



# **Gonville & Caius College Cambridge**

## **College Regulations**

Readers are welcome to download a copy of this Handbook for personal reference, but please be aware that any amendments or corrections will be made only to the version published on the following web page: [www.cai.cam.ac.uk/documents](http://www.cai.cam.ac.uk/documents)

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# **THE GOVERNMENT OF THE COLLEGE**

The College's present constitution is contained in College Statutes made under the Universities of Oxford and Cambridge Act 1923, as amended from time to time with the consent of the Privy Council. An up-to-date copy of the Statutes is kept in the Library.

Under the 1923 Act, the Governing Body of the College comprises the Master and all the Fellows, excluding Honorary Fellows and Bye-Fellows. The Statutes also require a General Meeting of the Master and Fellows to be held once at least in every term. The General Meeting elects the Master, the President, and the elective members of the College Council. The Governing Body can, by a majority of not less than two-thirds of those present and voting, propose alterations to the Statutes to be submitted for approval by the Privy Council; and a General Meeting can, by a two-thirds majority of those present, overrule decisions of the College Council, with certain exceptions. It can also express its opinion, and make recommendations to the College Council, on matters of general policy.

The College Council, consisting of the Master, the Senior Tutor, and the Senior Bursar, and ten Fellows (including the President) elected by the General Meeting for periods not exceeding four years, is responsible for all the ordinary business of the College, and normally meets once a fortnight during Term.

Other Fellows may be invited to attend meetings of the Council to speak, but not to vote, on particular items of business. Students are represented at College Council meetings, for all items except reserved business, by the Presidents of the M.C.R. and G.C.S.U. and the Vice-President of the G.C.S.U., who may speak, but not vote, on all items for which they attend. There are several Committees on which both senior and junior members serve which make recommendations to the College Council.

# MATRICULATION

At the beginning of the Michaelmas Term, in the presence of the Master and the Tutors, all first-year undergraduates and graduates are required to sign the Matriculation Registration Form of the University. In doing so they subscribe to the following declarations:

*I understand that in becoming a member of the above College I accept the responsibility of membership of the College and University community and to abide by the statutes, rules and regulations of these institutions and to do nothing that is harmful to the work or reputation of either of them.*

*I consent to the processing by the College and the University of personal data (including sensitive personal data as defined in the Data Protection Act 1993) about me for the proper purposes of these institutions.*

*I undertake to observe the Provisions of the Data Protection Act 1998 in relation to any personal data I may myself hold and process as a student of the College and the University, and I agree to indemnify the College and the University from liability for any claims or damages that may arise from the processing of this data.*

*I promise to observe the Statutes and Ordinances of the University as far as they concern me, and to pay due respect and obedience to the Chancellor and other officers of the University.*

On the same occasion, by signing the College Matriculation Book, each undergraduate or graduate declares as follows:

*I promise that I will pay due respect to the Master, the Fellows and the Officers of Gonville and Caius College; that I will conduct myself in a quiet and orderly manner; that I will observe the Statutes of the College so far as they concern me; and that I will conform to all such orders and regulations as may from time to time be made by the Master or the College Council for the good government of the College.*

Scholars are admitted to their Scholarships at a ceremony in the College chapel during the Michaelmas term, in the course of which each reads the following declaration to the Master:

*I, A.B., elected scholar of Gonville and Caius College, promise that I will in all things obey the constituted authorities of the College, and will set an example of order, diligence, good conduct and simplicity of living to the other students of the College.*

It is in consideration of these promises that persons are admitted to membership of the University and of the College, and to their Scholarships.

# STATUTES

**The attention of members of the College is drawn to the provisions of College Statute 24, of which a complete copy is available in the Library. It provides as follows:**

## **Statute 24.** *Persons in Statu Pupillari*

Members of the College *in statu pupillari* shall pay such fees at such times as the College Council shall from time to time determine. They shall moreover show due reverence and obedience to the Master and Fellows and the Officers of the College. They shall conduct themselves in a quiet and orderly manner and shall observe the Statutes and shall conform to all such orders and regulations as may be made by the Master or the College Council from time to time for the good government of the College and if any such member not being a Fellow of the College shall fail to observe and conform to all the Statutes orders and regulations aforesaid or shall be guilty of any conduct subversive of or prejudicial to discipline or good order or tending to bring scandal upon the College he shall be punished by the College Council or the Master or any Tutor Dean Lecturer or Assistant Tutor provided always that the penalty of final removal from the College or in the case of a Scholar Exhibitioner or Research Student of temporary or permanent deprivation of his status as Scholar Exhibitioner or Research Student or of any of the emoluments or advantages thereof shall be inflicted only by the College Council and that the penalty of temporary removal from the College shall be inflicted only by the College Council or the Master.

Under this Statute the College Council has made the **Regulations** that follow. These may be varied or augmented at any time.

# COLLEGE REGULATIONS

All Junior Members are responsible for following the College Regulations. Not knowing or forgetting about the rules or their consequences is not a justification for not following them.

## ACADEMIC

1. Students of the College are required to pursue their studies diligently under the direction of their Tutors, Directors of Studies, and Supervisors. Scholars and Exhibitioners are elected for one year at a time, and their awards may be renewed after satisfactory examination results and reports from their Tutors and Directors of Studies.
2. A student who has failed to be classed in an examination will not be allowed back into residence unless the College Council is prepared to make an exception for special reasons.
3. The College admits undergraduates only to read for Honours, and will not normally permit them to remain in residence unless qualified to read for an Honours Degree, nor to read another subject after one examination failure has made it impossible to continue with the course for which they were originally admitted. A change of subject may be made only with the agreement of the Tutor and Directors of Studies concerned.
4. Students must satisfy the University's requirements as to the keeping of terms for the B.A. Degree. Nine academic terms must be kept by residence and these terms must normally be consecutive. Graduate and undergraduate students keeping terms by residence are required to be present in the rooms allocated to them during some part of the day (reckoned from 6 am to midnight) and of the following night (except that the day alone may count as the last day of residence) on 59 nights in each of the Michaelmas and Lent Terms, and on 52 in the Easter Term.
5. Undergraduates are required to reside during the whole period of Full Term. They must sign the Redit Book in the Porters' Lodge on the day they return. No undergraduate may be absent overnight without having obtained an Exeat from a Tutor. Nights not kept during Full Term must be kept during the periods of University Term before or after Full Term.

