015
REISSUE DATE	Not Applicable
ISSUE NUMBER	1
APPROVING COMMITTEE	Executive Management Team
DATE OF APPROVAL	TBC
RESPONSIBLE PERSON	Vice Principal, HR and Organisation Wellbeing
EQUALITY IMPACT ASSESSMENT	Yes
REVIEW DATE	August 2016

HISTORY OF AMENDMENTS		
DATE	VERSION/PAGES AND SECTIONS AFFECTED	SUMMARY OF CHANGES
24 July 2015	V1: As identified in summary	(1) Implementation date revised from 3 to 17 August 2015. (2) Emphasis on all staff's responsibilities regarding smokers on campuses. (3) Word Policy amended to Procedure.
31 July 2015	V2: Section 7, Guidance for Managers	Inclusion of reporting measures and inclusion of staff and student leaflets.

Contents

	Page
1.0 Statement of Intent	4
2.0 Purpose	5
3.0 Scope	6
4.0 Responsibilities	6
5.0 Operational Guidelines	7
5.13 Implementation	8
5.14 Practical Application	8
5.15 E-Cigarettes	9
6.0 Failure to Comply	9
7.0 Guidance for Managers	9
8.0 Assistance and Support	10
9.0 Equality and Diversity	11
10.0 Associated Documents/Information	11
Appendix 1 Fresh Air-shire Community Pharmacy Stop Smoking Service	
Appendix 2 Smoke Free Signage for Windows and Display Boards	
Appendix 3 Sample Advisory Letters	
Appendix 4 Script for those approaching a smoker on campus	
Appendix 5 Staff and Student Advisory Leaflets	
Appendix 6 Reporting Non Compliance	

1.0 Statement of Intent

- 1.1 Tackling the issue of smoking is widely supported by the Scottish Government through a range of health initiatives, and on the 26th March 2006 the Smoking, Health and Social Care (Scotland) Act 2005 and the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006 came into force and the provisions have been integrated into this statement. The Act was one of the most significant pieces of public health legislation in a generation.
- 1.2 Ayrshire College therefore intends to implement arrangements to promote a smoke free working environment for its staff, students and visitors to the College. Accordingly, 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. The College has determined that all campuses and college estates will become smoke-free.
- 1.3 As from **17 August 2015**, Ayrshire College will implement a Smoke Free environment. Those wishing to smoke tobacco and or other smoking products including e-cigarettes will no longer be permitted to do so in College campuses, car parks or college or private vehicles.
- 1.4 The College will actively work to ensure that all campuses and workplaces are smoke free and staff and students will have the right to work and learn in a smoke free environment.
- 1.5 In recognition of Health, Safety and Environmental concerns, the College is committed to providing and maintaining a safe and healthy working environment for all its staff, students, visitors and contractors and will do all that is necessary to ensure staff and others are made aware of the harmful effects to health of tobacco smoke and tar, and provide support for staff and students who wish to stop smoking.
- 1.6 The College is a responsible employer, and as such, moving to a smoke free environment is essential in fulfilling its health improvement objectives for staff and students.
- 1.7 Staff are asked to comply with the Procedure and provide a suitable role model for students.
- 1.8 By becoming Smoke Free, the College does not intend to dictate to staff or students whether they should smoke or not. However, the College has made an informed decision to ensure that smoking will no longer be acceptable on its campuses/grounds.
- 1.9 The College is committed to provide support for those smokers who want help to stop, by utilising the expertise of NHS Fresh Air-Shire, who will provide weekly smoking cessation clinics on main campuses.

- 1.10 The College recognises that this Procedure may represent a large cultural change, and may attract some opposition, however the evidence of the effects of second hand smoke is irrefutable and other progressive local employers, including NHS Ayrshire and Arran have moved towards smoke free grounds with minimal disruption.
- 1.11 Staff, students, contractors and visitors are required to comply with this statement when undertaking activities in all of Ayrshire College campuses.
- 1.12 Staff who are co-located within college partnership organisations are expected to adhere to the College's Smoke Free Procedure.
- 1.13 It is widely recognised that smoking poses a fire risk, and incurs cost implications of cleaning up cigarette ends.

