



CORPORATE POLICY AND PROCEDURES FRAMEWORK

Smoking Policy

1.0 Purpose

The purpose of this policy and procedure is to express the College's compliance with the Smoking, Health & Social Care (Scotland) Act 2005 and the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006.

2.0 Policy Statement

Jewel & Esk College takes seriously its responsibility to maintain a smoke free environment and to protect all staff, students and visitors (including external contractors/suppliers) by enabling them to operate within a smoke free environment (with the exception of designated smoking areas) whilst on College property or travelling in College vehicles.

3.0 Scope

- 3.1 This policy covers all staff, students, contractors, suppliers and visitors to this College.
- 3.2 This policy applies to all College premises and property with the only exception being the external designated smoking areas.
- 3.3 This policy applies to all College vehicles.
- 3.4 This policy should be read in conjunction with the College Equality, Diversity and Inclusion Policy and its separate Disability, Race and Gender Equality Schemes.

4.0 Responsibilities

- 4.1 The Principal & Chief Executive and the Health & Safety Manager are responsible for the management of this policy.
- 4.2 The College Management Team is responsible for the implementation of this policy.
- 4.3 The Facilities Service Manager is responsible for the provision and maintenance of signage and designated areas.
- 4.4 All staff, students, contractors, suppliers and visitors are responsible for ensuring they comply with this policy.

5.0 Implementation

- 5.1 Students and staff, under the age of 18, are **not** permitted to smoke on College property or in College vehicles under any circumstances.
- 5.2 All staff, students, visitors and contractors are prohibited at all times from smoking within the college buildings and vehicles.
- 5.3 Smoking is permitted in the designated smoking areas only. Please see Appendix 1 and Appendix 2.
- 5.4 Smoking is permitted by patrons of eh15 restaurant on the south of the terrace area..

6.0 Non Compliance

- 6.1 Staff are enabled to ensure that smoking only takes place in the designated areas. For students, violation of this policy is a breach of the Student Code of Conduct and as such is a booking offence under the Student Disciplinary Policy and Procedures.
- 6.2 A breach of this policy by staff, students or residents will be subject to disciplinary action in accordance with the relevant disciplinary procedure.
- 6.3 Any visitor or contractor found in breach of the policy will be instructed to comply or leave the College premises or vehicle.
- 6.4 Any complaint in respect of non-compliance should be referred to the Health & Safety Manager or General Manager (The Club & Accommodation): complaints can be lodged at Reception on either campus or by ringing 0131 344 7000.

7.0 Appeals Procedure

- 7.1 For students and staff the sanctions associated with non-compliance with this policy are set out in the relevant Disciplinary Policy & Procedures which include appeals procedures.
- 7.2 For all other categories the appeal will be treated as a complaint which will be considered within the College Complaints Procedure.

8.0 Communications

- 8.1 This policy and procedure will be brought to the attention of all staff and students.
- 8.2 Explanation and information regarding these policy and procedures will be included in staff and student induction programmes, as well as staff and student handbooks.

9.0 Support to Stop Smoking

- 9.1 Sources of support include:-
 - Your local GP/Healthcare Surgery
 - Pharmacists
 - Smokeline 0800 848484
 - www.help-eu.com

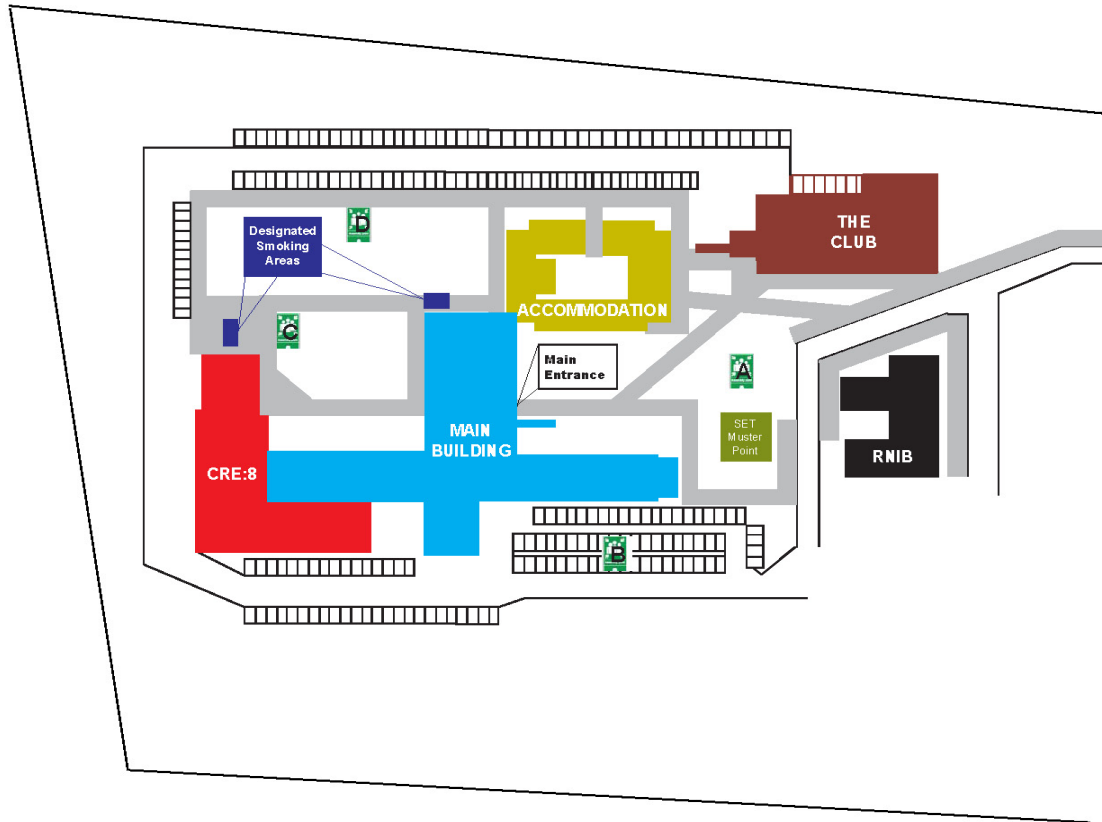
10.0 Review of Policy

This policy and procedure will be reviewed as necessary to ensure compliance with legislation.

Edinburgh Campus

Fire Evacuation Muster Points & Designated Smoking Areas


 Fire Assembly Points



Appendix 2

Midlothian Campus

Fire Evacuation Muster Points & Designated Smoking Areas

 Fire Assembly Points