## DOMESTIC

6. In order to promote the health and safety of both students and staff smoking is not permitted inside any building on College sites, including hostels, at any time, by any person regardless of their status. The College's smoke-free policy is printed as Appendix 5 in the College Regulations booklet.
7. Rooms in College are allocated to students for their personal use only. Any damage to a room or to its furniture will be charged to the occupant. Alterations to furniture or fittings may not be made nor may anything be attached to the walls so as to spoil the

decoration. Cooking is only allowed in gyp rooms. Movable heating apparatus may only be used with the direct authorisation of the Operations Director.

8. Animals may not be kept in College rooms. Firearms and ammunition, pyrotechnics and fireworks, air-guns, crossbows, bows and arrows, etc., may not be kept in College Rooms.

9. Students of the College are expected to behave at all times in a proper and orderly manner and to avoid making unnecessary noise, particularly at night. Musical instruments, including radios and stereos, etc. may not be played before 9.00 am or after 11.00 pm, nor at any time with windows open or in such a way as to cause disturbance or annoyance to members of the College. (This regulation applies to public rooms other than the music practice rooms as well as to private rooms. Junior members may, however, listen to instruments through earphones in their rooms at any time, provided the speakers are turned off.) Washing machines and tumble driers should only be used after 7.30 am and before 11.00 pm in the central laundry facilities.

10. A party of more than ten persons with or without alcoholic liquor, whether held in College or elsewhere, requires written tutorial permission which must be handed in to the Porters' Lodge (for parties in College or in hostels), or posted on to the householder (for parties in lodgings) not less than three clear working days in advance. Music hours must be strictly observed for all parties in College or in hostels, unless the permit is specifically endorsed to the contrary. Parties in hostels and lodgings must end by 11.30 pm and parties in College must end by 11.45 pm. A charge will be made if the permission is handed in late and a further surcharge will be applied if the permission is not handed in at least 24 hours before the party. If the permission is not handed in before the party, a higher charge will be applied. This charge is in addition to any fine that may be imposed if Tutorial permission has not been obtained for the party. Permission from the Senior Tutor is required for parties in public rooms in College. Students holding parties should ensure that the rooms are cleaned after the parties so as not to leave an undue burden on housekeeping staff.

11. Students resident in College are permitted to accommodate a guest overnight in their rooms for not more than three nights in any consecutive seven. Students are at all times responsible for the proper behaviour of their guests in College and in hostels or lodgings. Details of applicable charges may be found on the Venn.

## **GENERAL**

12. Students of the College should conduct themselves in a fit and proper manner at all times, never bringing the College into disrepute, and giving due consideration to the interests of others, whether members of the University, members of the local community, or visitors to Cambridge. Misconduct may be penalised under the disciplinary procedures of the College or University. Serious misconduct, amounting to criminal behaviour, will be referred to the police.

13. The College is committed to providing an environment that is free from discrimination and affirms the right of all members to be treated with dignity and respect. The College will not tolerate harassment of one member of its community by another nor sexual misconduct. The College takes allegations of harassment and sexual misconduct very seriously and may take action, including disciplinary action, in response to a

complaint from a student. The College defines harassment as single or repeated incidents involving unwanted or unwarranted conduct towards another person which it is reasonable to think would have the effect of (i) violating that other's dignity or (ii) creating an intimidating, hostile, degrading, humiliating, or offensive environment for that other.

Harassment may be verbal, psychological, or physical, in person or via a virtual platform, or through other methods of contact. Harassment may occur in the course of an academic, sporting, social, cultural, or other activity either within the Precincts of the College or elsewhere in the context of a person's membership of the College, or in circumstances where the victim of the harassment is a member, officer, or employee of the University or a College.

Unacceptable behaviour, whether intentional or not, can take a variety of different forms. The following descriptions are not exhaustive, but give an indication of the types of behaviour which the College considers to be unacceptable:

- making sexually offensive comments about dress or appearance, the display or distribution of sexually explicit material, or demands for sexual favours;
- engaging in harassment on the grounds of a person's sexuality (or assumptions about a person's sexuality) including making derogatory homophobic, transphobic, or biphobic remarks or jokes aimed at a particular person, offensive comments relating to a person's sexuality, refusal to acknowledge a person's gender or identity, or threats to disclose a person's sexuality to others;
- making offensive references to a person's race, ethnicity, skin colour, religion or nationality, dress, culture, background or customs which have the effect of ridiculing or undermining an individual or fostering hatred and/or prejudice towards individuals or particular groups;
- ignoring, disparaging, or ridiculing a person because of mistaken assumptions about their capabilities, or making offensive reference to an individual's appearance, in the context of their disability;
- controlling or coercive behaviour, such as pressure to subscribe to a particular political or religious belief.

Online harassment may take the form of intimidating, offensive, or graphic posts on social media sites or chat rooms, or communications by email, text, or instant messaging.

Sexual misconduct includes the following, whether or not within a sexual or romantic relationship, including where consent to some form of sexual activity has been given and then withdrawn, or if consent has been given on previous occasions:

- sexual intercourse or engaging in a sexual act without consent;
- attempting to engage in sexual intercourse or engaging in a sexual act without consent;
- sharing private sexual materials of another person without consent;
- kissing without consent;
- touching inappropriately through clothes without consent;
- inappropriately showing sexual organs to another person;
- repeatedly following another person without good reason;
- making unwanted remarks of a sexual nature.

14. Students of the College are required to comply with any instructions given by College or University officers, or by any other person authorised to act on behalf of the College or

University, in the proper discharge of their duties. They must state their names and that of their Colleges when asked by a Proctor or Pro-Proctor, or other person in authority in the University or in any of the Colleges in the University. Students of the College need to interact with many of the College Fellows and staff. They are expected to be courteous and reasonable in all dealings with other members of the College.

15. Students of the College must not disrupt or impede or attempt to disrupt or impede the activities and functions of the College or of the University or of any other College.

16. Students of the College must not impede freedom of speech or lawful assembly within the College or the Precincts of the University (i.e. anywhere within three miles of Great St. Mary's Church). They must give any notice which is required to be given to a College or University officer under the terms of the Codes of Practice issued by the College and the University under the provisions of Section 43 of the Education (No. 2) Act 1986, the Equality Act 2010 and the CounterTerrorism and Security Act 2015. (The College's Code of Practice is printed in Appendix 1 of the College Regulations booklet, and copies of the College's and University's Codes are posted on the College notice boards.)