2.0 Purpose

- 2.1 The purpose of this Procedure is to provide a framework for managing a smoke free work environment in a realistic way, acceptable to all parties and will take effect from 17 August 2015.
- 2.2 Human Resources and Organisational Wellbeing will provide training/guidance for managers to assist with the effective implementation and enforcement of the Procedure
- 2.3 The implementation and monitoring of this Procedure will be subject to normal reporting practices (*e.g. progress reports to EMT and HSW committees at least once per semester*)
- 2.4 All staff, students, visitors, temporary employees, agency staff, contractors and their employees will be required to comply with the terms of this Procedure.
- 2.5 The Procedure will be clearly displayed on *designated* notice boards throughout the College and will be available on MOODLE websites.
- 2.6 Staff and student induction processes will ensure that information about the Procedure is brought to the attention of new staff and students
- 2.7 Smoke Free Campus signs will be displayed at entrances to the College estate and buildings
- 2.8 The Smoke Free Procedure has primarily been developed to protect all staff, students, contractors, visitors and members of the public from exposure to second hand smoke and to ensure compliance with the Smoking, Health and Social Care (Scotland) Act 2005 and The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006.
- 2.9 Exposure to second hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Research has shown that ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

- 2.10 The College aims to act as an exemplar organisation which challenges the normalisation of smoking in all its forms.

3.0 Scope

- 3.1 The Procedure will apply to all staff, students, contractors, visitors and members of the public.
- 3.2 Smoking is prohibited on all campuses, car parks and college grounds and includes college and private vehicles.
- 3.3 Staff are not permitted to smoke in lease vehicles during working hours.
- 3.4 Staff are not permitted to smoke in privately owned vehicles whilst vehicles are on College grounds or whilst using the vehicles on business when carrying a passenger as this constitutes the passenger's workplace and they should not be exposed to second hand smoke.
- 3.5 Students are not permitted to smoke in privately owned vehicles whilst vehicles are on College grounds.
- 3.6 Customer and clients should refrain from smoking in their vehicles whilst on campus.

4.0 Responsibilities

- 4.1 The overall responsibility for implementation and review of the Procedure rests with the Assistant Principal of Human Resources and Organisational Wellbeing.
- 4.2 The Assistant Principal of Human Resources and Organisational Wellbeing shall make arrangements to inform all staff, students and contractors of their role in implementing and monitoring the Procedure.
- 4.3 While the Smoke Free Campus Procedure makes it clear that staff must not smoke on Campus, staff must also take responsibility for finding out and adhering to their own departmental guidance as to when it is appropriate for them to take a smoke break and should discuss this with their line manager.
- 4.3.1 Staff must note that it is **Everyone's** responsibility to ensure that Ayrshire Campuses' remain Smoke Free and all members of staff are required to advise those seen smoking that it is not permitted on campus. Staff are also required to point out where smokers may go to smoke out with campus grounds.
- 4.3.2 **Appendix 4** provides a script for those asking others to refrain from smoking, with example responses provided.
- 4.4 All new staff will be advised of the Procedure at the recruitment and induction stage.
- 4.5 All staff are required to adhere to and facilitate the implementation of the Procedure.

- 4.5.1 Staff are expected to address smokers who breach the Procedure and remind the smoker of campus rules regarding Smoke Free Campuses.
- 4.6 All students will be advised of the Procedure during the induction process.
 - 4.6.1 Smoke Free PowerPoint presentations are available for download from the Health, Safety and Wellbeing website.
- 4.7 Suppliers and vendors will be advised of the Procedure by their nominated College contact.
- 4.8 The Smoke Free Procedure will be reviewed on an annual basis by the Health, Safety and Wellbeing Manager.

