

<b>Royal Northern College of Music</b>
<b>Smoking and Vaping</b>
<b>Policy &amp; Procedure</b>
<b>Department: Human Resources</b>
<b>Document owner: Director of Human Resources</b>
<b>Approval Committee: Human Resources Committee</b>
<b>Revised: May 2026</b>
<b>Period of Approval: 3 Years</b>
<b>Review Date: May 2029</b>



## **1. Introduction**

The Smoking and Vaping Policy applies to all members of staff, students and visitors, and also applies to the use of electronic cigarettes.

The College has duties to ensure the health, safety and welfare of its employees and make similar provision for non-employees including students and visitors who may be affected by the College's activities.

This policy is designed to secure a healthy and safe working environment in the context that medical evidence continues to reinforce the link between inhalation of smoke both directly or by passive smoking and serious illness or the exacerbation of pre-existing health problems.

## **2. Implementation**

All College buildings are non-smoking except in the designated external smoking shelter located adjacent to the surface car-park entrance. Smoking is **not** permitted in the two areas located immediately to the front and the rear of the College Reception.

To avoid confusion and interpretation on the smoking policy, electronic cigarettes are prohibited wherever smoking is prohibited. The charging of e-cigarette equipment in RNCM buildings is also prohibited. Such activity can sometimes cause explosions due to inappropriate charging equipment being used.

The College believes that this policy will be most effective if it operates with the consent and agreement of all staff, students and visitors

The College will therefore attempt to achieve the aims of this policy through support and persuasion. However, for staff and students, non-compliance with the policy will be a disciplinary matter. It is the responsibility of all Line Managers to ensure compliance with this policy.

Visitors, contractors and clients will be expected to respect the College's policy and should be informed of the location of the designated area where smoking is permitted.

## **3. Assistance in giving up smoking**

The College encourages staff and students not to smoke. Advice for anyone wishing to give up smoking is available from the College Health and Safety Advisor and the Human Resources Department. General support and help may also be available from sources such as your own GP and Care First.

<https://www.nhs.uk/better-health/quit-smoking/>

<https://wisdom.healthassured.org/login>

## **4. Time off for smoking**

Members of staff must discuss and obtain the agreement of their manager for time off for smoking breaks during working hours. Such breaks must not have a disruptive effect and, at all times, the best interests of the College must be the overriding factor. Excessive time off for smoking breaks will be regarded as outside the employee's contractual working hours.

Smoking breaks should be confined to one morning and one afternoon break of 10 minutes (or less) duration. Staff should note that a smoking break is not a legal entitlement, and such breaks should not be taken in addition to tea/coffee breaks.

**5. Designated area**

External Smoking Shelter, located adjacent to the surface car-park entrance.

Smoking on College Premises is only permitted in this designated area.

# ROYAL NORTHERN COLLEGE OF MUSIC

## *POLICY APPROVAL/REVIEW PROCESS*

Release: Final  
Author: Paul Hynes  
Document Number: 2

### AMENDMENTS SINCE DRAFT

ISSUE No	PAGE	DETAILS	DATE	ISSUED BY
1		First draft	May 2026	Paul Hynes
2		Final – ready for publication	26 May 2026	Paul Hynes

### Approvals

This document requires the following approvals.

Name/Committee	Date	Version
Human Resources Committee	26 May 2026	2