17. The College takes a serious view of any form of substance abuse, whether involving alcohol or drugs. Such abuse may incur the most severe disciplinary measures.

18. The rules for the use of the College Library must be strictly observed. In particular, the taking out of books from the Library without correctly registering each loan is forbidden.

19. The use of the College computer network and any related facilities is subject to the 'Rules and Regulations' published by the University Computing Service. Any infringement of these rules is regarded as a serious matter and may incur a fine or 7 result in the suspension of a student's authorisation to use IT facilities in both College and University.

20. Members of the University must wear gowns when dining in Second Hall (including Guest Nights) during Full Term, and surplices or gowns at evening services in the College Chapel. A proper standard of dress is required at all times.

21. Students may not walk on the grass in the Old Courts, including St. Michael's Court, nor may they climb or sit on the roofs of College buildings. They may not play games in the courts or in the Harvey Court Gardens (other than croquet on the croquet lawn).

22. Notices may be posted only on approved notice boards in the College. The College expects all students and staff to exercise tolerance, but recognises that posters or leaflets may cause offence or concern. Students are encouraged to raise any concerns, either to discuss them, or to report something which they believe may be illegal or contrary to the College's policy of tolerance. This includes posters or leaflets that advertise activities that may: i. cause harm to members of the College and/or the general public ii. encourage members of the College to be drawn into terrorism iii. otherwise promote any violent or illegal action iv. promote discrimination or intolerance towards a group of staff or student, especially on the grounds of belief, race, gender or disability Advertisements, posters and banners may not be displayed from College rooms or in public parts of the College without tutorial permission. Public parts of the College may not be used for



bookstalls or similar purposes, nor for fund-raising by collections or other means, and notices may not be handed out in Hall.

23. Students are required to register with a Medical Practitioner.

24. Students of the College may not keep or use motor vehicles (other than mopeds) without permission both from the Senior Tutor and from the University Motor Proctor. Motor vehicles may be parked in Harvey Court or on any other College property only if a College Parking Permit is displayed, and they may not be parked in St. Mary's Court. Bicycles and motorcycles kept by students must have painted on them a College number allotted by the Head Porter. They may not be ridden or wheeled through the College Courts.

25. The rules for the use of the bar in College must be strictly observed.

26. No trading on College premises is permitted without the agreement of the College Council.

## **FINANCIAL**

27. College accounts are required to be paid by the due date quoted on the statement. Overdue accounts will be subject to administrative charges (see College Venn for details). The College reserves the right, after consideration of the circumstances of the matter, to decline to present for any degree, diploma or other qualification any member who is in debt to the College. The circumstances that the College will consider include the nature of the debt; its size; the reason for nonpayment; the reasonable practicability of its payment by the student, or on his or her behalf; the likely damage to the student from non-presentation; the likely efficacy of alternative, less damaging sanctions. The College will afford the student the opportunity of commenting on those matters before reaching its decision, including through the College's informal and formal complaints and appeals procedures (General Information Handbook, Section 4).

28. Undergraduates are required to dine at, and pay for, not less than thirty one dinners in Hall in each Full Term (save for the Easter Term, for which the minimum number is twenty seven) and in addition to pay for at least five further dinners to be taken by themselves or their guests.

## **GRADUATES**

28. Graduate Students resident in College are required to conform to the general rules for undergraduates as set out above. Graduates, however, do not need a formal Exeat to go away from Cambridge during Term, nor do they need to obtain a Terminal Exeat from their Tutor at the end of each Term. They must, however, inform their Tutor if they are to be away from Cambridge for any prolonged period. Graduate students are required to dine at, and pay for, not less than sixteen Hall dinners each term (eight dinners if married or living out).

## **COVID-19**

29. Students are required at all times to follow all College, University and Government notices, protocols and regulations in relation to containing the spread of the Covid-19 Pandemic. Failure to do so may incur severe disciplinary measures.

## Appendix 1

# Freedom of Speech and Meetings on College Premises

1. The College is required by law to outline principles for its members students and employees and for visiting speakers in relation to their right to freedom of speech in the context of other legal responsibilities of the College. A copy of the section is annexed to this Appendix.

This Statement takes into account the specific legal responsibilities, as set out in Section 43 of the Education (No 2) Act 1986, the Equality Act 2010 and the Counter-Terrorism and Security Act 2015, the last of which gives rise to the ‘Prevent’ duty outlined elsewhere.

2. This statement outlines the principles of free speech that apply to all members of the College, staff or students connected to the University or another College, and visiting speakers (i.e. speakers who are not members of the University of Cambridge or one of the Colleges).

3. The College is strongly committed to the principle of freedom of speech and expression. The College fosters an environment where all of its members can participate fully in the life of the College, and where each member feels confident and able to research, question and test received wisdom, and to express new ideas and controversial or unpopular opinions, without fear of isolation, marginalisation or discrimination. Equally, the College expects its members to receive, and respond to, intellectual and ideological challenges in a constructive and peaceable way. The College also acknowledges its statutory duties in protecting its members and other people from “radicalisation”, which in this context means being drawn in by others to support terrorism, or to commit acts of terrorism.

4. Subject to paragraph 3 above, no premises of the College will be denied to any member or body of members by reason of the beliefs or views of that individual or of that body or the policy or objectives of that body.

5. In holding to these key principles, the College will take into account its obligations regarding freedom of speech, the management of the health and safety of its members and the general public, the promotion of equal opportunities and prevention of discrimination on the grounds of belief, race, gender or sexual orientation or other legally-protected characteristics, and its duties associated with preventing people from being drawn into terrorism or the promotion of terrorist activities.

6. As an example of this, the College reserves the right to refuse access to its premises if it is of the opinion that a visiting speaker or the purpose of a meeting is likely to give rise to the incitement of crime and/or is likely to cause a breach of the peace.

7. In determining the likelihood of risk of harm to members of the College and/or the general public, or members of the College being drawn into terrorism, or otherwise promoting any violent or illegal action, the College publishes policies and/or procedures to set out and manage:

- a) the behavioural expectations of students and student unions;
- b) the management of College events at which controversial views may be expressed (whether or not they are held at the College); and
- c) the management and conduct of visiting speakers at meetings held within the College.

