



<b>SMOKE FREE POLICY</b>
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<b>Process Area</b>	<b>Estates</b>
<b>Reference Number</b>	<b>EST/004</b>
<b>Directorate</b>	<b>Client Services</b>

<b>Issue No</b>	<b>Date</b>	<b>Details</b>	<b>Author</b>	<b>Approved</b>
001	June 09	First Issue	<b>RS</b>	<b>BD</b>
002	Jan 13	Changes to numbering and use of language and the addition of reference to electronic cigarettes.	<b>RS</b>	<b>BD</b>
003	Nov 15	Third issue – reviewed with no substantive changes	<b>RS</b>	<b>GB</b>
004	Nov 18	Fourth issue – reviewed with no substantive changes	<b>RS</b>	<b>GB</b>
005	Dec 21	Fifth issue – reviewed with no changes	<b>RS</b>	<b>Governing Body</b>

**If requested, the College will make the policy available in alternative formats to accommodate visual impairments. The policy can also be downloaded from the College website and made available in alternative languages upon request.**

## 1. POLICY STATEMENT

- This policy has been developed to protect all staff, students, contractors, visitors and other users of College facilities from exposure to second-hand smoke and to assist the College in ensuring compliance with The Smoking (Northern Ireland) Order 2006 and the Health & Safety at Work (NI) Order 1978.
- It is an offence under law to smoke anywhere on College premises.
- Accordingly all college premises and vehicles are smoke-free with smoking being prohibited throughout the entire Southern Regional College (SRC) Campuses with the exception of designated smoking areas.
- Disciplinary procedures will be followed if any employee or student does not comply with this policy.

## 2. SCOPE

- This policy is applicable to the Board of Governors, staff, students, visitors and any third parties employed or used by SRC.

## 3. DEFINITIONS

Smoking	The lighting/inhalation of tobacco or other products in cigarette, pipe or cigar form. This definition includes electronic cigarettes, also known as an e-cigarettes, personal vaporisers or PV's.
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## 4. PROCEDURE FOR IMPLEMENTATION

### 4.1 Chief Executive

The Chief Executive shall:

- ensure that there is clear direction and visible management support for the Smoke Free policy.

### 4.2 Human Resources Department

The Human Resources Department shall:

- be responsible for ensuring all new employees are aware of the smoke free policy.

### 4.3 Estates Department

The Head of Estates will:

- ensure that the appropriate no-smoking signs are clearly displayed at the entrances to and within the premises.
- provide designated smoking areas.
- ensure that there are adequate receptacles in designated smoking areas for smoking debris.

#### **4.4 All Employees, Students, Governors, Contractors and Members of the Public**

- All employees, students, governors, contractors and members of the public are required to adhere to this policy.
- Lecturers and support staff are required to familiarise students with the college policy on smoking.
- Staff generally should make visitors and members of the public aware of the College policy on smoking and are expected to play a role in fully implementing this policy.

#### **5. DISTRIBUTION**

Policy Centre on SharePoint  
College Website

#### **6. RELATED DOCUMENTS**

The following list is not exhaustive:

- Disciplinary Policy, as appropriate
- Employee Standards Policy

#### **7. FLOWCHART**

N/A