5.0 Operational Guidelines

- 5.1 Reasonable requests from staff for time to attend smoking cessation groups will be treated sympathetically by their line manager.
- 5.2 Smoking or being in possession of lit cigarettes, cigars, pipes or using e-cigarettes are not permitted in any campus or in college or private vehicles. College procedures prohibit smoking within the campus boundaries
- 5.3 Staff who wish to smoke during the working day may be permitted reasonable breaks, only after agreement from their line manager, and providing the breaks do not prevent them from satisfactorily carrying out their responsibilities and work duties.
 - 5.3.1 Staff who require the support of a nicotine replacement product may wish to seek advice from NHS Fresh Air-shire.
- 5.4 Members of staff who persistently breach the Procedure will be subject to the Employee Conduct Procedures.
- 5.5 Students who persistently breach the Procedure will be the subject to the Student's Disciplinary Policy which is available from:

<https://intranet.ayrshire.ac.uk/portals/intranet/CollegePolicies/Policies and Procedures/>
- 5.6 The College will help those who wish to stop smoking and will work with partnership agencies including the NHS, to support them. A programme of events will be available on the College website, Health, Safety and Wellbeing pages.
- 5.7 Contractors, members of the public and visitors who persistently breach the Procedure will be asked to vacate College premises.
- 5.8 In all cases where physical violence or verbal intimidation is threatened or encountered, those involved should inform either their line manager or lecturer. Action will be taken against the individual(s) involved.

- 5.9 Contractors, visitors or members of the public who persist in disregarding the College Smoke Free Procedure will be required to leave the premises and may be removed from the Approved Contractors list.
- 5.10 All Campus entrances will display a Smoke Free Campus sign, with similar signs displayed throughout the campus, example signs are shown as **Appendix 2**.
- 5.11 Staff concerns regarding any aspect of the implementation of the Smoke Free Campus Procedure should follow the informal complaints procedure. If the matter remains unresolved, staff should then follow the formal complaints Procedure
- 5.12 Students who have concerns regarding the implementation of a Smoke Free Campus Procedure should follow the Student Complaints Procedure.

Implementation

- 5.13 The College will raise awareness of the new Smoke Free Procedure to staff, students, contractors, visitors and members of the public using a range of methods, which include:
- Using local media announcements and through newspaper publications.
 - Utilising Social Media (Twitter, Facebook and Yammer).
 - Posting prominent signage at entrances to all campuses.
 - Placing reminder notices on health and safety notice boards and door panels in all campuses.
 - Plasma screens will display information regarding the date for the implementation of Smoke Free Campuses and will carry a reminder of changes to The Smoke Free Campus Procedures.
 - Scheduled staff and student induction programmes will include details of a Smoke Free Campus, and information will be provided during Freshers' Fayre weeks.
 - Newsletters such as 'The Student Voice' and 'Connect' will feature the benefits of becoming a Smoke Free College.
 - Smoking Cessation and Healthy Fact Sheets will be available on the College website for download and will be available at Staff Health Days and Freshers' Fayre.
 - NHS, Fresh Air-shire team will provide smoking cessation workshops and weekly surgeries on all campuses.
 - Practical support will be offered to new and expectant mothers (NEM's) who wish to stop smoking

Practical Application

- 5.14 Campus buildings, car parking areas and surrounding grounds will be designated Smoke Free zones.
- Smokers may request approval from their line manager when wishing a smoking break.
 - Smokers are only permitted to smoke out with College boundaries.

E-Cigarettes

- 5.15 The College supports ready access to Nicotine Containing Products (NCPs) for those smokers who wish to cut down or stop. However, it is concerned that the marketing of e-cigarettes may attract non-smokers, including young people.
- 5.16 There are still unanswered questions about the likely impact of NCP products on individuals, which is why Ayrshire College has taken the decision to include the use of electronic cigarettes in its Smoke Free Procedure. This follows guidance issued by the British Medical Association. As a consequence, and to avoid confusion on interpretation and enforcement of the Smoke Free Procedure, e-cigarettes will be treated as cigarettes i.e. prohibited from use within Ayrshire College Campuses.