## **MEETINGS ON COLLEGE PREMISES**

8. The following code of practice for meetings on College premises is based on applicable legislation including Section 43 of the Education Act (No.2) 1986, the Equality Act 2010, and the Counter-Terrorism and Security Act 2015.

9. The section also requires the College to issue and keep up to date a Code of Practice to be followed by students, other members and employees of the College about the organisation of meetings that are to be held on College premises, and about the conduct required of those persons in connection with meetings. This Code of Practice therefore applies to all students, other members and employees of the College in respect of meetings on any of the College's premises. Outdoor, as well as indoor, meetings are included. College premises

include not only the College itself, but also land and premises elsewhere in the occupation of the college, such as College Hostels, the Sports Grounds and the Boathouse.

10. The attention of members of the College is drawn to the following College regulations:

*13. Students of the College are required to comply with any instruction given by College or University officers, or by any other person authorised to act on behalf of the College or University, in the proper discharge of their duties. They must state their names and that of their Colleges when asked by a Proctor or Pro-Proctor, or other person in authority in the University or in any of the Colleges in the University.*

*14. Members of the College must not disrupt or impede or attempt to disrupt or impede the activities and functions of the College or of the University or of any other College.*

*15. Members of the College must not impede freedom of speech or lawful assembly within the College or the Precincts of the University. They must give any notice which is required to be given to a College or University officer under the terms of the Codes of Practice issued by the College and the University under the provisions of Section 43 of the Education (No.2) Act 1986, the Equality Act 2010 and the Counter-Terrorism and Security Act 2015.*

These regulations apply to ALL meetings held on College premises, including meetings organised by conferences and other outside bodies; and members of the College are reminded that actions that disrupt meetings or impede freedom of speech or lawful assembly will also constitute offences under the University's regulations for discipline.

## **ORGANISATION OF MEETINGS ON COLLEGE PREMISES**

11. Permission is required for all meetings, including dinners, to which speakers who are not resident members of the College are invited and for any other meeting at which more than 30 persons are expected to be present, whether or not the meeting is open to the public. (Particular classes of meetings may be specifically exempted by the Senior Tutor.) The permission must be obtained from the Senior Tutor not less than 3 days beforehand, and if a room is to be reserved a booking must be made through the Conference and Events Office.

The application for permission must state the name of the member of the College taking responsibility for the meeting, the date and time of the meeting, the place, the name, addresses and colleges (if any) of the organisers, the name of the organisation making the arrangements, and the name of any expected speaker, whether or not a member of the University. This requirement extends to meetings and gatherings in junior members' own rooms if more than 15 persons are expected to be present.

12. The organisers of a meeting to which paragraph 11 applies must comply with any conditions set by the College authorities in respect of the organisation of the meeting or other activity and the arrangements to be made. Such conditions may include the requirement that tickets must be issued for public meetings, that an adequate number of stewards should be available, that the services of porters should be hired, that the police should be consulted about the arrangements, that the time and place of the meeting shall not be changed, that those who speak do not act unlawfully, e.g. by inciting racial hatred, and that the meeting may be ordered to be cancelled if serious public disorder is anticipated. The cost of meeting the requirements, and the responsibility for fulfilling them, rests with the organisers.

## **CONDUCT AT MEETINGS ON COLLEGE PREMISES**

13. The organisers of any meeting on College premises, and persons attending the meeting, must comply with instructions given by any College officer or by any other person authorised to act on behalf of the College (including the Proctors) in the proper discharge of their duties. The attention of members of the College is drawn to the College regulations set out in paragraph 10 above. Any person attending a meeting who is not a member of the College may be required at any time to leave the College's premises notwithstanding any payment he may have made to attend the meeting.

## **THE UNIVERSITY**

14. The provisions of Section 43 of the Education (No.2) Act 1986, the Equality Act 2010 and the Counter-Terrorism and Security Act 2015, apply also to the University in respect of all its members, students and employees and visiting speakers. The College may invite the Proctors to enter its premises and authorise them to act in the discharge of their University duties. Members of the College are reminded that the University disciplinary regulations apply on College premises as elsewhere within the precincts of the University.

## **OTHER LEGAL REQUIREMENTS**

15. The attention of organisers of public meetings and assemblies is drawn to Section 11 and 14 of the Public Order Act 1986, concerning processions and assemblies. Other legal requirements may affect the conduct of meetings. A speaker, for example, who incites an audience to violence or to breach of the peace or to racial hatred commits a criminal offence. Equally, assemblies of persons, even if directed to lawful purposes, cease to be lawful if they threaten serious public disorder or breaches of the peace.

## **APPLICATION OF THE CODE**

16. Any person who is in any doubt about the application of this Code of Practice to a meeting or public gathering in the College is under an obligation to consult the Senior Tutor who will determine whether the provisions of the code apply. The Senior Tutor or his deputy may exempt certain categories of meeting from some or all of the requirements of paragraph 10 of this Code; and he may issue from time to time Notes of Guidance on the application of the requirements to particular premises and categories of meeting.

17. Breach by any member of the College of any of the requirements of this code may be treated as a serious disciplinary offence.

23 July 1987  
Updated 12 September 2016

## ANNEX

### *Section 43 of the Education (No.2) Act 1986*

43. (1) Every individual and body of persons concerned in the government of any establishment to which this section applies shall take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of the establishment and for visiting speakers.

(2) The duty imposed by subsection (1) above includes (in particular) the duty to ensure, so far as is reasonably practicable, that the use of any premises of the establishment is not denied to any individual or body of persons on any ground connected with

- (a) the beliefs or views of that individual or of any members of that body; or
- (b) the policy or objectives of that body.

(3) The governing body of every such establishment shall, with a view to facilitating the discharge of the duty imposed by subsection (1) above in relation to that establishment, issue and keep up to date a code or practice setting out

- (a) the procedures to be followed by members, students and employees of the establishment in connection with the organisation
  - (i) of meetings which are to be held on premises of the establishment and which fall within any class of meeting specified in the code; and
  - (ii) of other activities which are to take place on those premises and which fall within any class of activity so specified and

(b) the conduct required of such persons in connection with any such meeting or activity;

and dealing with such other matters as the governing body consider appropriate.

(4) Every individual and body of persons concerned in the government of any such establishment shall take such steps as are reasonably practicable (including where appropriate the initiation of disciplinary measures) to secure that the requirements of the code of practice for that establishment, issued under subsection (3) above, are complied with.

