



Glasgow Kelvin College

Equality Impact Assessment

No Smoking Policy

Contents

Step 1 – Aim, Outcomes and Information	3
Step 2 – Research and Consultation	4
Step 3 – Assessing the Impact	5
Step 4 – Taking Action	5
Step 5 – Monitoring and Evaluation	6
Step 6 – Approval	6
Appendix	7

Title of Policy, Procedure or Practice:

No Smoking Policy

Type of Policy, Procedure or Practice:

New

Existing, Reviewed or Revised

Team Leading Impact Assessment:

People and Culture

Lead Person:

Doreen Shiels

Date of Assessment: Jan – May 2024

Aims and Outcomes

What are the intended aims / outcomes of the policy, procedure or practice? Who is the target audience and who is it intended to benefit?

This policy aims to protect staff, learners, Members of the Board of Management, Contractors, consultants, agency workers, partnership organisations and visitors to the College from exposure to second hand smoke.

Legislation require workplaces and vehicles for business purposes to be smoke free. Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses.

This Policy seeks to guarantee the right to work and learn in an environment free from tobacco smoke, whilst taking account of the needs of those who continue to wish to smoke.

Evidence and Information

What information has been used as the basis for this EIA?

The Health and Safety at Work Act 1974 etc.
 The Management of Health and Safety at Work Regulations 1999
 The Smoking, Health and Social Care (Scotland) Act 2005
 Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006
 Workplace (Health, Safety and Welfare) Regulations 1992
 Safety and Health of Pregnant Workers Directive (92/85/EEC)

Which individuals, groups or organisations representing protected characteristics have been involved in the undertaking of this assessment?

Health and Safety Manager
 Senior Management
 People and Culture
 Trades Unions
 Safety Representatives
 HSE
 Focus Groups – staff and learners
 Staff survey on a smoke free premises

What does the information indicate about potential positive, neutral or negative impacts for each protected characteristic?

Protected Characteristic	Likely Impact
Age	The policy applies to all regardless of age.
Disability	The policy applies to all regardless of disability. It is available on intranet and therefore available in different fonts, text size and through assistive technology. This policy will have a positive impact on those with a disability who are supported. The Policy and Procedure takes into account the Equality Act 2010, and makes reasonable adjustments.
Gender	The policy applies to all regardless of gender.
Gender reassignment	The policy applies to all regardless of gender reassignment.
Marriage and Civil partnership	The policy applies to all regardless of marital status.
Pregnancy and Maternity	The policy applies to all regardless if the woman is pregnant or is/has been absent previously on maternity leave. It promotes a healthy working environment, smoking and passive smoking can have significant consequences for mother and baby, and increases the risk of stillbirth, miscarriage and preterm birth
Racial group	The policy applies to all regardless of race.
Religion or belief	The policy applies to all regardless of religion or belief.
Sexual orientation	The policy applies to all regardless of sexual orientation.

Are you able to reduce any potential negative impacts identified? If so, how?

N/A

Compliance with General Equality Duty

Does the policy, procedure or practice comply with the three parts of the general duty?

- **Eliminate discrimination, harassment and victimisation and other conduct prohibited by the [Equality Act \(2010\)](#)**
- **Foster good relations between people from different groups - this involves tackling prejudice and promoting understanding between people from different groups**
- **Advance equality of opportunity between people from different groups**

Yes No

If no, what arrangements could be implemented to better comply with the duty?

N/A

What is the EIA outcome?

A positive impact is likely A negative impact is not foreseen

A negative impact is likely A negative impact is probable or certain

Are you able to introduce the policy, procedure or practice without changes? Yes No

If no, what changes will you make before implementation?

N/A

Action and Monitoring

What action will be taken, by whom and when?

Policy issued to all existing staff to raise awareness
 Policy issued to all new staff as part of induction process
 Policy available on the intranet and internet
 Consultation on smoke free premises
 Health and Safety Committee
 Appropriate signage
 Designated smoking areas in place.

Once implemented how the policy will, procedure or practice be monitored?

Health and Safety Committee involvement to monitor application and consistency
 Informal discussions with staff and managers
 Formal consultation with staff, managers and Trade Union representatives
 Estates staff monitor to ensure use of designated smoking areas

Signed: Doreen Shiels

Date: 23.04.24

NB: Finalisation of central monitoring & identification of compound impact will be undertaken within Equalities Management. Please return to the EDI manager for approval by the EDI Committee

Approval –

Signed – M Kinnear, Head of HR and OD

Date – 23.04.24

Signed - Geoff Lawson, Health and Safety Manager

Date – 25.04.24

Appendix

Equality Act General Duty requires colleges to have **due regard** to the need to:

1. Eliminate

- a) discrimination,
- b) harassment,
- c) victimization; or
- d) any other prohibited conduct

2. Advance equality of opportunity by

- a) removing or minimising disadvantage
- b) meeting the needs of particular groups that are different from the needs of others
- c) encouraging participation in public life

3. Foster good relations – tackle prejudice, promote understanding

Protected Characteristics:

- 1. Age
- 2. Disability
- 3. Gender Reassignment
- 4. Marriage And Civil Partnership (applies only in relation to (1a) discrimination in *employment*, not to students)
- 5. Pregnancy And Maternity
- 6. Race
- 7. Religion Or Belief
- 8. Sex/ Gender
- 9. Sexual Orientation.