6.0 Failure to Comply

- 6.1 The College wishes to support staff and students in adhering to this Procedure and in the first instance will take every action to ensure that this is the case. Persistent and wilful breaches of this Procedure may result in the matter being dealt with through the College disciplinary procedures
- 6.2 Staff and students are expected to act in a way which supports the Procedure and this includes taking personal responsibility to assist with its implementation. If someone is smoking, including visitors or customers, it is important that staff draw the person's attention to the "Smoke Free" signage and to the College's Smoke Free Procedure which is designed to ensure a safe working environment for all staff and customers.
- 6.2.1 The approach should be politely to ask the individual to stop smoking and advise that it is also potentially a breach of the Smoking Procedure for staff to let anyone smoke on Ayrshire College campuses.

7.0 Guidance for Managers

- 7.1 Every manager will have a responsibility to prevent people from smoking on campus. Here are some practical steps you might take when requesting a smoker to stop smoking on campus grounds.
- 7.1.1 Remind the smoker that the College only wants to protect employees, students and others from the harmful effects of second-hand smoke.
- If the smoker continues to smoke or challenges the Procedure, report the non-compliance to a member of the Senior Management Team.
- Keep a record of where and when the incident took place and the name of the smoker involved and note the outcome of your discussion.
- 7.1.2 If the smoker is a member of the public, explain to the smoker that they may be asked to leave the campus if they continue to smoke, as the College operates a SMOKE FREE Campus. If the smoker refuses to leave the campus or challenges aspects of the Procedure, contact a member of the Senior Management Team.

- 7.2 An introduction letter and guidelines will be available to aid managers to implement effectively the Smoke Free Procedure.
- 7.3 Staff breaching this Procedure will, in the first instance, be dealt with in a supportive manner by their line manager. Staff will be provided with the NHS Fresh Air-shire Freephone number: 0800 783 9132 to help them to manage their smoking within the context of the College's Smoke-Free environment.
- 7.4 If, after an informal period of discussion and support the member of staff continues to breach the Procedure, this will be managed by their line manager and Human Resources under the Employee Conduct Procedure.
- 7.5 Contractors or other campus visitors who breach the Smoke Free Campus Procedure will be reminded about the importance of compliance and will be guided to non-College grounds where they are permitted to smoke.
- 7.6 Further information can be found on the Staff Leaflet, shown as **Appendix 5**.
- 7.7 Reporting procedures for those persons not conforming to the SMOKE FREE Procedure is shown as **Appendix 6**.

8.0 Assistance and Support

- 8.1 An email from Vice Principal, for Human Resources and Organisational Wellbeing on Smoke Free Campuses will be sent to staff in the first instance.
- 8.1.1 Followed by information in The Principal's Update.
- 8.2 Members of staff who wish to stop smoking may seek advice and support from Human Resources and Organisational Wellbeing and/or NHS Fresh Air-shire who will be on hand to provide advice and guidance.
- 8.2.1 Fresh Air-shire have agreed to provide Smoking Cessation clinics on main campuses on a weekly basis, and will be available during all staff events and student fresher's fayres.
- 8.3 Sources of support are listed below.

Fresh Air-shire 0800 783 9132
Smokeline 0800 84 84 84 (8am-10pm)

www.hebs.com/tobacco
<http://smokefree.nhs.uk/>

9.0 Equality and Diversity

- 9.1 The application of this Procedure will be monitored by the Human Resources and Organisational Development team to ensure equitable treatment of all employees irrespective of sex, race, age, disability, sexual orientation, ethnic origin, religion or belief.