(5) The establishments to which this section applies are

- (a) any university;
- (b) any establishment which is maintained by a local education authority and for which section 1 of the 1968 (No.2) Act (government and conduct of colleges of education and other institutions providing further education) requires there to be an instrument of government; and
- (c) any establishment of further education designated by or under regulations made under section 27 of the 1980 Act as an establishment substantially dependent for its maintenance on assistance from local education authorities or on grants under section 100 (1) (b) of the 1944 Act.

(6) In this section -

"governing body", in relation to any university, means the executive governing body which has responsibility for the management and administration of its revenue and property and the conduct of its affairs (that is to say the body commonly called the council of the university);

"university" includes a university college and any college, or institution in the nature of a college, in a university.

(7) Where any establishment

- (a) falls within subsection (5) (b) above; or
- (b) falls within subsection (5) (c) above by virtue of being substantially dependent for its maintenance on assistance from local education authorities;

the local education authority or authorities maintaining or (as the case may be) assisting the establishment shall, for the purposes of this section, be taken to be concerned in its government.

(8) Where a students' union occupies premises which are not premises of the establishment in connection with which the union is constituted, any reference in this section to the premises of the establishment shall be taken to include a reference to the premises occupied by the students' union.

## Appendix 2

# STUDENT UNION

### Gonville and Caius College Statement of Practice

Under the Education Act 1994 the College is obliged to advertise the right of individuals to opt out of student union membership and to publish a procedure for dealing with complaints against the student union. The College Council has approved the provisions set out below.

#### A. MEMBERSHIP OF GONVILLE AND CAIUS COLLEGE STUDENTS' UNION (G.C.S.U.)

1. Any student may exercise the right not to belong to the G.C.S.U. by giving notice in writing to that effect to the President of the G.C.S.U. or to the President of the M.C.R. within two weeks of the commencement of any Michaelmas Full Term. A student who has given such notice shall cease to be a member of the G.C.S.U. for the duration of that academic year.

2. Students who exercise the right not to belong to the G.C.S.U. shall not be disadvantaged with regard to the provision of services or otherwise. Such students may, however, be excluded from certain privileges conferred outside the College by possession of a valid student union membership card.

#### B. COMPLAINTS PROCEDURE

1. Students who are dissatisfied in their dealings with the G.C.S.U. or who believe they are unfairly disadvantaged by reason of their having exercised the right not to belong to the G.C.S.U. may submit their complaint in writing either to a member of the G.C.S.U. Executive (to a member of the M.C.R. Committee in the case of graduate students) or to the Ombudsman, who is Dr. Elizabeth Harper.

2. Complaints submitted to a member of the G.C.S.U. Executive or of the M.C.R. Committee shall be dealt with by the relevant body within two weeks of their receipt. If a student is dissatisfied with the response he or she may appeal to the Ombudsman.

3. Complaints or appeals submitted to Dr. Harper shall be considered by her, in consultation with the Tutors where appropriate, within two weeks of their receipt.

4. Any complaint or appeal shall normally be treated in confidence.

5. While the College Council shall not review the substantive decisions of the Ombudsman a further complaint may be made to the College Council regarding procedural delay or unfairness in the handling of the complaint or regarding the inadequacy of any remedy provided.

September 1996



## Appendix 3

# FIRE SAFETY POLICY

This document is a statement of policy of Gonville & Caius College. Its primary purpose is to ensure that all members of the College are aware of their responsibilities in relation to fire safety and to assist them to discharge those responsibilities. The policy takes into account the requirements of **The Regulatory Reform Fire Safety Order 2005** its associated legislation, guidance and accordingly, must be brought to the attention of all College members.

**Prepared By:** College Health and Safety Advisor  
**Date of Issue:** 16 March 2011  
**Authorised By:** Gonville & Caius College Council  
**Last Reviewed:** 1 October 2019  
**Next Review Date:** 1 October 2020

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# 1. STATEMENT OF INTENT

## 1.1 Background

In accordance with the provisions of the Regulatory Reform Fire Safety Order 2005 (RRFSO 2005), this document sets out the policy of Gonville & Caius College towards the health, safety and welfare at work of its Fellows, staff, students and others who may be affected by its activities. It also explains the organisation and arrangements which the College Council has established to put the policy into effect.

The College recognises that a high level of commitment to fire safety brings benefits to the College including financial ones. The scope of this policy includes the occupational health of all our Fellows, students and staff as well as their safety at work. The College views fire safety as an issue that must continually progress and adapt to changes. The approach is based on the assessment of fire safety risks through the implementation and maintenance of a robust fire safety management system.

The College Council regards fire safety as the responsibility of every member of the College, but recognises that key personnel have specific duties and responsibilities to comply with both the letter and spirit of this policy. We also promote the active involvement of students and their representatives to ensure they act in accordance with the requirements of this policy.

A positive culture and the allocation of appropriate levels of resources to support fire safety is encouraged through the active support and involvement of Fellows, staff and students in the decision-making process, either on an individual basis, or through their representatives.

This Fire Safety Policy is regularly monitored and reviewed annually with the aim of continual improvement.

**Date: 1 October 2019**

**Gonville & Caius College Council**

## **2. FIRE SAFETY ORGANISATION**

The College's estate includes Listed Buildings and buildings used for a variety of different activities, ranging from the Library and the Auditorium to private homes. Fire prevention in such a wide range of buildings presents particular challenges.

Mandatory legislation regarding the fire precautions necessary in Houses in Multiple Occupation and the workplace requires the College to conduct Fire Risk Assessments to provide a safe place of residence for students and a safe working environment for employees. The Fire Risk Assessment identifies all safety deficiencies that must be addressed and rectified.

The College is reluctant to deny anyone the opportunity to make use of its facilities by insisting upon temporary closure of accommodation, but may have to do so in the interests of safety.

### **2.2 Individual Responsibility**

Individuals have a personal responsibility to care for themselves and others, and to respect the fabric of the College.

The damaging or misuse of any item of fire prevention equipment may be a criminal offence and will be regarded very seriously by the College.

### **2.3 Specific Responsibility**

The Head Porter as Health & Safety Advisor, has specific operational responsibility for fire safety matters and is qualified to offer advice on any fire safety related issues under the overall authority of the Operations Director. He is assisted by the Deputy Head Porter and four Senior Shift Porters, all are suitably qualified, and by a Fire Safety Assistant, who conducts the weekly fire alarm and monthly emergency lighting testing.

