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Responsibility	Director of Estates and Campus Services



LEICESTER COLLEGE SMOKING AND VAPING POLICY

1. STATEMENT OF INTENT

- 1.1. The policy applies to all staff, students, contractors and visitors attending Leicester College campuses, plus work vehicles when travelling to different campuses.
- 1.2. All Leicester College sites (including Outreach Centres,) are no smoking / vaping sites.
- 1.3. By law, smoking is banned in all 'enclosed' and 'substantially enclosed' public places and workplaces. (Relevant legislation; The Health Act, 2006 and the Smoke-free (Premises and Enforcement) Regulations 2006.
- 1.4. If/when members of staff travel in their own vehicle, no smoking is preferred due to passengers, clothes smelling of smoke and first impressions for Leicester College if seen to be smoking.
- 1.5. The Smoking and Vaping Policy applies to the lighting of pipes, cigarettes, or cigars. The College also prohibits the use of electronic smoking devices/vapours/vaping devices or similar because this leads to confusion and problems with ensuring compliance.

2. ARRANGEMENTS (PROHIBITED AREAS)

- 2.1. All College campuses and outdoor areas which surround the colleges vicinity are mandatory smoke free areas.
- 2.2. On no account is smoking or vaping accepted in any of the following:
 - All buildings and workshops (Including stair wells and toilets)
 - Open outdoor spaces around our building perimeter.
 - Car parks

- Assembly point locations. (Including Code 2 locations)
- Company vehicles or transport to other sites.
- Entrances onto the College grounds. The law also states you must be 3 metres away from a building due to doors and windows. If the entrance to College is near a building, this comes into effect.

3. ARRANGEMENTS (ACCEPTABLE AREAS ONLY)

- 3.1. Anyone wishing to smoke MUST leave Leicester College campus grounds.
- 3.2. The public walkways/paths are accessible when you leave College grounds via the gates. Remember if leaving a College location and making your way to public footpaths, smoking in between on campus grounds is prohibited. You must be the other side of the fencing.
- 3.3. In addition, those who smoke outside are asked to be considerate of the College's reputation by not smoking in areas which are highly visible to customers and members of the public.
- 3.4. Cigarette waste should be disposed of properly and considerately in a safe manner. Please ensure you place the cigarette ends and cigar stubs in the appropriate bins by the entrances to the College grounds after they have been extinguished and not left on the grounds.

4. DISCIPLINARY

- 4.1. Contraventions of this policy will be dealt with through the usual disciplinary procedures. In addition, those who do not comply with the law in this respect may be liable to fixed penalty fines and possible prosecution.
- 4.2. In response to any fire activation within any of the College buildings due to smoking or vaping, the College will take disciplinary action.

5. DUTY HOLDERS

- 5.1. Leicester College will not provide any smoking shelters. If the weather conditions are poor, no alternative arrangement will be considered
- 5.2. College Managers will be responsible for enforcing this policy where appropriate by the usual disciplinary procedures.

- 5.3. All staff and students are expected to comply with this policy as well as encourage and educate colleagues and students to do likewise.
- 5.4. Any persons smoking/vaping within the campus grounds, will be spoken to and if continue to ignore the rules, further action will be taken by their department.

6. ALL PERSONS MUST OBSERVE NO SMOKING / VAPING SIGNAGE.

- 6.1. Selection of notices can be purchased through Leicester College suppliers. It is law that on each entrance, there should be a minimum of the pictorial and wording.
- 6.2. Alternative no smoking/vape notices can be used in addition areas within the college. An example is bathrooms / washrooms due to prevention of smoking / vaping and setting of the fire alarms via smoke



7. SUPPORT IN STOPPING SMOKING

- 7.1. Smokers wishing to give up smoking will be directed to the free NHS Stop Smoking Service for the East Midlands which can be contacted via the web on [NHS Quit Smoking](#)

8. COMMUNICATION AND REVIEW

- 8.1. This policy shall be made available on Staff Net and the College website. The policy shall be reviewed at least every three years.