

# **Catch22 College Policy**

## *Non-Smoking and Vaping Policy Catch22 College*

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Catch22 reserves the right to amend this policy, following consultation, where appropriate.

Policy Owner:	Catch22 Colleges
Queries to:	Ryan Weaver
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Catch22 group, entity, hub:	Catch22 Colleges
4Policies level (all staff or managers only)	All Catch22 College Staff

# Document Version Control & Changes

Version	Last modified	By	Changes Made
1.0	7th May 2025	Will Duke-Oddy - Quality & Curriculum Manager - OSH	New Policy Created
2.0			

## 1. What is the policy about?

Catch22 Colleges are committed to providing a safe, healthy, and smoke-free environment for all learners, staff, contractors, and visitors in line with the following legislation:

- **The Health and Safety at Work Act 1974**
- **Workplace (Health, Safety and Welfare) Regulations 1992**
- **Management of Health and Safety at Work Regulations 1999**

- **The Smoke-free (Premises and Enforcement) Regulations 2006**

This policy aims to protect everyone on Catch22 College sites from the harmful effects of smoking and vaping, including second-hand exposure, while promoting health awareness and encouraging cessation.

## **2. Who does this policy apply to?**

This policy applies to:

- All learners, staff, agency workers, contractors, and visitors on Catch22 College premises.
- All enclosed and outdoor areas of the college, including college-owned or hired vehicles.

## **3. Policy requirements**

### **Policy Statement**

#### **1. Smoke-Free and Vape-Free Environment**

- Smoking and vaping (including e-cigarettes and similar devices) are prohibited across all Catch22 College buildings and grounds, except for designated smoking/vaping areas.
- Smoking and vaping are not permitted in college-owned or hired vehicles or private vehicles used for college business.

#### **2. Designated Smoking/Vaping Areas**

- Designated smoking/vaping areas are clearly signposted at each Catch22 College site.
- All users must dispose of cigarette butts and vaping devices responsibly using provided ashbins and recycling bins.

#### **3. Breaks for Smoking/Vaping**

- Smoking or vaping during work hours is only permitted during designated breaks and must take place within designated areas or off-site.

#### **4. Awareness and Support**

- Catch22 Colleges will collaborate with internal and external initiatives to raise awareness about the health risks of smoking and vaping.
- Support for quitting smoking or vaping will be provided through:
  - Signposting to NHS and other external cessation services.
  - Resources shared via college communications and staff/learner inductions.

### **Implementation and Enforcement**

- **Induction and Awareness:** This policy will be communicated to all learners, staff, contractors, and visitors through inductions, signage, and written communications.
- **Compliance:** Managers and staff are responsible for ensuring compliance. Any non-compliance will result in:
  - Verbal reminders for minor infractions.
  - Disciplinary action under the staff or learner disciplinary procedures for repeated or serious breaches.

### **Supporting Health and Well-Being**

- Catch22 Colleges encourage staff and learners to quit smoking or vaping. Support services include:
  - Guidance and resources shared during inductions.
  - Referrals to local stop-smoking initiatives.
  - Access to well-being support apps or staff/learner counselling services.

## **4. Related policies**

Induction & New Start Policy – Catch22 Colleges

Health & Safety Policy – Catch22 Colleges

Behaviour and Code of Conduct Policy – Catch22 Colleges

Catch22 Code of Conduct

Catch22 Health & Safety Policy

Catch22 College Safeguarding Policy

## **5. Appendices**

### **Annex 1: Equality Impact Assessment**

Catch22 is committed to always: avoiding the potential for unlawful discrimination, harassment and victimisation; advancing equality of opportunity between people who share a protected characteristic and those who do not; and, foster good relations between people who share a protected characteristic and those who do not.

An Equality Impact Assessment (EIA) is a tool for identifying whether or not strategies, projects, services, guidance, practices or policies have an adverse or positive impact on a particular group of people or equality group. While currently only public bodies are legally

required to complete EIA's, Catch22 has adopted the process in line with its commitment to continually improve our equality performance.

## 1. Summary

<b>This EIA is for:</b>	Non-Smoking and Vaping Policy Catch22 College
<b>EIA completed by:</b>	Will Duke-Oddy - Quality & Curriculum Manager - OSH
<b>Date of assessment:</b>	07/05/2025
<b>Assessment approved by:</b>	<Name>, <Position> [if required]

### Objectives and intended outcomes

This EIA has been completed in order to ensure that the implications and potential impact, positive and negative, of the Non-Smoking and Vaping Policy Catch22 College for all staff have been fully considered and addressed, whether or not the staff members share a protected characteristic.

## 2. Potential Impacts, positive and negative

Equality Area	Positive	Neutral	Negative	Summary
<b>Age</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy applies equally to all members of staff regardless of age. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of their age.
<b>Disability</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy applies equally to all members of staff regardless of health/disability. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of their disability.
<b>Pregnancy &amp; Maternity/paternity</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	It's not considered that the policy positive or negatively impacts on pregnant women or on staff on maternity or paternity leave.
<b>Race</b> (incl. origin, colour and nationality)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy applies equally to all members of staff regardless of their race, origin, colour or nationality. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively in these respects.
<b>Gender and Gender Re-assignment</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy applies equally to all members of staff regardless of their gender at any given time. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of gender.
<b>Sexual Orientation</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The policy applies equally to all members of staff regardless of their sexual orientation. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because their sexual orientation.

### **3. Negative impacts and mitigations**

<b>Negative Impact</b>	<b>Mitigation</b>	<b>Owner</b>