### **2.4 Health and Safety Management Group**

Issues concerning fire safety can be drawn to the attention of the Health and Safety Management Group, which meets termly. Its constitution is described in the College's Health and Safety Policy.

## **3. FIRE SAFETY GENERAL ARRANGEMENTS**

### **3.1 Testing of Fire Alarm Systems**

These are tested weekly with the intention of ensuring that defects are identified and repaired.

### **3.2 Testing of Emergency Lighting Systems**

These are tested monthly with the intention of ensuring that defects are identified and repaired

### **3.3 Maintenance of Fire Safety Equipment**

Fire safety equipment (such as fire extinguishers and fire blankets) is maintained and tested annually by an approved contractor. Monthly visual checks are carried out by College staff to ensure serviceability.

### **3.4 Maintenance of Fire Alarm Systems**

Fire alarm systems are maintained on either a quarterly or six monthly basis by an approved contractor. Any defects identified immediately.

### **3.5 Maintenance of Emergency Lighting Systems**

Emergency lighting systems are maintained annually by a College designated "Competent Person". Any defects identified are reported to the College Maintenance Department and rectified.

### **3.6 Maintenance of Private Fire Hydrants**

All College fire hydrants are maintained annually by a suitably approved contractor.

### **3.7 Maintenance of Dry Riser and Smoke Vent Systems**

The College Dry Riser and Smoke Vent systems located in the Stephen Hawking Building and Alice Cheng House are maintained twice annually by a suitably approved contractor.

### **3.8 Fire Evacuation Drills**

These will be held annually in all areas of College on a rolling programme, usually without warning. They provide an opportunity for all persons within the College to rehearse procedures to vacate the building and assemble at a designated assembly point.

### **3.9 Maintenance of Kitchen Extract Ventilation Systems**

Depending on use, the Kitchen Extract Ventilations Systems are either maintained by a suitable approved contractor annually or biannually.

### **3.10 Maintenance of Local Exhaust Ventilation Systems (LEV)**

Weekly user checks are conducted on the Local Exhaust Ventilations Systems whilst a competent contractor carries out testing and inspection every 14 months.

College Insurers require biannual examinations of the LEV's and appoint suitable engineers to carry this out.

### **3.11 Training**

The Head Porter is responsible for arranging suitable training for all Porters on their immediate response to fire alarms plus live fire training. All administrative staff receive individual fire training and a record of such training is held by the Head Porter. All members of staff are instructed on the College Fire Policy and evacuation procedures during their induction, which is reinforced during annual training. Students receive a comprehensive fire safety briefing from the Head Porter during their Matriculation into College.

### **3.12 Fire Wardens**

In addition, a number of staff will be identified by the Head Porter as Fire Wardens whose principal duties will be:

- a) Assisting with evacuation
- b) Maintaining fire instruction signage
- c) Reporting any obvious defects to fire safety equipment

In high risk areas where greater fire risks appear likely, e.g. in workshops and kitchens, staff will be given suitable extra training.

### **3.13 Documentation**

The Head Porter is responsible, through the Operations Director, for collating and updating all relevant documentation including Fire Logs Record Books, training records and system manuals related to fire safety within the College.

### **3.14 Individuals with Disabilities**

A Personal Emergency Evacuation Plan (PEEP) will be produced for every person with disabilities residing on College premises, if their disability may impair their ability to escape the premises in an emergency. College Porters, Waiting Staff, Library Staff and other responsible persons will receive appropriate training, not only for such individuals, but in generic terms for non-residents with disabilities or mobility issues.

### **3.15 Responsible Persons**

The Operations Director is appointed by College Council as the Responsible Person and both he and the Health and Safety Advisor are available for consultation by students on any point relating to fire safety. They will be able to assist, if present, if evacuation is required or in liaison between the College and Cambridgeshire Fire & Rescue Service. In their absence, the on duty Porters will take charge of any fire related incident until relieved by a senior person of the College or an Incident Manager from Cambridgeshire Fire and Rescue Service.

## Appendix 4

# HEALTH AND SAFETY POLICY

This document is a statement of policy of Gonville & Caius College. Its primary purpose is to ensure that all members of the College are aware of their responsibilities in relation to Health and Safety and to assist them to discharge those responsibilities. The policy takes into account the requirements of **The Health and Safety at Work Act 1974** its associated legislation and guidance and accordingly, must be brought to the attention of all College members.

**Prepared By:** College Health and Safety Advisor  
**Date of Issue:** 16 March 2011  
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# **HEALTH AND SAFETY POLICY**

## **STATEMENT OF INTENT**

### **1. Background**

In accordance with the provisions of the Health and Safety at Work Act 1974, this document sets out the policy of Gonville & Caius College towards the health, safety and welfare at work of its Fellows, staff, students and others who may be affected by its activities. It also explains the organisation and arrangements which the College Council has established to put the policy into effect.

The College recognises that a high level of commitment to health and safety brings benefits to the College including financial ones. The scope of this policy includes the occupational health of all our Fellows, students and staff as well as their safety at work. The College views health and safety as an issue that must continually progress and adapt to change. The approach is based on the assessment of health and safety through the implementation and maintenance of a robust health and safety management system.

The College regards health and safety as the responsibility of every member of the College but recognises that key personnel have specific duties and responsibilities to comply with both the letter and spirit of this policy. We also promote the active involvement of students and their representatives to ensure they act in accordance with the requirements of this policy.

A positive culture and the allocation of appropriate levels of resources to support health and safety is encouraged through the active support and involvement of Fellows, staff and students in the decision-making process, either on an individual basis, or through their representatives.

The implementation of the health and safety policy is regularly monitored and reviewed with the aim of continual improvement.

#### **1.1 General Statement of Intent**

The College commits itself, so far as is reasonably practicable, to achieving the following objectives:

- To ensure that health and safety risks inherent in the activities of the College are assessed and steps taken to remove or control them. The process of risk assessment will be used to ensure that this is done in an efficient, systematic and cost effective manner.
- To consult with Fellows, staff and students on matters affecting their health and safety.

