



## SMOKING POLICY

**Policy Number:**

018-2014

**Academic Year:**

2025/26 onwards

**Target Audience:**

All SERC staff, students, consultants, contractors, and visitors.

**Summary of Contents**

This Smoking Policy promotes a safe and healthy environment for all, ensuring that all campuses and workplaces are smoke/cigarette-free and supporting the right of staff, students and visitors to work in a smoke/cigarette-free environment. The policy ensures compliance with legislation and supports staff and students who wish to stop smoking.

**Enquiries**

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**Review Information (Responsible Owner:**

First Created: Jun 2013

Last Reviewed: December 2025

Next Review: December 2026

**Change Type at last Review:**

~~No/Minor/Significant~~ (delete as appropriate)

**Approval/Noting By:**

CMT: December 2024

Lead GB Committee: Finance & GP

Governing Body Approval: January 2026

**Related Documents:**

SERC Health & Safety Policy  
Health and Safety at Work (NI) Order 1978  
Smoking (Northern Ireland) Order 2006  
Smoke Free Regulations 2007

**Superseded Documents (if applicable):**

No Smoking Policy 39-2008  
No Smoking Policy 05-2013

**Date of Equality of Opportunity and Good Relations Screening (Section 75):**

Date Policy Screened: July 2016

**Date of Last Accessibility Screening:**

July 2023



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## 1.0 Change History

Changes to this SOP are documented in Appendix 1 of this document. When reading electronic copies of this document, [you can click here to view the change history](#).

## 2.0 Purpose

This Policy has been developed to:

- Promote a safe and healthy College environment for staff, students, contractors and visitors.
- Ensure compliance with current legislation.
- Support SERC staff and students who wish to give up smoking.

## 3.0 Policy Statement

- 3.1 It is the policy of South Eastern Regional College (SERC) that **all** campuses and workplaces are smoke/cigarette-free and all staff, students and visitors have a right to work in a smoke/cigarette-free environment.
- 3.2 **Smoking is not permitted** in any premises occupied or used by SERC staff, students, contractors and visitors. This includes College community-based outreach centres and College vehicles. Smoking is not permitted externally on any part of SERC campuses except in a limited number of designated smoking areas (which comply with regulations).
- 3.3 **Electronic cigarettes (e-cigarettes) are also banned.** Although e-cigarettes fall outside the scope of the smoke-free legislation, the College supports the recommendations of the British Medical Association<sup>1</sup> to extend existing smoke-free legislation to e-cigarettes to limit second hand exposure to the visible nicotine vapour exhaled by the user, and also to ensure their use does not undermine smoking prevention and cessation by reinforcing the normalcy of cigarette use. Within this policy, 'smoking' includes e-cigarettes. The decision to ban electronic cigarettes will be continually monitored and reviewed in light of any medical research or government regulation.
- 3.4 SERC considers it has a moral obligation to promote a healthy lifestyle to its students and staff and not to endorse smoking of any kind.
- 3.5 There are **no** exceptions to the above locations. Students smoking/vaping within the lifts causing smoke alarms to trigger and those found 'smoking' outside the designated areas will be disciplined.

## 4.0 Legislative Background

- 4.1 The Health and Safety at Work (Northern Ireland) Order 1978 places a duty on employers to provide a safe working environment.
- 4.2 The Smoking (Northern Ireland) Order 2006 prohibits smoking (smoking or being in the possession of lit tobacco, anything containing tobacco or any other substance) and the permitting of smoking in all enclosed public places including workplaces and vehicles.

## 5.0 Scope

This Policy applies to all staff, students, consultants, contractors, visitors and members of the public.

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<sup>1</sup> <http://bma.org.uk/working-for-change/improving-and-protecting-health/tobacco/e-cigarettes>

## **6.0 Process**

- 6.1 All staff, students, consultants, contractors, visitors and members of the public are required to adhere to and facilitate the implementation of the policy.
- 6.2 During the induction process, all staff and students will be informed of the policy and their role in its implementation.
- 6.3 No-smoking signs, complying with the requirements of the regulations under the Smoking (NI) Order 2006, will be displayed in SERC premises, vehicles, major entrances and campus grounds.
- 6.4 The locations of the limited number of designated outdoor smoking areas will be publicised to staff, students and visitors. These will be in compliance with the regulations and will not be located in close proximity to any non-smoking enclosed space. Many will be sheltered but will not be enclosed.
- 6.5 Smoking or the permitting of smoking in work premises or in SERC vehicles is an offence under the Smoking (Northern Ireland) Order 2006. The individual and the College are liable to penalties of up to £1,000 each.
- 6.6 Smoking in other areas of SERC campuses, other than in the designated smoking areas, is a breach of this policy. Disciplinary action may be taken against staff or students failing to comply with this policy.
- 6.7 All staff are expected to politely challenge those in breach of the Smoking Policy, drawing attention to signage and giving directions to a designated smoking area. Avoiding confrontation, they should be reminded of SERC's Smoking Policy and that by smoking in a public place both they and the College may be committing an offence. If the person continues to breach the Smoking Policy, the matter should be referred to a senior member of SERC staff or College Management Team and the person may be asked to leave SERC's premises.

## **7.0 Help to Stop Smoking**

SERC recognises its duty and responsibility to encourage staff and students to stop smoking. It will raise awareness of the dangers to health, providing information, advice and encouragement while participating in partnerships to promote 'Stopping Smoking' initiatives

## **8.0 Responsible Owner**

It is the responsibility of Head of Estates, Facilities and Health & Safety to review and amend this policy as required.

## **9.0 Communication Plan**

- 9.1 This Policy will be uploaded to the College intranet and referred to in staff induction and training.

## **10.0 Review**

- 10.1 This Policy will be reviewed annually, or when the need for change has been identified.

## Appendix 1: Document Change History

<b>Version</b>	<b>Date</b>	<b>Change Detail</b>
1.0	June 2013	Created
1.1	November 2014	Reviewed and no changes necessary
1.2	March 2016	Reviewed and no changes necessary
1.3	March 2017	Reviewed and no changes necessary
1.4	February 2019	Reviewed and no changes necessary
1.5	March 2021	Reviewed and no changes necessary
1.6	February 2023	Reviewed and no changes necessary
1.7	July 2023	Transferred to new Accessibility Template
1.8	December 2024	Job titles amended in line with new organisational structure. Review date amended.
1.9	December 2025	Reviewed and no changes necessary