10.0 Associated Documents/Information

- Appendix 1 NHS Fresh Air-shire Community Pharmacy Stop Smoking Service
- Appendix 2 Signage Information for Notice Boards
- Appendix 3 Sample Advisory Letters to Managers, Staff and Suppliers
- Appendix 4 Script for those approaching smokers on campus
- Appendix 5 Staff and Student Advisory Leaflets
- Appendix 6 Reporting Non Compliance

Fresh Air-shire Community Pharmacy Stop Smoking Service

What this service offers

Most of the pharmacists in Ayrshire and Arran offer a stop smoking service. This provides smokers who want assistance to stop smoking, access to free NRT and advice from pharmacy staff. This service works closely with the Specialist Stop Smoking Service to refer clients who may need more support. This service can be accessed by all individuals - young people, adults, pregnant women, etc.

This service is provided by the pharmacies which participate in the service. Staff at Fresh Air-shire will be able to tell you what chemists in your area offer this. The service is available during normal pharmacy opening hours.

For more information contact Fresh Air-shire on 0800 783 9132 for details.

How to contact this service

Ask about the service in your local pharmacy, or contact the Fresh Air-shire freephone telephone helpline on 0800 783 9132 for more information.

The telephone helpline is staffed Monday to Friday 9am - 5pm. An answering machine is available out with these times. If callers are happy to be phoned back, please leave a message with your name and telephone number and a member of staff from the service will return your call.

This service is provided by the pharmacies which participate in the service. Staff at Fresh Air-shire will be able to tell you what chemists in your area offer this. The service is available during normal pharmacy opening hours.

For more information contact Fresh Air-shire on 0800 783 9132 for details.

Helpline: 0800 783 9132

Smoke Free Signage for Ayrshire College Display Boards



Sample Letter: Manager

Dear Managers

This email is to let you know about Ayrshire College's upcoming proposal to provide Smoke Free Campuses.

The change takes effect on the **17 August 2015** and all staff will receive an email, announcing the new procedure.

In the meantime, please feel free to share this communication and discuss the initiative in person with your team members.

It is the College's decision to go Smoke free, which we will refer to as the Ayrshire College Smoke Free Procedure. We know that the majority of our staff have shown their support to the implementation of this procedure, but it may be difficult for some members of staff.

The College has made this decision to ensure our campuses and workplaces are healthy and safe for staff, students and visitors.

A College workgroup representing multiple stakeholders have been working for several months to plan the communications, develop training tools, make the necessary physical changes to our facilities, and enhance our existing Smoke cessation programs so that staff and students who currently use Smoke can get the support they need.

We want to be very respectful and supportive of our staff, students, visitors and others who may find this new procedure a challenge.

Our goal, of course, is to make this transition toward a Smoke-free environment as smooth as possible and we have undertaken considerable research on other colleges and companies who have gone Smoke free.

I appreciate your leadership and help in getting the message out to your teams and students, talking with them, and providing support to those who are Smoke users.

Please look out for additional information in the coming months about training opportunities (e.g., how to handle a situation when you see an employee or visitor smoking) and ways you can participate in the planning process.

Thank you again for your leadership and support of this important new initiative which will create a healthier teaching and learning environment for everyone.

Sincerely

Jane McKie
Vice Principal Human Resources and Organisational Wellbeing

Sample Letter: Staff

Dear Colleague

This email is to let you know about Ayrshire College's upcoming proposal to provide Smoke Free Campuses.

The Smoke Free Workplace Procedure will become effective **17 August 2015** as part of the College's ongoing efforts to create a healthier workplace and place of learning.

This Procedure will eliminate all Smoke use on Ayrshire College campuses (e.g. the college estate, parking areas and inside cars). This includes the use of pipes, cigars, cigarettes and e-cigarettes and will apply to all College staff, students, visitors, suppliers and customers.

Whilst Smoke use is an individual choice, together we have the shared responsibility to ensure a healthy and safe workplace for everyone.

The College is working with the NHS Fresh Air-shire Team to offer practical solutions which include Nicotine Replacement Therapy (NRT). Staff from Fresh Air-shire will be available at the Staff Development Day on the 19th August 2015, and at Student's Fresher Fayres.

Fresh Air-shire will also be on hand at each campus to support staff and student for the first month of the College going Smoke Free.

