

Title of Document	No Smoking Policy		
Name of Department	Compliance		

What type of document is this?	Policy	This sets out instructions for how a particular procedure in Helping Hands is to be routinely carried out	
Which Helping Hands POL/SOP/W.I does this document relate to?	NA	Reference number of POL/SOP/W.I	NA

Which Operational Priority/Priorities does this document link to?	Maximising Efficiency & Cost Management	People, Performance & Culture		

Custodian of document	Compliance Co-ordinator Health & Safety	Committee/Group responsible for this document	Governance Committee
Approval date and committee chairperson signature	26.04.20 	When is its next scheduled review?	26.04.23

Who does it apply to?	All Helping Hands staff at the facility				
	Does it apply to bank workers?	Yes	Does it apply to agency staff?	Yes	Does it apply to third party contractors?

Purpose of the Policy	To ensure that the No Smoking policy is adhered to and that all staff understand their responsibilities in relation to smoking materials				
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No Smoking Policy Requirements

ROLES AND RESPONSIBILITIES

Role	Responsibility
All Directors and Managers	To ensure that the policy is adhered to and embedded within teams. Breaches of this policy are addressed and managed where necessary
All Staff	To ensure that the policy is adhered across the Helping Hands estate

1. About this Policy

- 1.1 We are committed to protecting your health, safety and welfare and that of all those who work for us by providing a safe place of work and protecting all workers, service users, customers and visitors from exposure to smoke.
- 1.2 All of our workplaces (including our vehicles) are smoke-free in accordance with the Health Act 2006 and associated regulations. All staff and visitors have the right to a smoke-free environment.
- 1.3 This policy does not form part of any employee's contract of employment and it may be amended at any time.
- 1.4 If you wish to suggest improvements to the policy or experience particular difficulty complying with it you should discuss the situation with your Line Manager.

2. Where is Smoking Banned?

- 2.1 Smoking is not permitted anywhere in our workplace. The ban applies to anything that can be smoked and includes, but is not limited to, cigarettes, electronic cigarettes, pipes (including water pipes such as shisha and hookah pipes), cigars and herbal cigarettes.
- 2.2 No-smoking signs are displayed at the entrances to enclosed or substantially enclosed premises at our workplace. No-smoking signs in Wales must be in both Welsh and English.
- 2.3 Anyone using our vehicles, whether as a driver or passenger, must ensure the vehicles remain smoke-free. Any of our vehicles that are used primarily for private purposes are excluded from the smoking ban.

3. Where is Smoking Permitted?

You may only smoke outside in designated areas during breaks. When smoking outside, you must dispose of cigarette butts and other litter appropriately in the receptacles provided.

4. Breaches of the Policy

- 4.1 Breaches of this policy by any employee will be dealt with under our Disciplinary Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.



4.2 Smoking in smoke-free premises or vehicles is also a criminal offence and may result in a fixed penalty fine and/or prosecution.

5. Business Provision for Smoking

5.1. The areas within the business should provide separate disposal facilities for waste material's, and provided for the disposal of cigarette waste disposal. Cigarette disposal bins should be fireproof and made of metal or other similar fireproof material.

TRAINING

Is training required?	No
Details of training	It must be noted that dedicated smoking areas, where applicable will be communicated to staff.

COMPLIANCE

How is compliance with the POL going to be monitored	Breaches to the policy will be escalated to the relevant manager to take the necessary action(s). Should legislation or process changes occur, the policy will be reviewed by the policy owner.
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EQUALITY IMPACT ASSESSMENT AND PROCEDURAL INFORMATION

	Yes / No	Comments
Does the document have a positive or negative impact on one group of people over another on the basis of their:		
• age?	NA	
• disability?	NA	
• gender reassignment?	NA	
• pregnancy and maternity (which includes breastfeeding)?	NA	
• race (including nationality, ethnic or national origins or colour)?	NA	
• Marriage and Civil Partnership	NA	
• religion or belief?	NA	
• sex?	NA	
• sexual orientation?	NA	
If you have identified any potential impact (including any positive impact which may result in more favourable treatment for one particular group of people over another), are any exceptions valid, legal and/or justifiable?	NA	
If the impact on one of the above groups is likely to be negative:		
• Can the impact be avoided?	NA	
• What alternatives are there to achieving the document's aim without the impact?	NA	
• Can the impact be reduced by taking different action?	NA	
• Is there an impact on staff, client or someone else's privacy?	NA	<i>If yes, privacy impact assessment required</i>

What was the previous version number of this document?	This a new policy
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Changes since previous version	NA	
Author of the document	Compliance Co-ordinator – Health & Safety	
Who was involved in developing/reviewing /amending the POL?	Compliance Co-ordinator – Health & Safety Compliance Director	
How confidential is this document?	Restricted	Can be shared freely within Helping Hands but NOT outside

References	HHH-POL-008 Health & Safety Policy	
Associated Documents	NA	

