

Smoke Free Procedure		Overall Responsibility:	Principal
BASICS			
Smoking is prohibited in the workplace, in line with the Smokefree (Premises and Enforcement) Regulations 2007.			
Action/Arrangements			Responsibility
<ul style="list-style-type: none"> The College has a No-Smoking policy which bans smoking, of cigarettes, pipes and vaping devices, in all areas of the College, except designated smoking areas. This was introduced in order to encourage and promote a clean, safe and healthy environment in which staff and students can work and to comply with current legislation. Smoking materials present a potential fire hazard in the College and research has also indicated that there are risks to health from 'passive smoking'. 			All staff and students
<ul style="list-style-type: none"> It is the responsibility of all managers to ensure that the Smoke Free procedure is applied and complied with. 			All managers / tutors/ lecturers
<ul style="list-style-type: none"> All people, including staff, students, visitors and contractors on the College campus must refrain from smoking or vaping other than in the designated areas where proper disposal facilities are provided. 			All staff & students
<ul style="list-style-type: none"> If problems of a disciplinary nature arise because of an employee's need to smoke, the first priority will be to endeavour to resolve matters by local counselling and support on an informal basis. If this fails to resolve the problem then the Human Resource Manager should be consulted prior to any formal disciplinary action being undertaken. 			All managers / tutors/ lecturers