Further details on Ayrshire College's **Smoke Free Procedure** is available from the staff website:

<https://intranet.ayrshire.ac.uk/portals/intranet/HROW/Wellbeing/Policies%20and%20Procedures/Forms/AllItems.aspx>

We hope you agree that the proposed changes regarding Smoking on College Campuses, will enhance the College experience for our staff and students who deserve to work and learn in a healthy, safe and clean environment.

Sincerely

Jane McKie
Vice Principal for Human Resources and Organisational Wellbeing

Sample Vendor/Supplier Letter:

Dear (Supplier Name)

This email is to let you know about Ayrshire College's upcoming proposal to provide Smoke Free Campuses.

The Smoke Free Workplace Procedure will become effective **17 August 2015** as part of the College's ongoing efforts to create a healthier workplace and place of learning.

By implementing a Smoke Free Procedure, the College will ban the use of all tobacco products, including pipes, cigars, cigarettes and e-cigarettes on Ayrshire College premises, which will include entrances, parking areas, pavements and grassed areas.

This procedure applies to all staff, students, visitors, suppliers, and customers. Supplier representatives are expected to adhere to the conditions of the Procedure.

If you require further information please do not hesitate to telephone or email your College contact for more information about Ayrshire College's new Smoke Free Procedure.

Sincerely

Jane McKie
Vice Principal for Human Resources and Organisational Wellbeing

Script for those advising smokers to refrain from smoking on Campus

Please note that it is **Everyone's** responsibility to ensure that campuses remain Smoke Free, and ALL members of staff are required to advise anyone seen smoking that it is not permitted on campus. Staff are asked to point out where smokers may go to smoke out with campus grounds.

Monitoring and maintaining a Smoke Free campus is the duty of ALL staff groups and is not only the responsibility of the Estates and Health, Safety and Wellbeing teams. All staff are required to:

1. Draw the smoker's attention to the **"No Smoking/Campus Smoke Free"** signs and ask the smoker politely:

"Excuse me, but are you aware that Ayrshire campuses are SMOKE FREE? Y/N - Either response should be met with:

"Did you know that you are breaching College procedures by smoking on campus grounds, and I must request that you to stop smoking immediately"

Staff may also add:

"You can however, smoke if you wish to in the following area.....(identify the area and point to the off campus area)

2. If need-be, then advise the smoker that their actions may result in the College and the Principal being in breach of legislation *(by allowing the person to drop litter which is a contravention of the law)*.
3. Advise the smoker that the College has implemented a Smoke-free Procedure to ensure a safe working and learning environment for its staff, students and customers. Smokers who persist to smoke on campus may be removed from their course or workplace.
4. If the smoker persists in smoking, then the challenging member of staff should take personal details, which include: Name, Course/Department *(or name of external company)*, request that the smoker cease and leave the area immediately.
5. If the smoker refuses, the staff member should implement College antisocial behaviour using Staff Disciplinary and Student Behaviour Policies.
6. HR or Student Services will maintain an appropriate record of all such incidents and notify Service Directors of action taken.
7. In all cases where verbal violence is threatened or encountered, the staff member is asked to record details of the interaction, including witness details and notify or seek the assistance of a Director or another senior manager as soon as possible.

SMOKE FREE Campus Leaflets for Staff and Students

ANSWERS TO SOME FREQUENTLY ASKED QUESTIONS (FAQs)

Q1: Is secondhand smoke (SHS) really harmful?
A1: Medical evidence is clear that SHS causes serious diseases and harm to others, including non-smokers.

Q2: Why should the College become smoke-free?
A2: The College has legal responsibilities to protect students, staff and visitors from the known hazards of SHS. Ayrshire College recognises its responsibility not to promote or encourage tobacco use.

Q3: What about the rights of smokers?
A3: The College recognises the rights of smokers and will provide assistance to help smokers to stop. As of 17 AUGUST 2015, all campuses become smoke free.

Q4: What happens if someone smokes in a smoke-free area?
A4: The person smoking will be reminded that the campus is smoke-free, and asked not to smoke. If the smoker persists, appropriate college student policies will be implemented.