- To provide and maintain its environment, plant, equipment and systems of work in ways that are safe and without risks to the health of Fellows, staff, students and visitors to the College.
- To make arrangements for the safe use, handling, storage and transport of materials and substances.
- To provide the necessary information, instruction and training to staff and others, including temporary staff, to ensure their competence with respect to health and safety and to regularly assess their performance.
- To prevent accidents, cases of work-related ill health and investigate dangerous occurrences or incidents, whether or not they result in injury.
- To liaise and work with all necessary persons to ensure that adequate arrangements are in place for ensuring the health and safety of Fellows, staff, students and visitors. These arrangements will include the provision of a safe and healthy working environment, including appropriate welfare facilities and emergency systems.
- To implement and maintain monitoring systems to ensure that all relevant Statutes, Regulations and Codes of Practice are complied with and to take any additional measures considered necessary.
- To ensure appropriate arrangements are in place for the effective review and revision of this policy statement as necessary at regular intervals and at least annually.

**Date: 1 October 2019**

**Gonville & Caius College Council**



## **2. Health And Safety Organisation**

### **2.1 College Council**

The College Council has ultimate legal responsibility for the health and safety of Fellows, staff and students and other people affected by the College's activities.

### **2.2 The Operations Director**

The Operations Director is the College Health and Safety Officer and is accountable to the College Council to ensure compliance with relevant statutory health and safety legislation and for ensuring this policy is put into practice.

### **2.3 Heads of Department**

Heads of Department are responsible for ensuring that health and safety standards are complied with within their area of control, and that staff are kept fully informed of health and safety issues.

### **2.4 Fellows, Staff, Students, Visitors and others**

All Fellows, staff, students, visitors and others have a duty to co-operate with the College in complying with the health and safety arrangements in place, and must take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions. In addition, they must not interfere with or misuse anything that is provided in the interest of health and safety. They must also abide by relevant statutory provisions.

### **2.5 Advisory Responsibilities**

**2.5.1 The College Health and Safety Advisor** is responsible through the Operations Director for advising on relevant legislation, providing professional advice on matters of general health and safety and advising the College Council on the strategy and formulation of its Health and Safety Policy.

**2.5.2 Qualified Occupational Health Professionals**, currently the Occupational Health Departments at the University of Cambridge along with Addenbrookes and Hinchingsbrooke Hospitals provide Occupational Health advice for College employees. This service is available through the College's HR Manager.

**2.5.3 The College Estates Manager** is responsible for advice through the Operations Director to the College Council on the physical safety of buildings and property under the control of the College, and for their safe management. He is additionally responsible for advising on relevant legislative matters, and providing professional advice on construction and building related matters, asbestos and legionella management.

**2.5.4 The College Fire Safety Advisor** is responsible through the Operations Director for advising on relevant legislation and providing professional guidance, as well as operationally responsible for matters of fire safety and its management.

**2.5.5 Food Hygiene** advice is provided by an external consultant who is responsible for advising on relevant legislation, environmental health matters, conducting quarterly kitchen hygiene audits and providing relevant certified hygiene training for kitchen employees.

## **2.6 Resolution of Health and Safety Issues**

If a member of staff wishes to raise a health and safety issue they should first raise it with their Head of Department. If the Head of Department has insufficient resources to deal with the issue they should raise the matter with the College Health and Safety Advisor. The exception to this rule would be if there was a situation of serious and imminent danger where the emergency services should be contacted or, if this was not appropriate, the College Health and Safety Officer. At any stage in this process a College Advisor (see section 2.5. Advisory Responsibilities) may be contacted for guidance: however, the responsibility for the resolution of a problem would remain a matter for the affected Department.

### 3. Health and Safety General Arrangements

#### 3.1 Guidance on Implementation

This section details the day-to-day arrangements that are provided for the effective management of health and safety within the College and uses a common sense and practical approach. This approach is designed to be part of the everyday process of running the College and an integral part of the workplace behaviours and attitudes.

To facilitate the implementation and maintenance of this policy, the College uses the management system called: Managing for Health and Safety, (known as HSG65) which has been devised by the Health and Safety Executive and reinforces the key points to effectively managing for health and safety, which are:

- Leadership and management (including College processes)
- A trained/skilled workforce
- An environment where people are trusted and involved

These elements, underpinned by an understanding of the profile of risks the College creates or faces, are needed. This links to wider risk management and is shown below:

**Figure 1:** The core elements



The College will employ a sustained and systematic approach and this will contain the steps Plan, Do, Check, Act which will assist in achieving a balance between the system and the behavioural aspect of management. It also treats health and safety management as an integral part of good management generally, rather than a stand-alone system.

**Figure 2:** Key elements in “Managing for Health and Safety” – The Plan, Do, Check, Act approach



The flexibility of this approach means that, through careful monitoring, it is possible to develop and add policies and procedures to ensure that the College’s health and safety arrangements continually improve.

### 3.2 Policy Implementation

The College’s Health and Safety Policy, is based on best practice. This Policy, together with the College Health and Safety Manual and local arrangements, should influence all relevant activities and decisions.

### **3.3 Health and Safety Risks Arising from College Activities**

It is a legal requirement for the College to ensure that an assessment of the risks to health and safety is carried out before any work commences. It is the responsibility of each Head of Department to ensure suitable and sufficient risk assessments within their area of responsibility and control are carried out, recorded and reviewed. Risks and their controls must be incorporated in departmental assessments. Care should be taken to ensure that new members of staff are made aware of this process, and a record of this having been done is to be kept.

The College risk assessment process should be used to highlight any deficiencies in these arrangements. In order to establish control, Heads of Departments may delegate specific health and safety roles to appropriate members of staff or request assistance from such employees. These roles may include Assistant Fire Wardens, Display Screen Equipment Assessors, Fire Risk Assessors or others.

### **3.4 Employee Consultation and Representation**

The College actively promotes and supports staff and student involvement and consultation in health and safety planning. The forum for this is the Health and Safety Management Group (a working group of the College, chaired by the Operations Director and including Fellows of the College, College staff and students).

The Health and Safety Management Group's terms of reference are:

- To oversee the College Health and Safety Policy and to monitor its implementation. To discuss and resolve issues that have not been resolved through the appropriate Head of Department and College Officer.
- To advise and make recommendations to the College Council via the Works and Accommodation Committee on matters relating to health and safety policy.
- To propose an annual budget and monitor expenditure, while submitting any financial requirement in excess of £50,000 arising from health and safety matters to the College Council for decision, via the Works and Accommodation Committee.
- To audit the implementation and effectiveness of health and safety policies in the College.
- To ensure that the College complies with all relevant health and safety legislation.

