



# **Smoke Free Campus Policy (No Smoking or Vaping).**

**August 2025**

## History of Changes

Version	Description of Change	Authored by	Date
1.1	Changed wording on e-cigarettes to replicate Heriot Watt policy	K Drum	04/07/16
2.1	Policy reviewed	K Fitzgerald	07/04/2022
2.2	Signs will be displayed – updated to are displayed 3.1 signage	K Fitzgerald	07/04/2022
2.3	Vice Principal of Quality & innovation updated to; Vice Principal - Student Experience. 3.4 Implementation of Policy.	K Fitzgerald	07/04/2022
2.4	Website link added – NHS Stop Smoking Services – 3.5 Support for Smokers	K Fitzgerald	07/04/2022
3.1	No Vaping included in policy. Policy title amended to: No Smoking & Vaping Policy (Smoke Free), from Smoke Free Policy. Wording amended from buildings to: “ Borders College campus, this includes all buildings and external walkways”	K Fitzgerald	23/09/2024
3.2	Website and contact number updated and vaping included.	K Fitzgerald	17/09/2024
3.3	Department titles updated (HR to People Services).	K Fitzgerald	17/09/2024
3.4	Introduction updated.	K Fitzgerald	17/09/2024
3.5	Legislation added	K Fitzgerald	17/09/2024
4.00 Added	Updated Policy: To reiterate and clarify that as a Borders College is a “No Smoking” campus this also everywhere within Borders College Boundaries.	K Fitzgerald	16/07/2025
4.01 A	Health & Safety Committee amended to Health, Safety & Safeguarding Committee,	K Fitzgerald	16/07/2025
4.02	Definition of smoking added:	K Fitzgerald	16/07/2025

	<ul style="list-style-type: none"> <li>• <b>Definition of Smoking:</b> The definition of smoking often includes traditional cigarettes, pipes, cigars, e-cigarettes, and vaping devices.</li> </ul>		
4.03	<p>Act and information added to Policy:</p> <ul style="list-style-type: none"> <li>- Scotland, colleges and universities are required to be smoke-free in their buildings and grounds, in accordance with the Smoking, Health and Social Care (Scotland) Act 2005. This means that smoking and vaping are prohibited in all areas within college buildings and on their grounds, including walkways and vehicles.</li> </ul>	K Fitzgerald	16/07/2025
4.04	<p>The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006:</p> <p>Purpose and impacts added</p>	K Fitzgerald	17/07/2025
4.05	Changed Policy name to: Smoke Free Campus Policy	K Fitzgerald	17/07/2025

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# **SMOKE FREE CAMPUS (No Smoking or Vaping)**

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## Smoke-Free Policy

### 1. Introduction

#### **Definition of Smoking:**

The definition of smoking often includes traditional cigarettes, pipes, cigars, e-cigarettes, and vaping devices.

Borders College acknowledges the right of employees and students to work in a smoke free environment.

This Policy has been developed to protect all staff, students and other users of The College premises from exposure to second-hand smoke and to ensure compliance with the following health & Safety Legislation:

- The Smoking, Health and Social Care (Scotland) Act 2005.
- The Health & Safety at Work Act 1974, which places a duty on employers to “Provide and maintain a safe working environment which is, so far as reasonably practical, safe without risk to health and adequate as regards to facilities and arrangements for their welfare at work”.
- Safety & Health of Pregnant Workers Act (Directive 92/85/EEC), where pregnant women have a right to protection from potential chemical, physical and biological risks.
- Workplace (Health, Safety and Welfare) Regulations 1992
- Management of Health and Safety at Work Regulations 1999
- The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006:

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### **Purpose of the above Regulations:**

- The primary purpose of the regulations is to protect the health of the public by reducing exposure to second hand smoke. Second hand smoke is a known health hazard and can cause various illnesses. By creating smoke-free environments, the regulations aim to improve public health and create a more comfortable environment for both smokers and non-smokers.

### **Impact of above Regulations:**

- The regulations have significantly impacted public spaces in Scotland, making it a smoke-free nation in many public areas. While the majority of the public have complied with the ban, there are still instances of non-compliance.

Smoking/Vaping is not permitted by; staff, students or visitors to any Borders College campus, this includes smoking/vaping in a vehicle within Borders College boundaries.

## **2. Scope**

This policy applies to all staff, students, contractors and visitors to all sites and in any vehicle. This policy not only apply to any materials or devices using tobacco but also applies to any other smoking processes including use of vaping devices, E-cigarettes, electronic nicotine delivery systems and any other similar devices or equipment and substance. These are prohibited in all areas where smoking is prohibited.

## **3. Key Principles**

### **3.1 Signage**

Signs are displayed at all entrances and at appropriate locations within the College premises stating that the premises are no-smoking and no-vaping premises and that it is an offence to smoke or vape within The College boundaries.

This also include smoking or vaping in any vehicle parked within the college boundaries.

The international 'No Smoking' and "No Vaping" symbols will also be displayed.

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Signage similar to that described above will also be displayed in all College vehicles.

### **3.2 Access and Egress**

It is recognised that passages in and out of the College should also be smoke free, therefore smoking and vaping will be prohibited immediately outside entrances and exits, including fire exits.

### **3.3 People Impacted**

All visitors, staff, students and contractors will be expected to abide by the terms of the Smoke Free Campus Policy.

### **3.4 Implementation of Policy**

Anyone who encounters someone smoking or vaping within any Borders College boundary including; outside entrances/exits, whilst in a vehicle parked on College premises (private vehicle or college vehicle), should politely ask them to stop and draw their attention to this policy. If the request is ignored, the individual should be asked to leave the premises. If the person refuses, record the incident and inform the Head of People Services for staff and Vice Principal – Student Experienced, for students.

Breaches of this policy will be subject to the normal disciplinary procedures for both staff and students.

### **3.5 Support for smokers**

It is recognised that some smokers and vapers may consider stopping, and require advice and written information on the risks of smoking/vaping to themselves and how to access support to do this. If you would like further information on how to cope with the policy or would like to give up smoking/vaping, please contact either; the College Health and Safety Manager, Occupational Health Nurse or your GP. Information and contact details for staff who would like advice and guidance to assist them to stop smoking can be found in the following section.

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For those who wish to continue smoking/vaping, the only campus that has a designated smoking/vaping area is at Newtown campus. Smokers/vapers are also requested to dispose of cigarette butts and used vapes appropriately.

### **Cessation support:**

Support and advice for those wishing to stop smoking/vaping are available from the following:

#### **NHS Borders Quit Your Way Scotland**

[Quit Your Way Scotland | NHS inform](#)

**Phone 0800 84 84 84**

**[www.canstopsmoking.com](http://www.canstopsmoking.com)**

#### **NHS Health Scotland**

[Quit smoking - Better Health - NHS \(www.nhs.uk\)](#)

NHS Vaping information

[Vaping addiction soon takes hold | NHS inform](#)

## **4. Responsibilities**

- 4.1 The Health, Safety & Safeguarding Committee have the responsibility for approving this, Policy.
- 4.2 The Health and Safety Manager has responsibility for updating the policy
- 4.3 All staff have the responsibility for implementing the Policy
- 4.4 All staff and students have a responsibility to abide by the Key Principles of this Policy



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Policy Title:	Smoke Free Campus Policy (No smoking or Vaping)
Status:	Approved by Health Safety & Safeguarding Committee
Policy Dated:	September 2024. Amended July 2025
Author:	Health & Safety Manager
Review Date:	September 2028
Equality Impact Assessed:	Yes

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