



# Non-Smoking Policy

## Policy Statement

We comply with health and safety regulations and the Welfare Requirements of The Smoke Free Regulations 2007 and The Health Act 2006, in making our building a no-smoking environment - both indoor and outdoor. This includes the use of e-cigarettes.

## Procedures

- All staff, and volunteers are made aware of our Non-smoking Policy.
- No-smoking signs are displayed prominently.
- The Non-smoking Policy is stated in information for staff and volunteers.
- We actively encourage no smoking by having information for staff and volunteers about where to get help to stop smoking if they are seeking this information.
- Staff who smoke will be able to take short smoking breaks away from the building in line with their contracted hours and at a time convenient with other members of the working team.
- E-cigarettes are not permitted to be used on the premises.
- Staff are made aware that failure to adhere to this policy and procedures may result in disciplinary action.
- It is a criminal offence for employees to smoke in smoke-free with a fixed penalty of £50 or a fine of up to £200.

## Legal framework

The Smoke-free Regulations 2007

The Health Act 2006

## Our commitments:

This policy was written/reviewed by	Staff: Fiona Wilson
Adopted by	Trustees and Staff
Date	8 Jan 2021
Last Review date	6 April 23 – SJ 12 Aug 2024 - VC
Next Review Due	12 Aug 2025