*Note:*

1. *The Health and Safety Management Group will meet three times annually, once each during the Michaelmas, Lent and Easter term.*
2. *The minutes of the meeting will be circulated widely and it is to the Works and Accommodation Committee that unresolved issues should be brought for resolution.*

Heads of Departments have particular responsibility to ensure the safety of their own staff and must ensure that staff are competent to carry out their duties by providing the necessary information, instruction, training and supervision. This should be a subject frequently raised in formal and informal discussion with staff so that good ideas and ways of enhancing working practices can be identified and implemented.

### **3.5 Accident, First Aid and Work-related Ill Health**

The College provides detailed guidance on the action required for both the reporting of incidents and the provision of first aid within departmental health and safety files. All accidents/incidents on College property will be recorded in the incident book retained in the Trinity Street Porters' Lodge. The causes of injuries must be analysed so that the risk of further injuries is minimised. The record in itself forms part of the College's ability to measure its health and safety performance. First aid boxes are strategically placed in the College and it is the responsibility of departmental heads to ensure that these boxes are well maintained in conjunction with the College Nurse. The Health and Safety Advisor in conjunction with Heads of Departments will ensure that nominated staff receive appropriate training to qualify them as first aiders or competent persons. The College Nurse will display the names of these in prominent positions throughout the College. More information can be sought from the First Aid Policy and Procedures document provided within the Health and Safety Manual.

### **3.6 Training**

The advance of legislation and the development of new work processes can be understood and managed more easily with the assistance of regular professional training. Heads of Departments are responsible for holding individual certification or documentation relating to such training for all their staff. All members of staff will receive regular training updates as appropriate. However, training and learning is not ultimately dependent on formal situations and learning processes can continue through work activities.

### **3.7 Planning and Implementing**

In discharging their responsibilities, Heads of Department will ensure that a clear framework of standards, procedures and systems exists and is used to deal with the requirements of this policy document and associated guidance.

College health and safety policies, procedures and policy guidance will be developed by, or under supervision from, one or more of the College's Advisors (see section 2.5 Advisory Responsibilities) and approved by the College's Health and Safety Management Group, the Works and Accommodation Committee and the College Council. This guidance will form part of the Health and Safety Manual.

In support of this policy, the College Estates Manager is responsible through the College Health and Safety Officer (Operations Director) for advising on the physical safety of all buildings in use by College staff and students. He/she is also responsible for ensuring that these buildings meet the relevant statutory provisions insofar as is reasonably practicable, in conjunction with the Health and Safety Officer and Advisor. In particular, this shall include construction, fire safety, security, asbestos and legionella management.

### **3.8 Measuring Performance**

Performance measurement will be linked into active and reactive monitoring systems. Active monitoring will be carried out at Department level through:

- Assessment of training needs and the delivery of suitable training.
- Regular inspections and health and safety tours.
- Health surveillance, (where appropriate).
- Environmental monitoring, (where appropriate).
- Direct observation of compliance with health and safety standards.

A key element of reactive monitoring will be the collection and analysis of incident reporting data. This data will be reported back to the Health and Safety Management Group and Heads of Department, so that standards can be developed to prevent future incidents.

### **3.9 Reviewing Performance**

Performance review will be a continuous process undertaken at different levels within the College, although much of the review process will be concentrated in the activities of the Health and Safety Management Group.

Reviewing will include:

- Responses by Heads of Department and employees to failures to implement workplace precautions either discovered as issues brought to their attention through the incident reporting procedure, or observed in the course of routine activities.
- Actions to remedy sub-standard performance identified through formalised monitoring procedures.
- Assessment and response to action plans.
- Reactions to the results of audits or inspection.

### **3.10 Auditing**

All control systems tend to deteriorate over time or become obsolete as a result of change. Therefore, a system of auditing will be established in order to ensure that:

- Appropriate management arrangements are in place.
- Adequate risk control systems exist, are implemented, and consistent with the hazard profile of the organisation.
- Appropriate workplace precautions are in place.

### **3.11 Fire Emergency Procedures**

The College provides detailed guidance on the appropriate action to be taken in the event of a fire. Full details are available by consulting the College Fire Safety Policy, the College Emergency Action Plan, the Health and Safety Policy Manual or the College Fire Safety Advisor.



## Appendix 5

# Smoke-Free Policy

### **Smoking Policy (including use of e-cigarettes)**

The College takes the view that smoking in the workplace is a fire risk, contravenes health and safety regulations and is a health hazard to its members, staff and visitors as a result of passive smoking. This policy recognises that the Health Act 2006 expressly bans smoking in all public places and workplaces.

The College recognises that it is a community with large numbers of resident members. This policy is therefore designed to ensure that those who live and work here and who do not smoke are not affected. This means that smoking is prohibited inside all buildings and work vehicles; this includes the use of e-cigarettes as well as normal cigarettes.

### **Restrictions on Smoking**

In order to promote the health and safety of both students and staff, smoking is not permitted inside any building on College sites and hostels at any times, by any person regardless of their status.

### **Exceptions**

Smoking in the Courts and outside buildings is permitted in designated areas. Those doing so must ensure that their smoke does not enter buildings, and ensure that cigarette butts are extinguished and placed in the appropriate receptacles.

### **Visitors**

This policy applies to all visitors to the College including contractors, delivery drivers and conference guests. Therefore, members and staff who meet visitors are asked to ensure that they comply with this policy.

### **Vehicles**

Smoking is not permitted in College vehicles at any time. Nor is smoking permitted in private vehicles used on College business when another member of staff is being conveyed.

### **Support in Giving up**

The college Nurse is available to offer advice, support and encouragement to those who would like to give up smoking. The NHS Stop Smoking Services (e.g. Camquit 0800 018 4304) provide free advice and practical support for those people wishing to give up smoking.

### **Disciplinary Action**

Those employed in a supervisory capacity should be alert to the need to remind anyone found smoking in smoke-free areas of the College of the College's policy and ask them to refrain.

Staff contravening this policy will be dealt within the College's disciplinary procedure.

Any member of staff leaving their place of work to go to smoke during working hours and outside official rest periods will be expected to make up the time accordingly. Continual breach of this rule will be dealt with under the College's disciplinary procedure.

