



## Smoke-Free Campus Policy

### 1. Policy Statement

Truro and Penwith College's smoke-free campus policy expresses our commitment to the health and wellbeing of all staff, students, visitors and contractors.

The smoke-free campus policy asserts that everyone within our campus has the right to a smoke-free environment and aims to ensure Truro and Penwith College (hereafter referred to as the "Institution") is a safe and healthy learning and working environment.

### 2. Purpose

- 2.1 The Institution's smoke-free policy was developed in July 2022 following concerns raised by staff and students. The policy will be fully implemented from September 2022.
- 2.2 Truro and Penwith College intends to implement and promote a smoke-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. Truro and Penwith College has determined that all campuses and estates will become smoke-free and this applies to everyone within all campus areas without exception.
- 2.3 Truro and Penwith College will work to ensure that all campus areas are smoke-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.
- 2.4 Most smoking uptake happens between the ages of 16 and 24. Decisions and behaviour 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 Truro and Penwith College aims to help boost attainment and improve student attendance, health and wellbeing.
- 2.5 Truro and Penwith 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.

- 2.6 Truro and Penwith College has endorsed the principles of the Government's 'Smokefree by 2030' target and has pledged to help reduce the harm caused by smoking. This demonstrates our commitment to playing our part in making England a healthier, wealthier, happier place to learn and work.

### **3. Scope**

- 3.1 The Policy will apply to all staff and students. It also applies to contractors, visitors and members of the public on campus.
- 3.2 Smoking is prohibited on Truro and Penwith College 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-free policy to smoke or knowingly permit smoking within the campus boundary
- 3.3 Smoking is defined as any activity that involves the use of a burned or heated tobacco product, products that imitate cigarettes or produce vapour are also included within this definition for the purposes of this policy.
- 3.4 This policy also applies to the use of electronic cigarettes. These are also prohibited in all areas where smoking is prohibited.
- 3.5 Smoking is not permitted in privately-owned vehicles whilst vehicles are on campus grounds.
- 3.6 All Institution events, including sporting events, will be smoke-free events and promoted as such.
- 3.7 Truro and Penwith College will not sell or permit the sale of, advertise or otherwise promote any tobacco or smoking materials on campus.

### **4. E-cigarettes**

- 4.1 Truro and Penwith 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.
- 4.2 Truro and Penwith College has included e-cigarettes within our smoke-free campus policy. These devices are prohibited from use on campus grounds. This follows advice from NHS England that access to e-cigarettes needs to be controlled carefully and are not products for children or non-smokers
- 4.3 Truro and Penwith College will not sell or permit the sale of, advertise or otherwise promote any e-cigarettes or vaping materials on campus.

### **5. Responsibilities**

- 5.1 The Senior management Team has overall responsibility for implementation and review of the policy.

- 5.2 It is everyone's responsibility to ensure that the Institution's campuses remain smoke-free. All staff have responsibility for implementing the policy and are required to address those seen smoking on campus by informing them that it is not permitted and reminding them of the smoke-free campus policy.
- 5.3 Incidents of smoking on campus should be politely challenged and wherever possible, recorded on Student Tracking for students, or reported to a line manager for staff. The date, location and outcome of the incident should be noted.
- 5.4 Those responsible for implementing the policy will offer support to staff and Team Leaders where difficulties arise or persistent non-compliance with the policy is established
- 5.5 All smoking bins, ashtrays and smoking shelters will be removed from campus.

## **6. Awareness of the policy**

Truro and Penwith College will take steps to publicise the smoke-free policy to staff, students, contractors and visitors to ensure that anyone who enters the campus is made aware of the policy and will comply with it while on our campuses. In addition, Truro and Penwith College will promote the policy using a range of methods including the following:

- 6.1 All new staff will be advised of the policy at the recruitment and induction stage.
- 6.2 All students will be advised of the policy during the induction processes.
- 6.3 The policy will be made clear in our recruitment literature and handbooks for staff and students.
- 6.4 Students and staff will be kept informed about the policy throughout the year with regular promotional campaigns and relevant information will be available at Fresher's Fayre
- 6.5 Signage will be clearly displayed at all entrances and at appropriate locations around the campus, stating that the campus is smoke-free and that it is in breach of the policy to smoke or knowingly permit smoking there. Signage will also be displayed within all College vehicles.
- 6.6 The College's social media channels, college Website and staff/student online portals and newsletters will run features on the benefits of a smoke-free campus.
- 6.7 Information screens will display smoke-free messages and carry reminders of the smoke-free campus policy.
- 6.8 An introduction email and guidelines will be sent to all staff and students to make them aware of the introduction of the smoke-free campus policy. This will be followed by reminders as necessary
- 6.9 The smoke-free policy will be available on Truro and Penwith College website.

## **7. Information and support**

- 7.1 Periodic publicity campaigns will be undertaken to discourage the uptake of smoking, encourage smokers to stop and publicise the support available. Truro and Penwith College is committed to promoting the Smokefree campaign to support students to continue their learning and employability journey in a health promoting environment. Health Wellbeing and Sport and Student Services will promote the benefits of being smoke-free
- 7.2 The policy aims to help and support those smokers who wish to give up smoking. Truro and Penwith College is committed to provide support for those smokers who want to stop through external support services. Equally those who do not wish to stop smoking should be helped to find strategies to comply with the restrictions imposed by the policy.
- 7.3 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.
- College Student Services
  - [www.nhs.uk/better-health/quit-smoking](http://www.nhs.uk/better-health/quit-smoking)
  - free Smokefree National Helpline on 0300 123 1044
- 7.4 Reasonable requests from staff for time to attend smoking cessation groups will be treated sympathetically by their line manager.
- 7.5 Departments will be encouraged to incorporate relevant tobacco prevention messages into course programmes where relevant opportunities arise.

## **8. Compliance and practical application**

Truro and Penwith College wishes to support all staff and students in adhering to this policy and will support people to encourage compliance in the first instance. All campus buildings, car parks and surrounding grounds are designated smoke-free zones, smoking is only permitted outside the campus perimeters

All staff and students have general duty to follow the policy and are expected to take personal responsibility to assist with implementing the policy:

### **8.1 Staff**

8.1.1 All staff have responsibility for complying with and implementing the policy. Staff are required to recognise their role modelling influence on students.

8.1.2 Staff smoking on campus will, in the first instance, be dealt with in a supportive manner by their line manager. If after a period of discussion and support, the staff member continues to breach the policy this will be managed by their line manager and Human Resource Team

8.1.3 Any staff member who encounters someone smoking within the campus should politely ask them to stop and draw their attention to the smoke-free

policy. If the request to stop is ignored, the individual should be asked to leave the premises and smoke outside the perimeter of the campus. If the person refuses to leave or continues to smoke, the staff member should record the incident and report to the relevant Programme Team Leader, including where and when the incident took place, the name and designation of the person involved (if known) and noting the outcome of the incident.

## 8.2 Students

8.2.1 Students smoking on campus in the first instance will be dealt with in a supportive manner by being asked to refrain from smoking within the campus boundary. If students persistently do not observe the policy, this can result in disciplinary action in accordance with the Student Behaviour Management Policy and Disciplinary Procedure .

## 8.3 Contractors and Visitors

8.3.1 Contractors, members of the public and visitors who breach the policy will be reminded of the policy. If they persistently breach the policy, they will be required to leave the campus grounds and may be removed from the Approved Contractors list.

8.3.2 Concerns regarding any aspect of the implementation of the smoke-free campus policy should contact their line manager.

The policy will be reviewed every three years, or more regularly if required, in consultation with staff and student representatives.