Under the Environmental Protection Act 1990, section 88, anyone found dropping cigarette ends may be liable for an £80 fine.

NHS FRESH AIR-SHIRE AND COMMUNITY PHARMACY STOP SMOKING SERVICE

Contact Fresh Air-shire on: 0800 783 9132 or, visit weekly smoking cessation clinics on main campuses.

Fresh Air-shire provides a wide range of support systems which include:

- * Individual support
- * Group support
- * Telephone support
- * Information and advice
- * Access to treatments including Nicotine Replacement Therapy (NRT) and Varenicline (Champix).

This support is provided by a team of Specialist Smoking Cessation Advisors, Community Pharmacy Advisors and Support Services Officers.

Ayrshire and Arran pharmacists offer a stop smoking service which provides smokers who want assistance to stop smoking, access to free NRT and advice from pharmacy staff.

If you require further details on any aspect regarding Smoke Free Campuses, please do not hesitate to contact the Health, Safety and Wellbeing Team on: hsw@ayrshire.ac.uk

Ayrshire College

STAFF INFORMATION



Smoke FREE Campus

The Ayrshire College Smoke Free Procedure is available from the Health, Safety and Wellbeing Team on:
hsw@ayrshire.ac.uk

The Smoke Free Procedure also includes the use of E-Cigarettes

ANSWERS TO SOME FREQUENTLY ASKED QUESTIONS (FAQs)

Q1: Is secondhand smoke (SHS) really harmful?
A1: Medical evidence is clear that SHS causes serious diseases and harm to others, including non-smokers.

Q2: Why should the College become smoke-free?
A2: The College has legal responsibilities to protect students, staff and visitors from the known hazards of SHS. Ayrshire College recognises its responsibility not to promote or encourage tobacco use.

Q3: What about the rights of smokers?
A3: The College recognises the rights of smokers and will provide assistance to help smokers to stop. As of 17 AUGUST 2015, all campuses become smoke free.

Q4: What happens if someone smokes in a smoke-free area?
A4: The person smoking will be reminded that the campus is smoke-free, and asked not to smoke. If the smoker persists, appropriate college student policies will be implemented.

Under the Environmental Protection Act 1990, section 88, anyone found dropping cigarette ends may be liable for an £80 fine.

NHS FRESH AIR-SHIRE AND COMMUNITY PHARMACY STOP SMOKING SERVICE

Contact Fresh Air-shire on: 0800 783 9132 or, visit weekly smoking cessation clinics on main campuses.

Fresh Air-shire provides a wide range of support systems which include:

- * Individual support
- * Group support
- * Telephone support
- * Information and advice
- * Access to treatments including Nicotine Replacement Therapy (NRT) and Varenicline (Champix).

This support is provided by a team of Specialist Smoking Cessation Advisors, Community Pharmacy Advisors and Support Services Officers.

Ayrshire and Arran pharmacists offer a stop smoking service which provides smokers who want assistance to stop smoking, access to free NRT and advice from pharmacy staff.

Fresh Air-shire staff will be able to tell you which chemists in your area offer this. The service is available during normal pharmacy opening hours.

If you require further details on any aspect regarding Smoke Free Campuses, please do not hesitate to contact the Student Services Team.

Ayrshire College

STUDENT INFORMATION



Smoke FREE Campus

Ayrshire Colleges Smoke Free Procedure is available from:
student.ayrshire.ac.uk

The Smoke Free Procedure also includes the use of E-Cigarettes

Reporting Non Compliance

Request the smoker to cease. If you are challenged or smoker refuses to co-operate report non-compliance as follows:

If the Smoker is a:

Manager	Report to the appropriate Head of Service or Director
Member of Staff	Report to the appropriate manager
Student	Report to an appropriate lecturer
Volunteer	Report to an appropriate manager
Contractor	Report to estates service leader (<i>Campus specific</i>)
Visitor	Report to the visitor's host