

CANTERBURY COLLEGE

No Smoking Policy

1. Introduction

This policy was presented to the Corporation for approval on 21 June 2007. The policy will come into effect in accordance with the implementation of the Health Act 2006 ban on smoking in the work place and public spaces which will come into effect on 1 July 2007.

The legislation is intended to create a smoke-free environment to reduce the risks to health from the exposure to hazardous smoke.

This document sets out the college's policy to create smoke-free premises and it applies to all staff, students, contractors and visitors, regardless of status.

2. Which premises are 'smoke-free'?

By law, premises must be smoke-free if they are enclosed or substantially enclosed premises which are open to the public and/or used as a place of work.

- *Enclosed premises*: have a ceiling or roof* and, except for doors, windows or passageways, are wholly enclosed, whether on a permanent or temporary basis.
- *Substantially enclosed premises*: have a ceiling or roof*, but there are openings in the walls which are less than half of the total area of the walls, including other structures that serve the purpose of walls and constitute the perimeter of the premises.

* a roof includes both fixed and moveable structures

The College will not permit smoking in any area which meets the above descriptions. This includes:

- All offices
- All classrooms, library, computer rooms and laboratories
- Workshops
- Sports hall / gym and other sports facilities including changing rooms
- Corridors, lifts and stairs
- Toilets
- Common rooms
- Dining areas
- Student residential accommodation
- Porches / building entrances and exits
- Staff rooms
- Service rooms
- College vehicles

Smoking is not allowed in the College's open grounds. With consideration to our neighbours and to those arriving or leaving the College's accommodation and sites, smoking within ten metres of the entrances and exits of the College's main sites and off campus buildings is discouraged.

The College will display prominent no-smoking signs in appropriate locations and will take reasonable steps to ensure that staff, students, contractors and visitors are aware that College premises and vehicles are legally required to be smoke-free.

3. Exceptions

An employee's home which is also their workplace will not be required to be smoke-free, provided no other employees work there and the public do not have access to it.

4. Failure to abide by this policy

An employee, student, contractor or visitor who is caught smoking is liable to a fine of £50. If this is unpaid, there could be a fine of up to £200 and a criminal record.

Disciplinary action will be taken against any staff and students caught smoking in a banned area.

The College is itself liable to be fined substantial sums if smoking is allowed in its premises.

5. Smoking 'breaks'

Where this does not adversely affect their work staff are permitted to take cigarette breaks during the working day outside of the banned areas. However, they will be expected to make up any time lost.

6. Help to give up smoking

The College encourages staff and students to give up smoking and is able to refer them to appropriate organisations, such as the local NHS service, for counselling and advice. Presentations will be given from time to time for those who wish to give up.

Those wishing to give up may also find the following websites helpful:

- NHS Go Smoke Free Helpline – 0800 1690169
- On-line resource - <http://www.gosmokefree.co.uk>
- The British Heart Foundation – <http://www.bhf.org.uk/smoking/>
- The Department of Health – <http://dh.gov.uk/PolicyAndGuidance/HealthAndSocialCareTopics/Tobacco/fs/en>

Chair of the Corporation

21 June 2007