INSERT CENTRE NAME

INSERT CENTRE ADDRESS

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| Centre name |  |
| Policy name | No Smoking Policy including E cigarettes |
| Policy number |  |
| Date created |  |
| Effective date adopted by the Board |  |
| Version number |  |
| Date of last version |  |
| Administrator responsible |  |
| Administrator contact information |  |

**Policy History**

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| --- | --- | --- | --- |
| **Version number** | **Approved by** | **Revision date** | **Author** |
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**Document Control**

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| --- | --- | --- | --- |
| **Document Ref:** |  | **Title:** | No Smoking Policy |
| **Version & Date:** |  | **Author:** |  |
| **Directorate:** |  | **Approved by Management:** |  |
| **Reviewed:** |  | **Change History:** |  |

Insert logo **X COMMUNITY CENTRE CLG**

**No Smoking Policy**

Overview

The purpose of this Policy on smoking is to establish a healthy environment for all Employees, clients, visitors, and members of the public at X Community Centre. Smoking also includes E Cigarettes.

Scope

It is not the responsibility for X Community Centre to provide a smoking area. The campus of X Community Centre is strictly a no smoking area.

References

* Safety, Health and Welfare at Work Act 2005.
* Public, Health (Tobacco) Act 2002 (Section 47) Regulations 2003.

Policy / Procedure

All staff, contractors, visitors, and members of the public who contravene the law prohibiting smoking in the workplace are also liable to prosecution. The fines liable affect the person who smokes in the prohibited area and the person in charge of the area. The maximum fine upon conviction is €3,000.

In addition, Employees, contractors, customers, and visitors who contravene the law prohibiting smoking in the workplace are liable to prosecution.

All staff, contractors, visitors, and members of the public are requested to assist in complying with this Policy both in respect of their own behaviour and by informing individuals where they are smoking in a prohibited area.

The Public Health (Tobacco) Act 2002 provides for the prohibition or restriction of tobacco smoking in certain places. The Tobacco Smoking (Prohibition) Regulations have been effective since March 2004. These regulations prohibit the smoking of tobacco products in a place of work. Considering this legislation / government regulations, X Community Centre supports a smoke-free working environment.

Employees are permitted to leave the premises, during work hours on their official break times, to smoke. In general, this location will not be anywhere near a front entrance or anywhere near customer exit / entry points and should be outside the campus grounds.

Staff are not permitted to take a break to smoke outside at any time other than their official break time.

All breaches of the Company smoking regulations will be dealt with under the Disciplinary Procedure, and could result in disciplinary action, up to and including dismissal.

Infringements by members of the public will be dealt with by X Community Centre on a case-by-case basis.

When encountering someone smoking in a prohibited area, the recommended course of action is to:

* Draw the person’s attention to the “No Smoking” signs and advise that they are in breach of the legislation and the X Community Centre Smoke-Free Policy.
* Advise the person that the facility has a smoke-free Policy to ensure a safe and healthy working environment for all.
* Advise the person that it is also an offence for the General Manager in charge of the premises to permit anyone to smoke in contravention of the law.
* Direct the person off campus to smoke if they wish to do so.
* If the person continuous to smoke in the prohibited area, immediately request that they leave the premises.
* Where an individual has refused to comply, the specific details of the contravention should be forwarded in writing to the Community Centre General Manager.

Roles and Responsibilities

The overall responsibility for Policy implementation rests with the General Manager or other person, from time to time, in charge of the workplace

However, the implementation of this Policy requires an ongoing effort by all employees. Therefore, all staff, contractors, visitors, and members of the public have an obligation to adhere to this policy.

No Smoking and Prohibited signs should be displayed at all main entrance points to the building.

Data Protection

Please refer to your organisations Data Protection Policy

Performance Measurement

This Policy will be continually reviewed and updated to ensure compliance with legislation.